

## Agenda Item – No. 1

### Certification of Inability to Operate Due to Lack of Quorum

**Action:**

Action was taken on April 1, 2020.

**Staff Resource(s):**

J. Daniels, Secretary/CEO

**External Resource(s):**

DeCuir, Clark & Adams

**Background/Explanation:**

On March 16, 2020, Gov. John Bel Edwards issued Proclamation No. JBE 2020-30: Additional Measures for COVID-19 Public Health Emergency. In the proclamation, Section 4 states: All state agencies, boards and commissions, and local political subdivisions of the state shall provide for attendance at essential governmental meetings via teleconference or video conference and such attendance shall be allowed during the pendency of this emergency. All efforts shall be made to provide for observation and input by members of the public. Before any meeting conducted pursuant to this section, the state agency, boards and commission, or local political subdivision of the state shall first provide a written certification that it will otherwise be unable to operate due to quorum requirements. Such certification shall be posted at the same time and in the same manner as the agenda for the meeting. Nothing in this order shall be interpreted to waive any notice requirements.

On June 4, 2020, Gov. John Bel Edwards issued Proclamation No. JBE 2020-75: Renewal of State Emergency for COVID-19 Extension of Emergency Provisions. Therefore, in observation of this emergency declaration, EBRPHA will hold its monthly meeting via video and teleconference in a manner that allows for observation and input by members of the public as set forth by the Notice of Meeting posted prior to meetings.

**Time Sensitivity:**

Immediate – Emergency Declaration

**Funding Source:**

N/A

**MWBE/DBE/Section 3:**

DeCuir, Clark & Adams

**Attachments:**

Certification of Inability to Operate Due to Lack of Quorum

*Mission Statement*

*To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization*

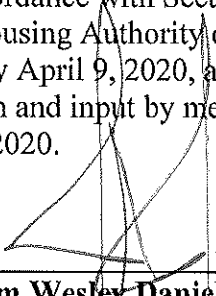
**STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE**

**CERTIFICATION OF INABILITY TO OPERATE DUE TO LACK OF QUORUM**

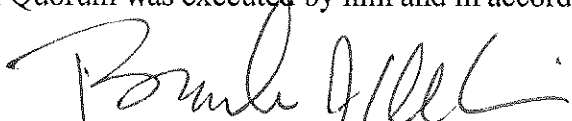
In accordance with Executive Order JBE 2020-30, issued by Governor John Bel Edwards on March 16, 2020, this notice shall serve as certification of the Housing Authority of East Baton Rouge Parish's inability to otherwise operate in due to the quorum requirements in compliance with La R.S. 42:19, as provided in Louisiana's Open Meetings Law as a result public health emergency created by COVID-19, and the special emergency directives ordered in place to protect the health and safety of the public.

The Executive Director and Secretary to the Board of Commissioners of the Housing Authority of East Baton Rouge Parish has conferred with the members of the Board of Commissioners and confirmed their inability to attend a meeting in public due to compliance with the directives of the Governor of the State of Louisiana, the Center Disease Control, and local and state governing health authorities and officials.

Considering the foregoing, and in accordance with Section 4 of Executive Order JBE 2020-30, the Board of Commissioners of the Housing Authority of East Baton Rouge Parish will hold its Regularly scheduled meeting Thursday April 9, 2020, at 12:00pm via video and teleconference in a manner that allows for observation and input by members of the public as set forth by the Notice of Meeting posted on April 6, 2020.

  
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**Jim Wesley Daniels, Jr.**  
**Executive Director and Secretary**  
**The Housing Authority of East Baton Rouge Parish**

On the 1<sup>st</sup> day of April, 2020, before me personally appeared Jim Wesley Daniels, Jr., who declared under oath that the above and foregoing Certification of Inability to Operate Due to Lack of Quorum was executed by him and in accordance with Executive Order JBE 2020-30.

  
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**Brandon J. DeCuir**  
**Notary Public, No. 66743**  
**My Commission expires upon death**



OFFICIAL SEAL  
**BRANDON J. DECUIR**  
NOTARY ID # 66743  
STATE OF LOUISIANA  
My Commission Expires at Death

## Agenda Item – No. 2

### Minutes – May 14, 2020 Regular Board Meeting

**Action:**

1. Approve the Minutes of the May 14, 2020 Regular Board Meeting

**Staff Resource(s):**

J. Daniels, Secretary/CEO

April Downs, Executive Assistant

**External Resource(s):**

N/A

**Background/Explanation:**

Parliamentary Procedure

**Time Sensitivity:**

None

**Funding Source:**

N/A

**MWBE/DBE/Section 3:**

N/A

**Attachments:**

Transcribed Minutes

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**MINUTES OF THE REGULAR MEETING AND PUBLIC HEARING OF THE BOARD OF  
COMMISSIONERS OF THE HOUSING AUTHORITY OF EAST BATON ROUGE PARISH  
VIA VIDEO AND TELECONFERENCE  
May 14, 2020 AT 12:00 PM**

The Board of Commissioners for the Housing Authority of East Baton Rouge Parish convened in Regular Session on Thursday, May 14, 2020 at 12:00 pm via video and teleconference meeting.

**Meeting Called to Order**                      **Commissioner Dianna Payton, Chair**

**Invocation**                                      **Commissioner Al Barron, Vice Chair**

**Roll Call:**

**Members Present:**                      **Commissioner Dianna Payton, Chair**  
**Commissioner Chris Brown**  
**Commissioner Al Barron, Vice-Chair**  
**Commissioner Philip Smith, Jr.**  
**Commissioner Justin Gaudet**  
**Commissioner Tyra Banks**

**Members Absent:**                      **N/A**

**QUORUM PRESENT**

**Public Comments**

Commissioner Payton asked if there were any public comments. None were voiced. Public comment period was closed.

**AGENDA ITEM NUMBER 1:  
CERTIFICATION OF INABILITY TO OPERATE DUE TO LACK OF QUORUM.**

No action taken for this item.

**AGENDA ITEM NUMBER 2:  
APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE EAST BATON ROUGE  
PARISH HOUSING AUTHORITY HELD APRIL 9, 2020.**

Motion was made by Commissioner Barron to approve the minutes for the regular meeting held on April 9, 2020 and Commissioner Payton seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

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**MOTION PASSED.**

**AGENDA ITEM NUMBER 3:  
PRESENTATION OF FY2019 INDEPENDENT AUDIT  
RESOLUTION NO. 2020-08.**

Clifton Larson, and Allen associates, Mandy Merchant and Gaby Miller presented the item. Ms. Merchant stated that there were “no findings” in the audit.

Motion was made by Commissioner Barron to approve and Commissioner Smith seconded the motion. No abstentions or oppositions were noted. No further discussion was made.

**MOTION PASSED.**

**AGENDA ITEM NUMBER 4:  
EBRPHA PURCHASE CARD (P-CARD) POLICY  
RESOLUTION NO. 2020-09**

Mr. Daniels presented the item. Mr. Daniels stated that the P-Card is a tool used to assist in the management of procurement, payment, and accounting. The P-Card will improve efficiency and effectiveness by reducing costs associated with processing purchases and payments.

Motion was made by Commissioner Barron to approve and Commissioner Payton seconded the motion.

**MOTION PASSED.**

**AGENDA ITEM NUMBER 8:  
CHIEF EXECUTIVE OFFICER REPORT**

Mr. Daniels presented the report.

**AGENDA ITEM NUMBER 9:  
DEPARTMENTAL REPORTS**

**A. CHIEF OPERATING OFFICER REPORT**

Ms. Bayham presented the report.

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**B. FINANCIAL STATEMENTS & REPORTS**

This report was not addressed.

**C. HOUSING CHOICE VOUCHER PROGRAM**

This report was not addressed.

**D. PUBLIC HOUSING**

This report was not addressed.

**E. CAPITAL FUND PROGRAM**

This report was not addressed.

**F. HUMAN RESOURCES**

This report was not addressed.

**AGENDA ITEM NUMBER 10:**

Ms. Janelle Brown presented the report.

**AGENDA ITEM NUMBER 11:  
PARTNERS SOUTHEAST COO REPORT**

Mr. David Summers presented this item.

This concluded the presentation of the departmental reports.

**AGENDA ITEM NUMBER 12:  
NEW BUSINESS**

No new business was addressed.

**AGENDA ITEM NUMBER 8:***Mission Statement*

*To provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization*

**ADJOURNMENT**

**MEETING ADJOURNED**

**APPROVED:**

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**Dianna Payton**  
**Chairman**  
**East Baton Rouge Parish Housing Authority**

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**J. Wesley Daniels, Jr.**  
**Secretary/Chief Executive Officer**  
**East Baton Rouge Parish Housing Authority**

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