

Minutes from Special Meeting
of the Board of Commissioners
of the Housing Authority of St. Charles Parish
on Tuesday, March 3, 2020

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 PRESENT

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, 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 January 28, 2020 meeting.

Commissioner Woods made a motion to approve the minutes for the January 28, 2020 meeting. Commissioner Bailey seconded the motion.

All were in favor. Motion carried.

The next agenda item was the review of the HASCP's bank statements. Executive Director Hollis gave a summary of the agency's financial status including restricted and unrestricted funds, Capital Fund Program and Operating Subsidy amounts. All the agency's bills are current at this time. All Section 8 landlords and utility assistances payments have been made. The agency is in good financial standing except for the outstanding balance owed to OIG.

Executive Director Hollis also detailed the drawdown process and the amounts currently available in each program.

The agency's Environmental Review has been completed for all sites. This was a requirement of the conversion plan application.

Chairman Jay stated that he has heard back from the United Way representative he was referred to by the Parish. The representative has received the letter of support from the parish and is hoping to have a decision from the Board by this week.

Executive Director Hollis stated this will help greatly but is only part of the compliance. The agency must still have the written statement pledging their support.

Commissioner Woods stated that the parish needs to provide a letter of support stating the assistance of United Way.

Executive Director Hollis stated the agency needs a letter of support from the parish, a written statement that can be forwarded to the Department of Housing & Urban Development

Commissioner Bailey stressed that the parish is doing it, but the agency needed this letter to move forward.

Executive Director Hollis stated yes, it is required.

Commissioner Jay stated he would reach out to the parish again for the letter of support tomorrow.

Executive Director Hollis moved on to the VMS report. She gave details regarding the HCV program including the number of portabilities. The agency has been consistent in billing agencies and receiving HAP payments in a timely manner. All our landlords are paid by the fifth of the month and all payments are current. The agency's NEMAR is consistently increasing. This is in compliance with our corrective action plan.

Chairman Jay moved on to the Executive Director's report.

Executive Director Hollis stated she had received a letter from HUD regarding failure to comply. The letter gave scores of previous years prior to the current agency's administration dating back to 2014. However, the letter does not give details regarding the present growth and improvement of the agency.

Commissioner Bailey stated its evident that the agency has improved by our restricted and unrestricted net position and our NEMAR.

Chairman Jay asked if our scores will increase once we're audited.

Executive Director Hollis stated the scores are will change once the agency is audited for fiscal year 2019. The scores listed were only projected. The narratives included in the letter stated why these scores are projected.

Board discussion regarding the importance of accurate financial reporting within the agency.

Executive Director Hollis stated that with the new fee accountant she feels assured this will not become an issue again.

Board discussion regarding HUD reporting.

Executive Director Hollis stated the agency is working with a great team at Standard Enterprises, and also attorney Wayne Neveu. The agency will be submitting the conversion plan application next month per the requirements of HUD. The final presentation to the Parish Council on April 9 and request the letter of support.

Board discussion regarding architecture of development plans.

The development partners will also partner with the agency to create STEM programs for our residents and the surrounding community.

Executive Director Hollis moved on to the Streamline Conversion Plan Checklist. The agency is ready to submit the draft conversion plan. HUD has stated the approval process will happen within 60 days. Once HUD approves the plan, the agency's ACC goes away. Once the ACC goes away, the agency is no longer public housing. HUD will give the agency tenant protection vouchers and our units become project-based. The agency will be the property manager of its units.

Board discussion regarding the transition.

Executive Director Hollis spoke about the number of tenants eager to return to the development after renovations. A number of tenants have a long history with the agency and are enthusiastic about this process to make the development sites better.

The Master Service Agreement has been reviewed by our development attorney Mr. Wayne Neveu and provided to the Board.

Webb Jay moved to participate in Option 1 for the HUD letter and have the intent of local government support in writing.

Commissioner Bailey seconded the motion.

All were in favor.

Executive Director Hollis stated the development partner would be present at next month's meeting to answer Board questions.

Board Resolution to Approve the Master Service Agreement between St. Charles Parish Housing Authority and Standard Enterprises Inc,

Commissioner Bailey made a motion to approve the Master Service Agreement. Commissioner Woods seconded the motion.

All were in favor. Motion carried.

Executive Director Hollis informed the Board the agency's formal name is actual the Housing Authority of St. Charles Parish as advised by HUD. During prior administration's the use of St. Charles Parish Housing Authority became common practice; however, the formal name stands.

Commissioner Bailey made a motion to return to the agency's formal name as identified by HUD - the Housing Authority of St. Charles Parish. Commissioner Woods seconded the motion.

All were in favor. Motion carried.

Board Resolution for the Approval of the agency's Operating Budget was read. Commissioner Woods made a motion to approve the operating budget. Commissioner Bailey seconded the motion.

All were in favor. Motion carried.

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

Chairman Jay asked for a motion to adjourn.

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

All were in favor.

The Chairman declared the motion carried and the meeting was adjourned at approximately at 6:58pm

Webb Jay IV, Chairperson

Leatrice Hollis, Secretary