

Minutes from Regular Meeting  
of the Board of Commissioners  
of the Housing Authority of St. Charles Parish  
on Tuesday, May 26, 2020

Board Chair Commissioner Webb Jay IV called the meeting to order at 6:01 p.m.

Pledge of Allegiance recited by all in attendance.

Roll Call:

Executive Director Leatrice Hollis PRESENT

Board Chairman Webb Jay IV PRESENT

Commissioner Delerio Bailey PRESENT

Commissioner Rodney Woods PRESENT

Commissioner Karl Lirette ABSENT

Ex- Officio Commissioner Marilyn Bellock PRESENT

Also, in attendance, Brandy Hayes, SCPHA Housing Supervisor and Charles Taylor, Maintenance Supervisor.

Chairman Jay asked if the Board had any questions or discussion regarding the minutes for the March 3, 2020 meeting.

Commissioner Bailey made a motion to approve the minutes for the March 3rd meeting. Commissioner Woods seconded the motion.

All were in favor. Motion carried.

The next agenda item was the review of the HASCP's financial statements. At this time, Anna Putnam of Housing Solutions Alliance called in. Executive Director Hollis introduced Anna and the H.S.A. staff as our agency's new fee accountant and answer any questions the Board may currently have.

Ms. Putnam gave a brief history of H.S.A, which had worked with the housing authority in the past. H.S.A. took over the Housing Authority's financial reporting in October, 2019 from Mr. Russell Recotta. The previous fee accountant had not provided end of year financials for a number of months. H.S.A along with Housing Authority staff is working to make progress with the financials. There have been Capital Fund adjustments which had to be made to reflect specific invoices paid. All entries had not been made. Therefore,

Capital Fund 2017 & 2018 had to be straightened out due to unposted entries. These years are now ready to be closed out.

Executive Director Hollis stated the Housing Authority is zero tolerance meaning the agency must receive HUD approval prior to paying any invoices. In speaking with HUD staff in a conference call, it was discovered by Cheryl and Byron how the agency was getting paid. Therefore, before any checks are paid, a listing of all expenses is sent for HUD approval prior to any money being drawn down.

Ms. Putnam stated that the Executive Director inherited this situation and it was not a result of her management. Therefore, HUD has to have constant oversight. Hopefully, once the financials are up-to-date and they can see that month to month the agency is in good financial standing, the restrictions may ease up. H.S.A. has a good working relationship with HUD and they trust them.

Commissioner Bailey asked if there were any journal entries that didn't match up or any funds that couldn't be accounted for.

Ms. Putnam stated there were no funds that could not be accounted for in the last year. The invoices just were not applied to the correct funds.

Commissioner Bailey asked if there were any outstanding balances in portabilities.

Ms. Putnam stated she is not looking at the financial at the moment; however, she believes all portabilities are being paid on time.

Executive Director Hollis stated that the bank accounts are monitored to make sure all portabilities are paid and that our agency has received payment by the 5<sup>th</sup> of each month. If we have not received a payment, our Housing Specialist contacts that agency.

Ms. Putnam stated she works with Youlondar Prevost of our staff to make sure that the receivables are correct each month and will continue to do so.

Executive Director stated there was an error regarding a low rent payment coming out of HCV.

Commissioner Woods asked if the agency was still borrowing from one program and then repaying.

Executive Director Hollis stated no, the agency is no longer doing that. The agency has money in the bank.

Commissioner Bailey asked the standing of each program financially.

Ms. Putnam stated it was really too early to tell. She would have to review six (6) months in order to be able to say. HCV will never make money but the goal is to break even. This is all HUD allows. With Low Rent, some adjustments have been made and it looks good. A review will be done and shared with the Board.

Executive Director Hollis stated her contact information will be shared with the Board if they have any further questions.

Executive Director received a letter from HUD she would like to review with the Board. First, the agency's MENAR last year was .8, it is now at 6.7 now. As it relates to the letter, a conference call took place to discuss our monthly spending. The agency was overspending in the amount of \$4,000 each month. Our monthly budget is \$38,000; however, the agency was spending \$42,000. The Board was given the ELOCCS drawdown printouts.

Executive Director Hollis explained that once the agency's conversion plan goes into effect the ACC goes away and we will no longer receive operations funding.

Commissioner Bailey asked about using the money before we lose it. Executive Director Hollis stated these monies are already obligated.

Commissioner Bailey asked about HUD funding. The agency will no longer be receiving anything from HUD outside of HCV.

At this time Commissioner Marilyn Bellock entered the meeting. Ms. Hollis apologized she was not clear that the meeting would be at the Housing Authority's Administrative office in Boutte.

Discussion regarding conversion plan and HUD's input regarding the condition of units and maintaining them until conversion takes place. The maintenance staff continues to turn around units. We have been putting back on line through operation funding. Based on what we receive in rent and what we receive in operations, we are able to maintain the units.

Commissioner Bailey asked for clarification regarding HUD funding and governance after conversion.

Executive Director discussed the separation of HUD from the agency after the conversion and agency funding

Continued Board discussion.

Executive Director Hollis stated HUD wants to see how the Board is interacting and managing. HUD has requested copy of the minutes each quarter.

Chairman Jay stated the Board has a meeting and directives. Due to issues with the previous fee accountant, the Board had been unable to review financials. This hurt the agency's score but the Board can't review something they are not given. The assumption is the Board will be contacted by HUD if there is an issue. However, any communication is delayed.

Executive Director Hollis stated HUD is aware of the issues with the previous fee accountant.

Continued Board discussion regarding HUD letter received.

Chairman Jay stated regarding Board governance, in all Board meetings the Board will comply and submit quarterly minutes, review financials, bank statements, review FASS and MENAR reports, along with ELOCCS information. The Board will require the Executive Director to provide quarterly FASS reports. These will be done regularly and continue to do so.

Executive Director Hollis gave Unrestricted Net and Restricted Net balances.

Housing Supervisor Hayes gave the HCV report detailing the amount received from portabilities and HAP expenses. A growing number of people are interested in porting to our parish.

Commissioner Bellock stated she has also received calls regarding assisted living and other services needed.

Housing Supervisor Hayes stated she gives callers information about community services and other agencies in the area that may be able to offer such assistance as well as the ARC of St. Charles. There has also been an increase in Low Rent applications submitted.

Chairman Jay stated there have been some nonprofits that also offer assistance.

Commissioner Bailey asked about our rental payments.

Executive Director Hollis advised the rental payments are income-based.

Commissioner Bellock asked if it will be the same after conversion.

Executive Director Hollis stated no, their payment will be income-based but HUD will pay a portion because they will have vouchers.

Commissioner Bailey asked how many people we have on the waiting list for Public Housing.

Ms. Hayes advised there were over 200 people currently on the waiting list. The waiting list will be purged by the end of next month.

Commissioner Bailey asked about the number of landlords for the HCV program.

Executive Director Hollis stated there are currently more landlords than participants on the program.

Ms. Hayes stated there has also been an increase of landlords wanting to list their properties on the HCV program and have been using the website to obtain landlord packets during COVID-19.

Board Discussion regarding the HCV Program.

Chairman Jay stated the HCV Program has improved vastly since Ms. Hollis has been here. More landlords have participated. Realtors have also gotten involved in getting property owners to participate.

Chairman Jay stated that Ms. Hollis and himself have been contacted realtors and informing them of the benefit of putting their property on the program.

Board discussion regarding fair market rent and property value throughout the parish.

Executive Director submitted the revised Procurement Policy to the Board.

Commissioner Bailey asked about the Board's bylaws.

Chairman Bailey stated the bylaws would be revised during the conversion process. The Board currently follows Roberts' rules.

Chairman Jay stated he is still awaiting an update from United Way. He has reached out to Mr. Diaz and is awaiting a response.

Board Discussion regarding letter of support and the continued conversion process.

Executive Director moved on regarding public housing. The maintenance staff is currently only completing emergency or life-threatening work orders only. PPE's have been ordered and are still to be delivered. The Sheriff's Office supplied N95 masks for the staff.

Commissioner Bailey stated it seems the agency is getting more support from the parish.

Chairman Jay stated the parish has been come together during this time in order to assist our tenants during this whole transition.

Commissioner Bailey asked about the Hahnville plumbing issues.

Charles Taylor stated the issue had been resolved and there was a brief issue at the beginning of the pandemic with paper towels in the line but that has since been resolved.

The Housing Authority along with the School Board is partnering with Rickey Jackson and Laron Byrd to provide laptops and internet service for educational purposes. We received \$71,000 through the Care Act which will be used to provide the internet services.

Continued Board discussion.

The agency's Annual Plan was modified due to the conversion. We will also revise the Administrative Plan.

Commissioner Bailey made a motion to enter into Executive Session at 7:08pm. Commissioner Woods seconded the motion.

All were in favor. Motion carried.

Commissioner Bailey made a motion to return to the regular meeting. Commissioner Woods seconded the motion.

All were in favor. Motion carried.

Chairman Jay asked for a motion to adjourn.

Commissioner Woods made a motion for adjournment. Commissioner Bailey seconded the motion.

All were in favor.

The Chairman declared the motion carried and the meeting was adjourned at approximately at 7:28pm

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Webb Jay IV, Chairperson

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Leatrice Hollis, Secretary