



## Meeting of Build Baton Rouge Board of Commissioners

<b>MINUTES</b>	<b>APRIL 16, 2020</b>	<b>9:00 AM</b>	<b>ZOOM CONFERENCE CALL</b>
<b>MEETING CALLED BY</b>	Rodney Braxton		
<b>TYPE OF MEETING</b>	Build Baton Rouge (BBR) Board of Commissioners - Regular Meeting		
<b>NOTE TAKER</b>	Tara Titone		
<b>ATTENDEES</b>	<p><b>Attending Board Members:</b> Rodney Braxton, Chairman; Brian Haymon, Vice Chairman; Susan Turner, Treasurer; Theodore Major, Secretary; Charles Landry</p> <p><b>Also Attending:</b> Christopher Tyson, BBR CEO; Tara Titone, BBR COO; Matthew Johnson, BBR Staff Attorney; Rebekah Strickland, BBR Administrative Assistant; Heather LeBlanc, V. Graham (BBR CFO); Amanda Spain, Baker Donelson; Geno McLaughlin, BBR Community Outreach Specialist; Eric Dexter, Civil Solutions; Jonathan Hill, Franklin Associates; Timothy Boone, The Advocate; Manny Potole, CoCity partnership; Sam Sanders, MCRA; Mark Drennen, CAFA; Byron Turner, Fannie Mae</p>		
	<b>CALL TO ORDER</b>		<b>RODNEY BRAXTON</b>
<b>DISCUSSION</b>	The meeting was called to order by Mr. Braxton at <b>9:01 AM</b>		
	<b>APPROVAL OF MINUTES</b>		<b>RODNEY BRAXTON</b>
<b>DISCUSSION</b>	The board reviewed the minutes from the February 20, 2020 meeting.		
<b>ACTION</b>	Mr. Major made a motion to approve the minutes. Mr. Landry seconded the motion. The February 20, 2020 minutes were approved by by a roll call vote with Mr. Major, Mr. Landry, Mr. Braxton and Mr. Haymon voting in favor. Mrs. Turner was not audibly present to vote.		
	<b>FINANCIAL REPORT</b>		<b>HEATHER LEBLANC</b>
<b>DISCUSSION</b>	Mrs. LeBlanc presented the board with the YTD Profit and Loss Actual vs. Budget, Program Statement of Activity, and Monthly Cash Flow Projections for the period ended March 31, 2020. Mr. Braxton asked if BBR is receiving timely reimbursements from the City and if April financials were expected to vary drastically from March. Mr. Tyson and Ms. LeBlanc said that City reimbursement requests have been timely and there are no anticipated expenditures outside what was budgeted. A reimbursement from the City is expected to hit in April.		

Mr. Tyson presented the Board with the following update on BBR's recent activities:

Ardendale Choice Neighborhoods Grant

BBR continues to work with the City and the Housing Authority (EBRPHA) on the CNI grant which is still in the ramp up phase. EBRPHA has hired a full-time project manager to oversee administration of the grant. The grant team has been meeting regularly. BBR is responsible for drafting, solidifying and executing the \$6 mil. Critical Community Improvements (CCI) plan as part of the grant. Currently, BBR is fleshing out the components of the plan and working to submit the plan to HUD in the 3rd quarter of 2020.

The site environmental clearance process is being coordinated for BBR's eventual transfer of the property to partners for development, per the CNI plan. The MovEBR connector road planning is underway by the City which impacts the environmental clearance- BBR continues to stay abreast of activities to ensure compliance with the federal government.

Plank Road

BBR is aggressively pursuing multiple sources of funding for the implementation of the Plank Road Corridor master plan and has made requests to Blue Cross Blue Shield of LA (BCBSLA), The Kresge Foundation, ExxonMobil, and AARP for funding. Mr. Tyson stated he would appreciate the Board's outreach to the potential financial partners in support of BBR's requests. Mr. Braxton asked if the request to BCBSLA was specific to a project. Mr. Tyson said the request, submitted March 31, was to address blight, restore health and social services, and fund the development of a food hub on Plank Road.

Mr. Tyson announced he is also working on a mixed-use development at Plank and Calumet, and in early April, BBR applied for the re-subdivision of property with the Planning Commission which begins the pre-development phase of work.

Stimulus Funds

BBR will receive \$1.9 mil. in CDBG, \$1 mil. ESG, and \$300,000 in HOPWA funds from the federal government as part of the CARES Act stimulus funding. These are three of the four HUD entitlement programs that fall under the purview of the City Parish. BBR is working with the City to assess how the funds will be allocated and distributed to service providers.

BBR, as sole administrator of CDBG funds for the City, has projected it will need three additional staff members to administer this new funding. Mr. Tyson explained that an administrative portion of the allotment comes with the funds, but the funds are reimbursable, so BBR must have the cash to carry on the front end.

Budget Deficit

BBR is now projecting a \$362,000 budget deficit by December. This projection includes the three additional employees BBR would hire to administer the additional HUD funding on behalf of the City. Early this year, BBR made a funding application to CAFA. BBR has followed up with CAFA and continues to monitor this aggressively. Mr. Tyson has been in touch with Mayor Broome to discuss the urgency of BBR's dwindling budget. Mr. Tyson announced that BBR received requests in April from Model Block and Electric Depot for loan and lease payment forbearance. Mr. Tyson said BBR will also need to take into consideration the possibility of reduced funding from the City in 2021 due to reduced sales tax, and the expected continued loss of revenue due to the forbearance of lease and loan repayments.

DISCUSSION

DISCUSSION	<p>Mr. Tyson said he is working on scheduling a summer board retreat. The Board agreed that the retreat should be put on hold, and suggested convening more regularly for special meetings to discuss pressing needs and contingency planning to best determine what resources can be pooled to best assist BBR. The Board asked Mr. Tyson and BBR staff to compile a list of immediate challenges the agency is facing (with target goals and progress) that can be discussed in a near future meeting.</p> <p><u>Report on Staff</u> Mr. Tyson reported he is thankful and fortunate that staff has not been directly impacted by COVID-19. Half of the staff is working remotely, and due to the need to be near physical files, the other half of staff is working in the office and maintaining social distance. Staff meetings and communications are being held virtually on a weekly basis.</p> <p><u>Roof Reset</u> Ms. Saunders continues to attend regular meetings with HUD and the City, and at this time, the August HUD expenditure deadline remains. BBR is working to continue trying to spend money down, and if HUD determines that they will expend the deadlines, BBR will adjust accordingly. At this time, BBR is being sensitive to homeowners and staff by not entering into homes (thus putting on hold the Homeowner Rehab. Program), but the Roof Reset Program continues. Mr. Braxton suggested that BBR request guidance from HUD on the Aug. 1 deadline. Mr. Tyson agreed to do so.</p>
	<b>NEW BUSINESS</b> <span style="float: right;"><b>RODNEY BRAXTON</b></span>
DISCUSSION	No new business.
	<b>PUBLIC COMMENT</b> <span style="float: right;"><b>RODNEY BRAXTON</b></span>
DISCUSSION	No public comment.
	<b>ADJOURNMENT TO EXECUTIVE SESSION</b> <span style="float: right;"><b>RODNEY BRAXTON</b></span>
DISCUSSION	Mr. Braxton adjourned the public meeting at 9:56 AM to enter into Executive Session to discuss Real Estate Transactions and the Annual Performance Review of the President and CEO.
ACTION	<p>Mr. Landry made a motion to enter into Executive Session. Mr. Haymon seconded the motion. The motion carried unanimously, and the Board moved into Executive Session at 9:57 AM.</p> <p>A motion was made by Mr. Landry to adjourn Executive Session. Mrs. Turner seconded the motion. The motion was carried unanimously, and the Board moved out of Executive Session at 10:50 AM.</p>
	<b>ADJOURNMENT</b> <span style="float: right;"><b>RODNEY BRAXTON</b></span>
DISCUSSION	Mr. Braxton reported that no action was taken in Executive Session. Mr. Braxton adjourned the meeting at <b>10:51 AM</b> .

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