

Minutes from Regular Meeting
of the Board of Commissioners
of St. Charles Parish Housing Authority
on November 27, 2018

Board Chair Commissioner Webb Jay IV called the meeting to order at 6:00 p.m.

Pledge of Allegiance recited by all in attendance.

Roll Call:

Executive Director Leatrice Hollis ABSENT

Board Chairman Webb Jay IV PRESENT

Commissioner Delerio Bailey PRESENT

Commissioner Rodney Woods PRESENT

Commissioner Karl Lirette ABSENT

Ex- Officio Commissioner Marilyn Bellock ABSENT

Also, in attendance, SCPHA Maintenance Supervisor, Charles Taylor

Chairman Jay asked for any discussion by Board for approval of Board Minutes from October 23, 2018 meeting.

Commissioner Woods made a motion to accept the minutes for the October 23, 2018 as presented and seconded by Commissioner Bailey.

All were in favor. Motion carried.

Chairman Jay acknowledged Lt. Oubre's absence and moved to the review of the financials for October 2018.

Commissioner Woods stated he did have a question for Mr. Recotta. Chairman Jay stated the Fee Accountant Russell Recotta was absent at this time; however, he was in route to the meeting.

Chairman Jay asked to move on to the VMS report. Executive Director Ms. Hollis was absent due to illness. Therefore, they would move on to Board Resolution 18-11-27-1: Authorization to Apply for Organization Credit Card from First National Bank.

Chairman Jay stated in the past any purchases requiring credit card payment had to be done using the personal credit cards of the Chairman or Executive Director and then be

reimbursed by the agency. This practice causes a logistical nightmare but additional paperwork and processing. By having an organization credit card, these issues would be alleviated.

Commissioner Woods stated he was in agreement with having the agency apply for the credit card which made good sense.

Commissioner Bailey stated this would also allow for additional tracking of expenses.

Commissioner Woods inquired about payment being made in full monthly. Chairman Jay agreed the balance would be paid in full monthly.

Commissioner Woods made a motion to approve Board Resolution 18-11-27-1: Authorization to Apply for Organization Credit Card from First National Bank and Commissioner Bailey seconded the motion.

All were in favor. Motion carried.

Commissioner Woods made a motion to enter into Executive Session and Commissioner Bailey seconded the motion.

All were in favor. Motion carried.

Board of Commissioners entered into Executive Session at 6:05pm.

At 6:20pm, Commissioner Bailey made a motion to return to the regular meeting and motion was seconded by Commissioner Woods.

All were in favor. Motion carried.

Chairman Jay moved to the review of the financials with Mr. Recotta now present.

Mr. Recotta apologized for being late and thanked the Board for their patience. He then moved on with the report of the agency's financial statements beginning with the Section 8 program.

Mr. Recotta gave summaries of all bank account balances along with details about any interfund transactions.

Commissioner Woods asked about a breakdown of a particular amount. Mr. Recotta stated it could be found on the General Ledger report on page 5.

Mr. Recotta continued detailing those amounts reflected salaries and some employee benefits.

Commissioner Woods stated the information detailed made more sense.

Mr. Recotta stated it makes it easier during processing.

Commissioner Bailey asked about the person(s) being paid out of both programs.

Mr. Recotta gave an example of one employee being paid out of both as stated in the reports.

Discussion regarding this practice continued. Mr. Recotta stated the allocation is usually made to

Commissioner Bailey stated based on the reports that an updated organizational chart be submitted due to the number of changes.

Chairman Jay stated he would advise the Executive Director.

Mr. Recotta continued with his report detailing expenditures, subsidies and HUD held reserves.

Continued Board discussion regarding the agency's financial standings.

Chairman Jay stated that he felt the agency was continuing to move in the right direction and in a better place than we were last year. He asked Mr. Recotta for his professional opinion regarding the agency's current financial position and what the future looks like.

Mr. Recotta stated he believes the agency is moving in the right direction and new staff, he feels more comfortable now than in the past with working with the agency. There is more to do and further to go just due to the age of the housing structures. He stated the agency is now accessing Capital Funds and small amounts in reserves.

Commissioner Woods asked how did the reserves improved in the last 30 days. He asked to be refreshed on this process.

Mr. Recotta stated the agency is reducing our deficit and increasing our HAP reserve/equity. Low Rent has an increase in our operating revenue that is not being spent. The agency is replenishing our reserves by not having to access that money. Mr. Recotta gave more details regarding expenditures and how they affect the reserves.

Commissioner Woods then asked about the amount owed to HUD. How is the agency's standing?

Mr. Recotta stated a vending machine was approved and any proceedings were remitted to HUD. To date, the proceeds total \$183.30.

Mr. Recotta stated based on the VMS report, there was an increase of 24 units from October to November 2018.

Commissioner Woods asked about demand deposits on the bank statements and asked about that. Mr. Recotta stated these amounts were from the new bank accounts at First National Bank.

Mr. Recotta then gave a summary of the Low Rent financial report.

Commissioner Woods asked how long could units be kept in MOD and still be subsidized.

Chairman Jay stated essential until the work is completed on the units.

Mr. Recotta stated there is a time frame in which the funds will have to be obligated but not spent, which is approximately three years.

Commissioner Woods asked about the agency's time frame to get those units online.

Maintenance Supervisor Charles Taylor stated the agency is currently working on units to get them repaired. The goal is to empty out the Des Allemands development which is the smallest site so modernization can begin.

Chairman Jay stated that one whole site will be updated and then the agency can move on from there.

Commissioners Bailey asked if the agency had adequate housing to move them too.

Maintenance Supervisor stated the agency started with the Des Allemands site because it is the smallest.

Chairman Jay stated that is what the agency is working on so the vacant units are filled by existing Des Allemands resident and then once renovations are complete, they can be moved back and the cycle repeated until renovations are complete at all sites.

Commissioner Woods stated that the process made very good sense.

At this time, Chairman Jay called for Public Comments. No public present.

Commissioner Bailey made a motion for adjournment at 6:44pm. Commissioner Woods seconded the motion.

The Chairman declared the motion carried and the meeting was adjourned at approximately 6:44pm.

Webb Jay IV, Chairperson

Leatrice Hollis, Secretary