

**MINUTES OF  
HOUSING AUTHORITY OF JEFFERSON PARISH  
BOARD OF COMMISSIONERS  
SPECIAL MEETING**

**August 19, 2020**

**AGENDA ITEM I: CALL TO ORDER**

The Special Meeting of the Board of Commissioners was held on this date at the Bethesda Community Development Corporation, 7601 Westbank Expressway, Marrero, LA, 70072 and called to order by Vice Chairman Darin Collins at 6:00p.m.

**AGENDA ITEM II: PLEDGE OF ALLEGIANCE**

Item passed over because there was no flag available.

**AGENDA ITEM III: ROLL CALL**

**Roll Call: Darin Collins, Michael Hinyub, Donald Jones, David Martinez, Newell Normand, Nancy Pearson**

**Absent: Brian Davis**

**Also, Present: Teri Rouzan, Deputy Director, HAJP  
Valerie Pruitt, Housing Manager, HAJP  
Bess Renfrow, ESQ., Legal Department, Jefferson Parish  
Pilon Atkins, Accountant, HAJP  
Michelle Livingston, Nan McKay**

**AGENDA ITEM IV: PUBLIC COMMENT:**

**Patricia Gaston** – Would appreciate everyone wearing a mask, because she has Stage 4 Cancer.

**Hope Davis** – Commented that we are getting closer to the Conversion. As a member of the MTO Board, she says that it's hard to get information to tenants, because they have no supplies. They need tools. They need office space. She and Darin use their cell phones. She heard that someone said that the Housing Authority is about to start handing out tickets for parking on the curb. She feels that is a Police Officer's responsibility, instead of the Housing Authority's responsibility. She also spoke with 90% of the residents regarding the FSS Program, and they don't know anything about it. She wants to know what we can do to help them. Ms. Rouzan explained that the program is being transferred to the HCV Program and they will be contacting residents.

**Patricia Gaston** – Cannot get any information about the meetings when she calls the Housing Office. She says that no one knows anything. She asked that she be given directions to all future meetings. Ms. Renfrow agreed to provide this information.

**Thais Anders** – Asked why the residents were sent letters on Friday to bring in information by Monday. She says that was not enough time.

**Carolyn Harry** – Doesn't know anything about the Section 8 Program. She asked if the residents will be assisted with finding a place to live, upon receiving the voucher. Ms. Rouzan explained that the residents will be given the resources to find a place to live.

#### **AGENDA ITEM V: AGENCY UPDATE:**

Software Updates

Electronic copies of the Audit will be provided

Opening of the Weep holes are complete

Grass cutting contract

Residents have been Pre-Qualified for Vouchers

5-year Plan is due in 2020, delayed because of COVID

Working on getting electronic payment of rent

CARES Endeavor – HAJP will provide

- Hand Sanitizer
- Digital thermometer
- School supplies
- Laptops for residents will be shipped on September 9, 2020
- Internet Service will be provided to the residents for 1 year
- Laptop sleeves and flash drives
- Acquiring protective screens for the office

#### **AGENDA ITEM VI: DEFERRED ITEMS FOR APPROVAL:**

- **Resolution #2020-15** – Approving Louisiana Compliance Questionnaire for Fiscal Years 2017, 2018, & 2019 as amended.

**The motion to approve Louisiana Compliance Questionnaire for Fiscal Years 2017, 2018, & 2019, as amended was made by Commissioner Nancy Pearson and seconded by Commissioner David Martinez**

**This matter was submitted to a vote as follows:**

AYES –Darin Collins, Michael Hinyub, Donald Jones, David Martinez, Newell Normand, Nancy Pearson

NAYS – None

ABSENT – Brian Davis

ABSTAIN- None

**The Resolution passed.**



**AGENDA ITEM VI: ITEMS FOR APPROVAL:**

- Approval of minutes for June 17, 2020 meeting.

**The motion to approve the Minutes for June 17, 2020 was made by Commissioner David Martinez and seconded by Commissioner Newell Normand**

**This matter was submitted to a vote, as follows:**

AYES –Darin Collins, Michael Hinyub, Donald Jones, David Martinez, Newell Normand,  
Nancy Pearson  
NAYS – None  
ABSENT – Brian Davis  
ABSTAIN- None

**The Resolution passed.**

- **Resolution #2020-18** – Approving the advertising of an RFP for financial services to assist with reporting the unaudited financial statements and related information for FY 2020 and staff training.

**The motion to approve the advertising of an RFP for financial services to assist with reporting the unaudited financial statements and related information for FY 2020 and staff training was made by Commissioner David Martinez and seconded by Commissioner Newell Normand**

**This matter was submitted to a vote, as follows:**

AYES –Darin Collins, Michael Hinyub, Donald Jones, David Martinez, Newell Normand,  
Nancy Pearson  
NAYS – None  
ABSENT – Brian Davis  
ABSTAIN- None

**The Resolution passed.**

- **Resolution #2020-19** – Approving amendments to the Administrative Plan.

**The motion to approve amendments to the Administrative Plan was made by Commissioner Nancy Pearson and seconded by Commissioner David Martinez**

**This matter was submitted to a vote, as follows:**

AYES –Darin Collins, Michael Hinyub, Donald Jones, David Martinez, Newell Normand,  
Nancy Pearson

NAYS – None  
ABSENT – Brian Davis  
ABSTAIN- None

**The Resolution passed.**

**AGENDA ITEM VIII: NEW BUSINESS**

No new business

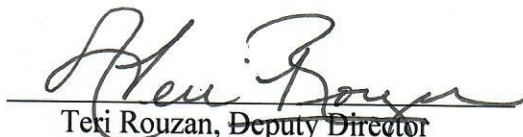
**AGENDA ITEM IX: ANNOUNCEMENT OF NEXT MEETING DATE**

The next meeting is scheduled for September 16, 2020.

**AGENDA ITEM X: ADJOURNMENT**

**Meeting adjourned.**

 1/20/2021  
Brian Davis, Chairman

 1/20/2021  
Teri Rouzan, Deputy Director  
Center Executive  
Board Secretary Director