

Minutes from Regular Meeting
of the Board of Commissioners
of the Housing Authority of St. Charles Parish
on Tuesday, September 29, 2020

Board Chair Commissioner Webb Jay IV called the meeting to order at 6:13 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 August 3, 2020 meeting.

Commissioner Woods noted that Executive Director Hollis had been marked as absent in the minutes when she was in fact in attendance.

Commissioner Woods made a motion to approve the minutes from the August 3rd meeting with that revision. Commissioner Bailey seconded the motion.

All were in favor. Motion carried.

Chairman Jay moved on with the agenda. Seeing Lt. Oubre from the Sheriff's Office was not present, he proceeded with the review of the financial statements and the VMS report.

Executive Director Hollis stated the Housing Authority is in good financial standing at this time. There is currently approximately \$84, 000 in reserves and an Unrestricted Net Position of approximately \$64, 000. The agency's \$189,00 deficit reported at the beginning of Ms. Hollis' tenure in 2018 is now down to \$60,000. The agency is no longer borrowing from one account to the other. There is no need to borrow due to the agency's solid financial footing. The Housing Authority is no longer a troubled agency. It is now considered standard.

Chairman Jay asked for any further board discussion concerning the financials. There was none.

Director Hollis stated that the staff has become a team and has made a great impact.

Commissioner Bailey made a motion to accept the financials into the record. Commissioner Woods seconded.

All were in favor. Motion carried.

Commissioner Bailey asked about possible consulting with other agencies in the future.

Director Hollis stated the lines of communication with other Housing Authorities is open and information is exchanged.

Next on the agenda was the VMS Report. Commissioner Woods asked about the Unrestricted Net Position.

Director Hollis stated she reported the up-to-date Unrestricted Net Position amount since the report is for the month of August.

There were no further questions regarding the VMS report.

Director Hollis stated through CARES Act funding the agency along with assistance from Laron Byrd and Rickey Jackson, who provided laptops, has been able to get internet service for school-aged children in our developments.

Chairman Jay asked about the CARES Act funding of this project.

Director Hollis stated the agency is forming an interagency agreement with the parish School Board to foster the project.

Chairman Jay moved forward with the reports of the Low Rent program. Ms. Hayes stated as of 8/30/2020, there are 76 units leased, 24 vacant units and 29 units designated as modernization. There were no move-ins or move-outs in the month of August. Rent Collection for the month of August equaled \$20, 467.49.

Mr. Charles Taylor gave the maintenance report. The agency is going to begin completing initial HQS inspections on HCV rental properties starting October 5th in accordance with HUD. PPE will be used for all inspections. The agency has purchased face shields, masks, gloves, coveralls for inspections.

Ms. Hollis moved on with her Director's report and informed the Board of the agency reaching its goal of a MENAR score greater than one. The agency's score is now 1.13. The draft of the Streamlined Conversion Application has been reviewed. There were some areas of concern regarding the lack of a Resident Council. The agency has had several meetings and briefings with residents and there has been no interest in forming a Resident Council. The relocation of the tenants was also called into question. The development partner is working on providing a detailed plan regarding relocation of

tenants during the renovation process. The application process is moving forward. The development partner is submitting the bond application.

Discussion regarding bond and construction loan process.

Director Hollis moved on to discuss the Request for Proposal for HCV management advertised and submitted. In the recent audit, the agency took a hit on the HCV program due to some discrepancies found. Due to the recent submission of Ms. Prevost's resignation, the agency needs to find someone to administer the HCV program. Nan McKay was the only firm to responded with a proposed amount of \$171, 000. Ms. Hollis stated the Board's assistance is needed regarding this process.

Board discussion regarding the RFP process and response.

Director Hollis asked that all Board Members commit to one teleconference with herself and a Nan McKay representative so they may discuss a possible revision in the scope of work and pricing.

Chairman Jay stated he would like to get pricing information for comparable agencies throughout the state. The proposal received seemed like a base model and needs to be revised and tailored to our agency.

All commissioners agreed to participate in a teleconference before next month's meeting and the results will be discussed in Executive Session in October's meeting.

Director Hollis stated that the Board's by-laws have been reviewed and modified to match HUD approval. The Board will receive copies to review. Due to the previous by-laws being lost due to fire, HUD has given the agency the authority to implement new by-laws. Therefore, the by-laws will be noted and discussed in next month's meeting.

Chairman Jay stated he wished to consult with Ms. Hollis on next month's agenda to create a better flow of the meeting.

Chairman Jay asked for any further discussion. There was none.

Chairman Jay asked for a motion to adjourn.

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

All were in favor. Motion carried.

The Chairman declared the motion carried and the meeting was adjourned at approximately at 6:53pm

Webb Jay IV, Chairperson

Leatrice Hollis, Secretary