



ST. JOHN THE BAPTIST PARISH HOUSING AUTHORITY

AGENDA

BOARD OF COMMISSIONERS

January Annual Meeting

St. John the Baptist Parish Housing Authority Regular Board Meeting

Thursday, January 18, 2024 (5:30 P.M.)

St. John the Baptist Parish Library, Garyville Branch

111 Historic Front St.

Garyville, LA 70051

Sherilyn O'Neal, Chair

Madeline Jasmine, Vice-Chair

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION / OPENING PRAYER

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

V. APPROVAL OF PREVIOUS MEETING(S) MINUTES

VI. Election of Officers for Board of Commissioners

VII. NEW BUSINESS

- i. Update on the Results of the Board instruction to the Interim E.D. or representative to set up interviews for Board and interim E.D. to select one of the experienced Housing Authority Executive Director's from the list provided by HUD, in order to enter into a management agreement with another housing agency to manage and run the day to day operations until as such time that the St. John Housing Authority is on firm grounds and/or until an experienced, qualified candidate is selected to run the agency.
 - a. Pending outcome of such interviews at the recommendation of HUD, the Agency will enter into a Memorandum of Agreement or Memorandum of Understanding (MOA or MOU)
- ii. Explanation and/or presentation of PRIME 3 competitive grant/loan funding opportunity for a 20-million-dollar award that would be awarded to small PHAs to assist with redevelopment for public housing through Louisiana Housing Corporation (LHC).

a. The board voted to make a resolution and authorize the payment of the application fee of 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.

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\$4,800 at the last board meeting on Dec. 20, 2023.

- b. On Dec. 21, 2023, HUD recommended that the agency not pursue this loan/grant item, stating “that the PHA should not enter into any loan obligation without HUD’s review of consideration, the PHA does not have any non-federal funds to repay. All federal funds received are to be expended on the perspective program area of public housing or Housing Choice Voucher.”
- iii. Presentation of accurate Monthly Financial Statements – October, November, and December 2023 – showing the actual income received and all expenses, etc.
- iv. Discussion of “Balancing the Budget” as per HUD recommendations of operations with regards to staffing, administrative salaries, and other expenditures.
 - a. Written documentation and presentation of the List of positions currently on file with Civil Service for this housing agency and the actual staff positions of record – no names only positions.
 - b. Present update of any other Civil Service information.
 - c. Presentation of the results/findings by Interim E.D. or representative to conduct a comparison of similar sized agencies as related to Personnel and Staffing - as per the HUD recommendation)
 - d. How many on staff in similar sized agencies?
 - e. How many Public housing units and /or Sec. 8 HCV vouchers are at these agencies?
- v. Interim E.D. or representative to present what is the status of accurate information that should have been submitted to HUD as per their email requests for the following:
 - Has PHA Operating Budget been presented or what is the status?
 - Has CFP processing, been completed or what is the status?
 - Has SEMAP information been updated or what is the status?
 - Has Copies of current contracts been submitted and other information requested by HUD? What is the status?
- vi. Update on HCV (Sec. 8) vouchers/Waiting List
 - a. The number from waiting list of applicants processed and HCVs issued.
 - b. Update of how staff is managing the waiting List and background checks.
- vii. Interim E.D. or representative to provide information as to the frequency schedule of when

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checks will be processed for bills and invoices prepared for the Chairperson or Vice Chairperson signature so that these will be paid in a timely manner.

VIII. COMMENTS FROM EXECUTIVE DIRECTOR

IX. ADJOURNMENT

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