



ST. JOHN THE BAPTIST PARISH HOUSING AUTHORITY

AGENDA

BOARD OF COMMISSIONERS

St. John the Baptist Parish Housing Authority *Regular Monthly Meeting*
Monday, November 20, 2023, 5:30 P.M.

St. John the Baptist Parish Government Building, *Council Chamber*
1811 West Airline Highway
LaPlace, Louisiana 70068
Sherilyn O'Neal, Chair
Madeline Jasmine, Vice-Chair

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION (MOMENT OF SILENCE)

IV. PLEDGE OF ALLEGIANCE

V. PUBLIC COMMENT—AGENDA ITEM(S) ONLY (3 minutes per citizen)

VI. UNFINISHED BUSINESS

- a. Approval of Previous Meeting Minutes
- b. Resolution 2023-21 for adoption of the agency's plan to apply for and implement *Moving to Work (MTW) Flexibility II Cohort Grant* from HUD

VII. NEW BUSINESS

- a. Financial Statements
 - i. Discuss five (5) months of Outstanding Monthly Financial Statements and reports – May, June, July, August, and September 2023 not presented in a manner that is concise, understandable and interpretable for financial decisions which convey the business activities and the financial performance of the Housing Authority. As Pursuant to the Bylaws of the Housing Authority of St. John the Baptist Parish, Bylaws, page1, Sec 1.5 General Provisions – Books and Records – “The Authority shall keep current and complete books and records of account...” Also, as Pursuant to By-Laws Sec 3.4.1, Paragraph 3, Executive Director – Duties – “Keeps or causes to be kept regular books of accounts showing receipts and expenditures and renders to

St. John the Baptist Parish Housing Authority will, upon request and three (3) days advance notice, provide reasonable accommodation to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is required to contact Jarrette Tuircuit at (985) 359-9037 (voice) or the Louisiana Relay Service at 1-800-846-5277 and ask for St. John the Baptist Parish at (985) 359-9037.

“CUSTOMER SERVICE WITH PUBLIC TRUST”



the Board, at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority.”

- ii. Discuss how financials will be presented in a clear and concise manner that is interpretable to know the financial health and ability to make financial decisions.
 - iii. Presentation of monthly Financial Statement and report – October 2023
 - iv. Discussion of checks and invoices paid and signed without the signature or authorization of the Chairperson or Vice Chair, for the months of July, August and September 2023 as pursuant to the Bylaws, Sec 3.4.1, Paragraph 2, Executive Director – Duties – “Signs all orders and checks for the payment of money and pays out and disburses these monies under the direction of the Authority. Except as otherwise authorized by resolution of the Board, all such orders and checks are countersigned by the Chairperson or Vice Chair.”
 - v. Discuss and provide the full detailed monthly report in writing of the Executive Director’s Payroll and Allowance for Company use of Personal Car Reimbursement as pursuant to the Contract of Employment, Paragraph V. “Travel.”
 - vi. 3-Month Delay on Procurement
 1. Law firm/Legal counsel
 2. Fee Accountant
 3. Emergency HVAC
 4. Emergency Electrical
 5. Lawn Care
 6. Consultant for redevelopment
- b. Discussion of forming Committees to assist Executive Director with relaying information to the board members.
 - c. Discussion of BDO past due balance and/work performed.

VIII. COMMENTS FROM EXECUTIVE DIRECTOR

- a. Update on:
 - i. Update on Unaudited Financial Statements for 09/30/2023 Fiscal Year End, due 11/30/2023
 - ii. Update on SEMAP submission for 09/30/2023 Fiscal Year End, due 11/29/2023
 - iii. Monthly Section 8 House Choice voucher (HCV) Report, October 2023
 - iv. Update on Garyville Residential, LLC – vacancy and financial account status
 - v. Possible Personal Days (11/30/23 and 12/1/23)
- b. Next meeting *Monday, December 18, 2023, at 5:30 p.m. (Location TBD)*

IX. EXECUTIVE SESSION

- a. Discussion of the character and professional competency of the Executive Director

X. ADJOURNMENT