



**Meeting of Build Baton Rouge  
Board of Commissioners**

<b>MINUTES</b>	<b>JUNE 18, 2019</b>	<b>9:00 AM</b>	<b>620 FLORIDA STREET, STE. 110 70801</b>
<b>MEETING CALLED BY</b>	Brian Haymon		
<b>TYPE OF MEETING</b>	Board of Commissioners - Regular Meeting		
<b>NOTE TAKER</b>	Tara Titone		
<b>ATTENDEES</b>	<p><b>Attending board members:</b> Brian Haymon, Vice Chairman; Theodore Major, Secretary; Rodney Braxton</p> <p><b>Also attending:</b> Christopher Tyson, BBR President &amp; CEO; Tara Titone, BBR COO; Tasha Saunders, BBR Grants Director; Rebekah Strickland, BBR Administrative Assistant; Heather LeBlanc, V. Graham (BBR CFO); Timothy Boone, The Advocate; Chris Andrews, Rebuilding Together Baton Rouge; Scott Lazarone, Faulk and Winkler (BBR Auditor)</p>		
	<b>CALL TO ORDER</b>		<b>BRIAN HAYMON</b>
<b>DISCUSSION</b>	The meeting was called to order by Mr. Haymon at <b>9:04 AM</b>		
	<b>APPROVAL OF MINUTES</b>		<b>BRIAN HAYMON</b>
<b>DISCUSSION</b>	The Board reviewed the minutes from the May 16, 2019 meeting. Mr. Braxton made a motion to approve and Mr. Major seconded the motion. The May 16, 2019 minutes were approved with no objection.		
	<b>FINANCIAL REPORT</b>		<b>HEATHER LEBLANC</b>
<b>DISCUSSION</b>	<p>Mrs. LeBlanc presented the Board with the YTD Profit and Loss Actual vs. Budget, the Program Statement of Activity and Cash Flow for the period ended June 30, 2019, and the Monthly Cash Flow Projections. Mr. Tyson announced that BBR Received \$559,000 from City-Parish the day prior for reimbursement requests held up at the City-Parish. The City-Parish was able to expedite the processing of the three draw requests to reimburse BBR, and BBR will continue to work expeditiously to submit for reimbursement on a regular basis. Mr. Haymon inquired about the reimbursement process and if BBR's method for requesting reimbursements is in accordance to an established best practice. Mr. Tyson and Mrs. Saunders explained that the process for City-Parish reimbursements for grantees (BBR) and sub-recipients, and stated that BBR works in accordance to the City-Parish and HUD regulations on the HUD fiscal year cycle.</p>		
	<b>2018 AUDITED FINANCIALS REPORT</b>		<b>SCOTT LAZARONE</b>
<b>DISCUSSION</b>	<p>Mr. Lazarone presented the three audit reports contained in the 2018 Financial Report document. Faulk and Winkler prepared and issued the following: an unqualified opinion on financial statements (clean opinion); Government Auditing Standards internal control/ compliance report (no material weaknesses); and Single Audit Report- Uniform Guidance (no findings for major programs noted in test of compliance). There were no material findings and no compliance issues.</p> <p>Mr. Lazarone explained, that, in 2017, the Louisiana Legislative Auditor created a set of Statewide Agreed Upon Procedures that auditors are now required to report on in conjunction with the audit. Of the criteria tested for BBR, 7 of 24 minor exceptions were noted. Faulk and Winkler has discussed these with BBR management and management has provided responses on how they will resolve.</p> <p>Mr. Haymon asked Mr. Lazarone if he could provide any advice how BBR could do better and if he could advise us on any watch-outs. Mr. Lazarone directed the Board to Balance Sheet in the Financial Report and said that as BBR moves forward, he would recommend looking into a long-term strategy of how to convert inventory</p>		

into liquid cash, where possible. He also explained that the Government Finance Officers Association (GFOA) recommends, as a general rule, keeping 6 mos. of general fund expenditures in the fund balance since grant funds are so hard to monitor. Mr. Major asked if the audit revealed any red flags. Mr. Lazarone stated that he was very comfortable with the controls that BBR has in place.

	CEO UPDATE	CHRISTOPHER TYSON
DISCUSSION	<p>Mr. Tyson provided the Board with an update on BBR activities. BBR hosted two high school interns this summer through partnership with Shiloh Baptist Church. Their internship ends today. In June, BBR hosted intern Morgan Ross from Yale University. Previous legal intern Matthew Johnson will join BBR full-time on August 1 as Staff Attorney.</p> <p><u>Entergy/ Electric Depot</u> - BBR is set to meet with Dyke Nelson of the Weinstein Nelson development team during the 1st week of August to address the surrounding neighborhood conditions and his plans for future phases of the development.</p> <p><u>Ardendale</u> - BBR is awaiting an award decision on the HUD CNI Grant and should be notified in September n 2019. BBR has decided to pause its wetlands mitigation efforts. The revised site plan for CNI grant envisions no impact to the wetlands, and there were several unknown contingencies with wetlands mitigation , one being the anticipated cost of mitigation if the wetlands would have been fully cleared through the Corps. (expected to be several \$100k).</p> <p><u>Plank Rd. Corridor</u> - The master planning effort continues. Mr. Tyson announced the fourth community engagement event (Saturday, June 20<sup>th</sup>, -1 pm at the corner of Plank and Choctaw). The street festival will be held in conjunction with BR Walls and the Mayor’s Blight cleanup effort. During this event, BBR and the consultant team will be looking for community input towards the shaping of the final master plan report. The final report is expected in October.</p> <p>Mr. Tyson explained that part of the Plank project has been the pursuit of bus rapid transit (BRT) and the City taking its previous Nicholson Corridor tram application and turning it into BRT application for the Plank Road Corridor. The effort is being led by HNTB, in partnership with the City-Parish and CATS. The team pursued the Build Program under the Dept. of Transportation last Friday, and CATS and the City-Parish submitted a \$15 million grant, leveraging \$7.5 mil in local matching funds; over 40 letters of support were submitted in the application. The team anticipated hearing a response from DOT by year end-. Mr. Tyson noted that this is a very competitive pot of funds and the first to be submitted for BRT in Louisiana.</p> <p><u>BBR and City-Parish Office of Community Development (OCD) Partnership</u> - BBR has launched a roof replacement and repair program called Roof Reset. The program was created with the intention to spend down the City Parish’s unexpended federal funds. BBR is working to be strategic and diligent in responsibly expending HUD funds, and meeting HUD guidelines with the ultimate goal for Baton Rouge to receive larger allocations of Federal grant funding in the future</p> <p>BBR has received 500 Roof Reset applications. The program information was communicated through a press release from the Mayor’s office, the EBR Council on Aging, and via radio, newspaper notice, and BBR website and social media postings. Representatives from BBR also spoke at all libraries and community centers in the City-Parish.</p> <p>Mr. Major as why the program did not include Baker, Central and Zachary and inquired if additional community meetings were scheduled. Mr. Tyson and Mrs. Saunders explained that Baton Rouge is an entitlement area who receives this type of funding from HUD- and that the entitlement area is determined by the Metro Council’s jurisdiction. Portions of EBR Parish that surround Baton Rouge may access funding from the State. No community meetings remain- deadline to submit applications is July 31, 2019.</p> <p>Mr. Haymon stated that BBR wants to ensure we learn from the lessons that this program presents and said there seems to be a disconnect given that some have not heard about the program despite BBR’s attempts to</p>	

	<p>spread the word. BBR agreed to do a post-mortem exercise to see what can be done better in an effort to improve our communications and processes.</p> <p><u>Land Bank</u> - Mr. Tyson will present a 2nd quarterly land banking update to Metro Council next week. BBR has have received a line of credit from CAFA to allow us more flexibility in strategic acquiring property and title to property. The first transaction will involve acquiring several properties along the Plank Road Corridor; the second transaction will involve clearing title on a bundle of properties along Plank Road that are already in BBR's land bank. Development plans will then be produced</p> <p><u>Rebranding and Revisioning of the Agency</u> - Following the strategic re-visioning process, BBR is now entering the phase of developing its visual components- logo, collateral, and website. BBR issued an RFP for strategic rebranding services and selected Dezins Interactive through the process. The anticipated date for new website rollout will be October 1. Mr. Haymon asked if the Board could have a sneak peak of the website at the September Board meeting, and Mr. Tyson agreed to engage the Board. On the heels of these efforts and to ensure BBR is optimizing its internal organization and alignment, BBR has retained the services of Emergent Method to undergo a strategic planning effort with staff.</p> <p><u>New Markets Tax Credits (NMTC)</u> - BBR is awaiting the 2019 Notice of Allocation Authority (NOAA) for NMTC. BBR has engaged consultant, Advantage Capital, who will assist in the application process.</p> <p>BBR was involved in drafting House Bill 466 that dealt with processes around tax sale notice. The Bill successfully passed. The Bill will clarify, going forward, the notice requirements for adjudicated property giving the Sheriff and title companies clarity.</p> <p>Yesterday, BBR hosted a statewide housing symposium with Housing Louisiana with title clearing as the topic of discussion. 50 participants from around State attended the conference.</p>
<b>NEW BUSINESS</b>	<p>Chairman Noland has resigned from the BBR Board after many years; BRAF is working on who next appointee will be and the appointment will need to go to Metro Council before coming to the BBR Board for a vote. Mr. Braxton announced that the BRAF Board ratified the appointment of Charles Landry to the BBR Board at BRAF's meeting the night before.</p>
<b>PUBLIC COMMENT</b>	<p>Rev. Andrews stated that he is excited about all of the good work BBR is doing and would like to continue to work to find opportunities to partner.</p>
<b>ADJOURNMENT</b>	<p>Mr. Haymon adjourned the meeting at <b>10:19 AM.</b></p>