



Meeting of Build Baton Rouge Board of Commissioners

MINUTES	AUGUST 19, 2021	9:00 AM	ZOOM VIRTUAL
MEETING CALLED BY	Rodney Braxton		
TYPE OF MEETING	Build Baton Rouge (BBR) Board of Commissioners' Regular Meeting		
NOTE TAKER	Tara Titone		
ATTENDEES	<p>Attending Board Members: Rodney Braxton, Chairman; Brian Haymon, Vice Chairman; Susan Turner, Secretary and Treasurer; Charles Landry; Will Campbell</p> <p>Also Attending: Christopher Tyson, BBR CEO; Tara Titone, BBR COO; Cornelius Payne, BBR Director of Real Estate; Gretchen Siemers, BBR Director of Planning and Special Projects; Leonard Briscoe, Grants Program Manager; Amanda Spain Wells, BBR Legal Counsel; Jonathan Hill, Franklin Associates; Risa Mueller, Franklin Associates; Amy Woodard, Faulk and Winkler</p>		
	CALL TO ORDER		RODNEY BRAXTON
DISCUSSION	The meeting was called to order by Mr. Braxton at 9:01 AM .		
	APPROVAL OF MINUTES		RODNEY BRAXTON
DISCUSSION	The Board reviewed the minutes from the July 15, 2021 BBR Board of Commissioners' meeting.		
ACTION	Mr. Landry made a motion to approve the July 15, 2021 minutes, and Mr. Campbell seconded the motion. The July 15, 2021 meeting minutes were approved unanimously.		
	FINANCIAL REPORT		HEATHER LEBLANC
DISCUSSION	Mrs. LeBlanc presented the YTD profit and loss for the period ended July 31, 2021. BBR expenses for year are under budget due to less travel , lower payroll costs and lower operational expenses. Cash balance is \$342,000. There are still several outstanding draw requests from City Parish- January draw is ready to be submitted. V Graham has stepped in to assist BBR with the reimbursement request process and will work to submitting all outstanding draw requests.		
	AUDIT UPDATE		AMY WOODARD

DISCUSSION	<p>Mrs. Woodard presented BBR's audited financial statements for the year ended 2020. Presentation attached. BBR's revenue and expenses were down in 2020 due do decreased expenditures and activity. There was one finding: noncompliance with local governmental budget act which was related to the JP Morgan Chase Grant. Grant revenue was received in 2020 instead of 2021 when it was budgeted for. Mrs. Woodard also reported that the requirement for a Louisiana Legislative Audit was waived for 2020 due to COVID. The LLA's Statewide Agreed Upon Procedures will be re-enacted and an audit will be required for 2021 and Faulk and Winkler will assist BBR with strengthening it's policies in accordance of the new Statewide Agreed-Upon Procedures for 2021.</p>
ACTION	<p>Mr. Landry made a motion to approve and adopt BBR's 2020 audited financials. Mr. Campbell seconded the motion. The motion carried unanimously.</p>
<p>CEO UPDATE CHRISTOPHER TYSON</p>	
DISCUSSION	<p>Administrative Mr. Tyson thanked Mrs. LeBlanc and Ms. Titone for their leadership and management to ensure a successful 2020 audit. Mr. Tyson reported that BBR has a number of open staff positions, many of which are related to the administration of federal grants. BBR has paced the hiring of grants' staff on hold pending conversation with City Parish regrading the organization of the grant-related work. As BBR has lost staff, Mr. Tyson believes now is the time to examine the allocation of the grants-related work and BBR is working with the City to think strategically. BBR is currently looking to fill the Office Coordinator and Community Engagement Specialist positions. BBR is also in the process of retaining a strategic communications consultant to assist with creating a comprehensive communication approach that will also assist us with communicating effectively with stakeholders across various platforms. Mr. Haymon asked what success would look like in hiring a communications consultant. Mr. Tyson said the consultant would assist with communicating multi-dimensionally with various stakeholder groups across various platforms regarding BBR's major initiatives. Mr. Haymon has requested to see the scope, budget and deliverables prior to releasing to prospective firms. Mr. Tyson followed up on the need for a future in-person board retreat to ensure that it remains on everyone's radar.</p> <p>Federal Grants Mr. Tyson said he is looking forward to talking with the City regarding the potential restructuring of the work and is meeting with Mayor later today. Although some work has been directed back to the City Parish, BBR is working to ensure that the current workload is being addressed. Vashti Little, Grants Senior Program Manager with BBR since 2018, will be leaving BBR this Friday. Mr. Tyson thanked Ms. Little for her service. Mr. Tyson said that BBR is looking to retain temporary help related to several lingering administrative tasks with the federal grants work.</p> <p>- Roof Reset- The Roof Reset program was profiled July 22, 2021 on WBRZ. Currently BBR has completed 151 roofs; 10-15 are in progress. This is out of the 595 inspections that have been done on roofs that are in the program and that BBR is working to complete.</p>

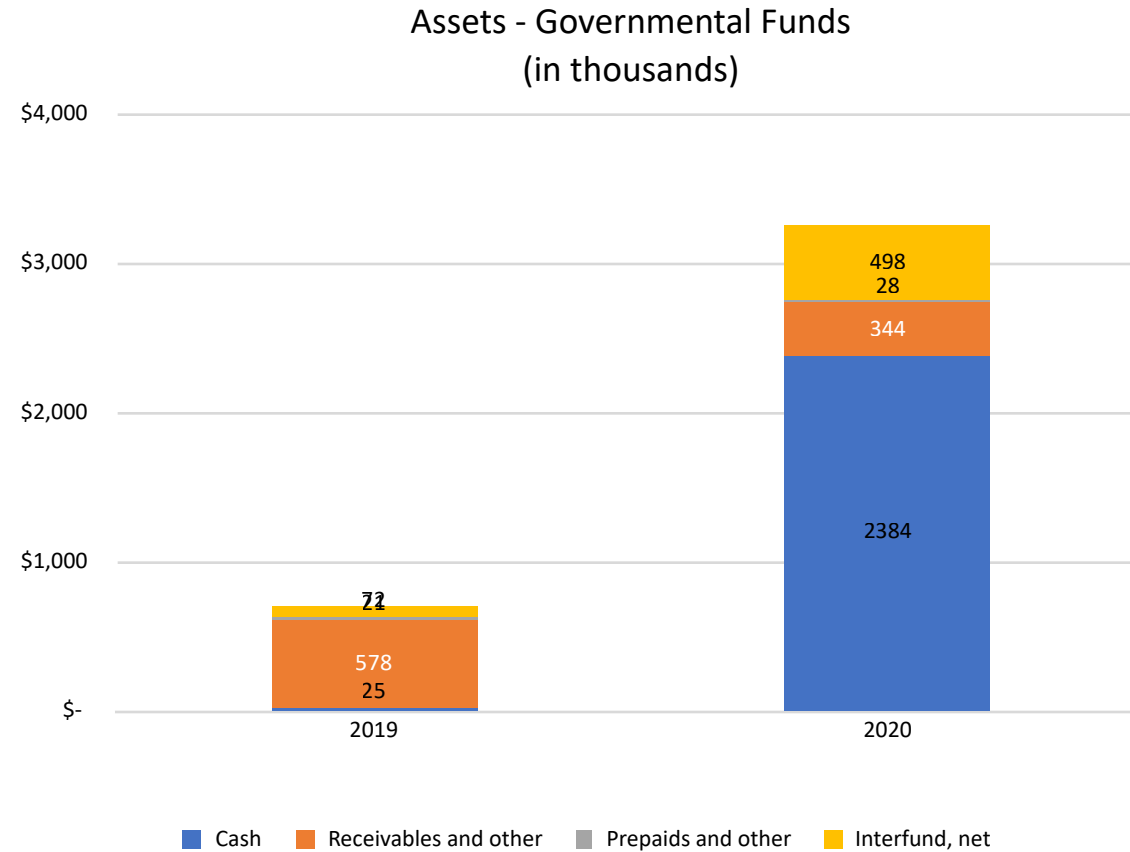
	<p>Cortana Corridor Economic Development District The District is going before the Metro Council over the next month. Ms. Wells reported that the board will be comprised of five members: three BBR Board members or their appointees, and two of Councilman Dunn's District 6 appointments.</p> <p>Advancing Cities Grant - Pocket Park Project: Mr. Tyson thanked Councilwoman Coleman for her support of the transfer of a City-Parish adjudicated property into the BBR Land Bank. - BBR continues to work with partners on the Grocery Initiative, Community Land Trust, Small Business Revolving Loan Fund and the Facade Improvement Grant Program.</p> <p>Plank-Calumet Development BBR is still working on plugging a construction-related funding gap due to price inflation.</p>	
	NEW BUSINESS	RODNEY BRAXTON
DISCUSSION	No new business.	
	PUBLIC COMMENT	RODNEY BRAXTON
DISCUSSION	No public comment.	
	ADJOURN TO EXECUTIVE SESSION	RODNEY BRAXTON
DISCUSSION	Mr. Campbell made a motion to move into executive session. Mr. Landry seconded the motion. The Board moved to enter into Executive Session at 9:55 AM to discuss real estate and personnel matters. The Board moved out of executive session at 10:42 AM and reported that no action was taken in Executive Session.	
	ADJOURNMENT	RODNEY BRAXTON
ACTION	Mr. Haymon made a motion to adjourn the meeting. The meeting was adjourned at 10:43 AM .	



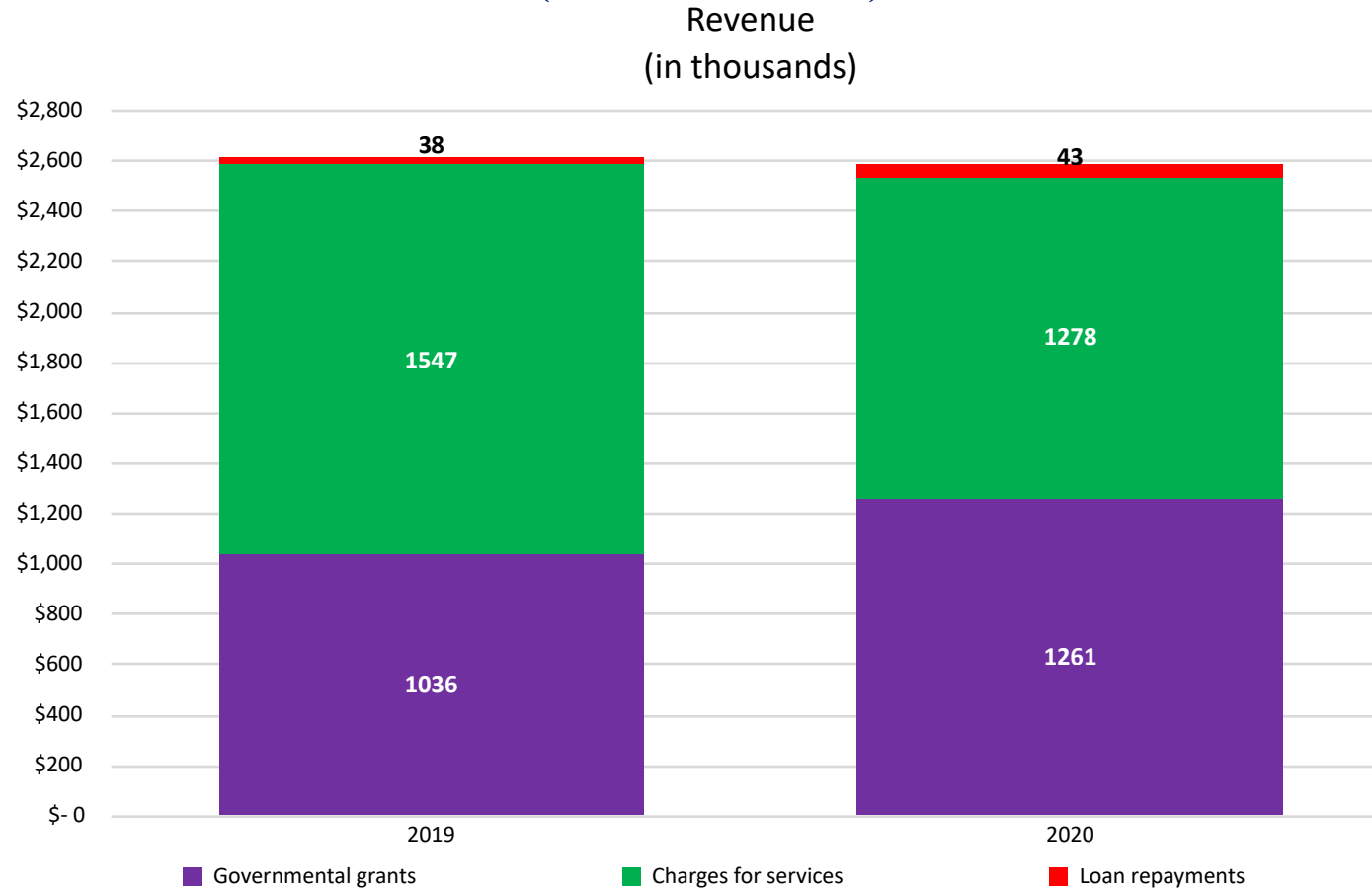
Presentation of the 2020 Operating Results



Assets – Governmental Funds (in thousands)

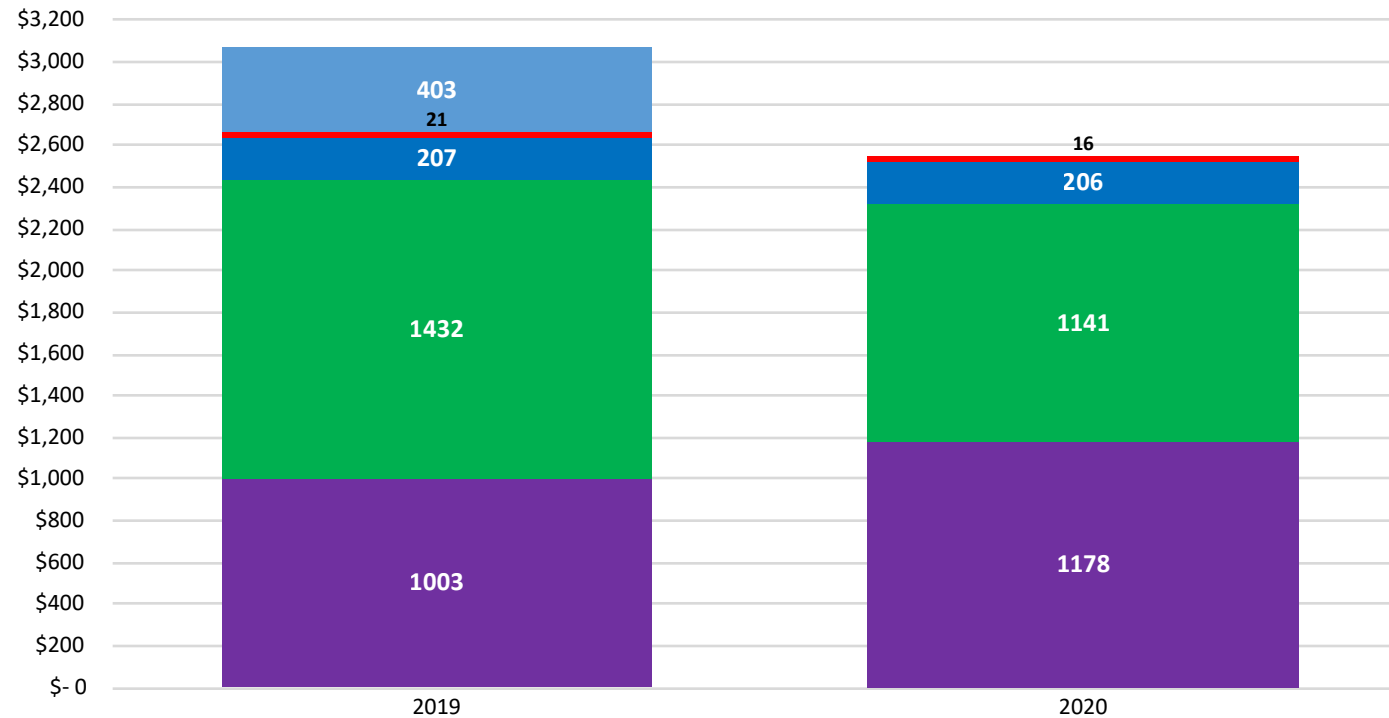


Revenues – Governmental Funds (in thousands)



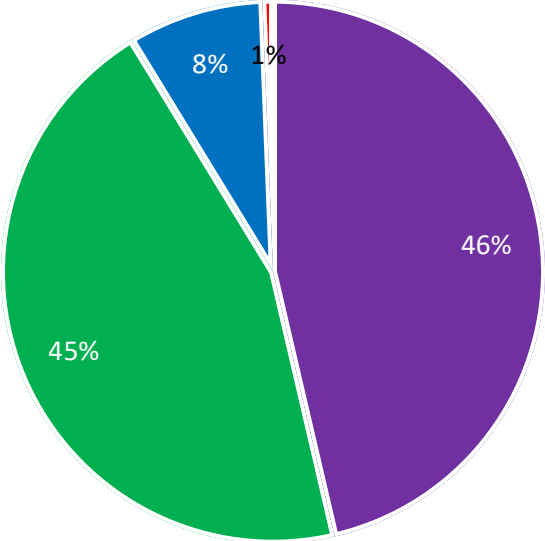
Expenses – Governmental Funds (in thousands)

Expense
(in thousands)



■ Personnel ■ Legal and professional ■ Occupancy and operating ■ Equipment and capital outlay ■ Affordable program loans

Percentage of Expenses – Governmental Funds

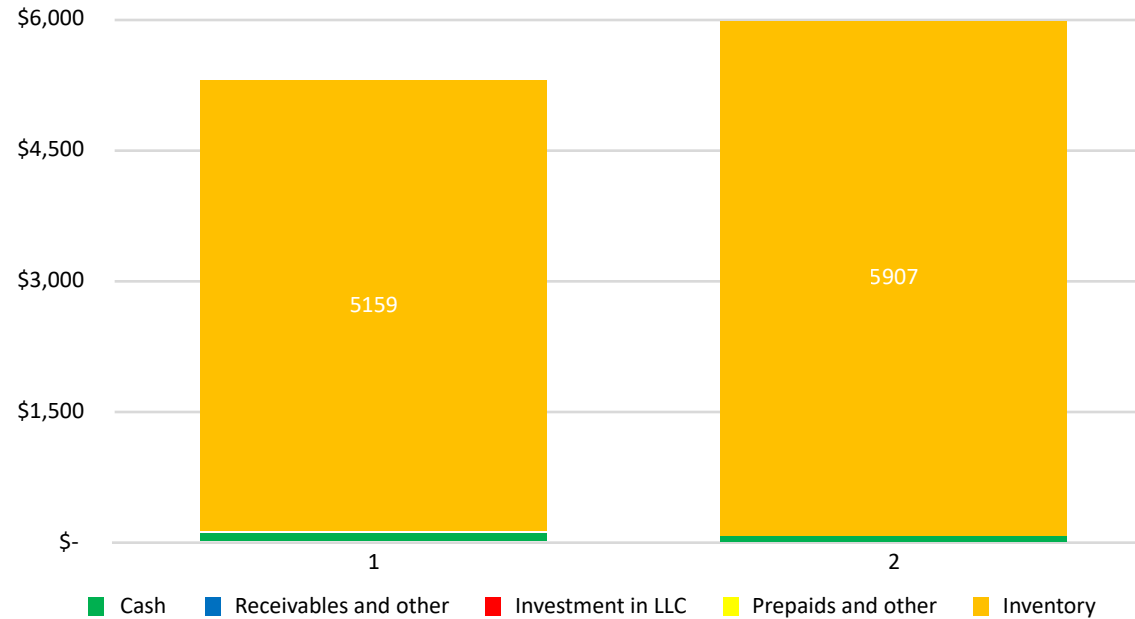


- Personnel
- Affordable program loans
- Legal and professional
- Equipment and capital outlay
- Occupancy and operating

Assets & Equity – Proprietary Funds

(in thousands)

Assets & Equity - Land Banking
(in thousands)

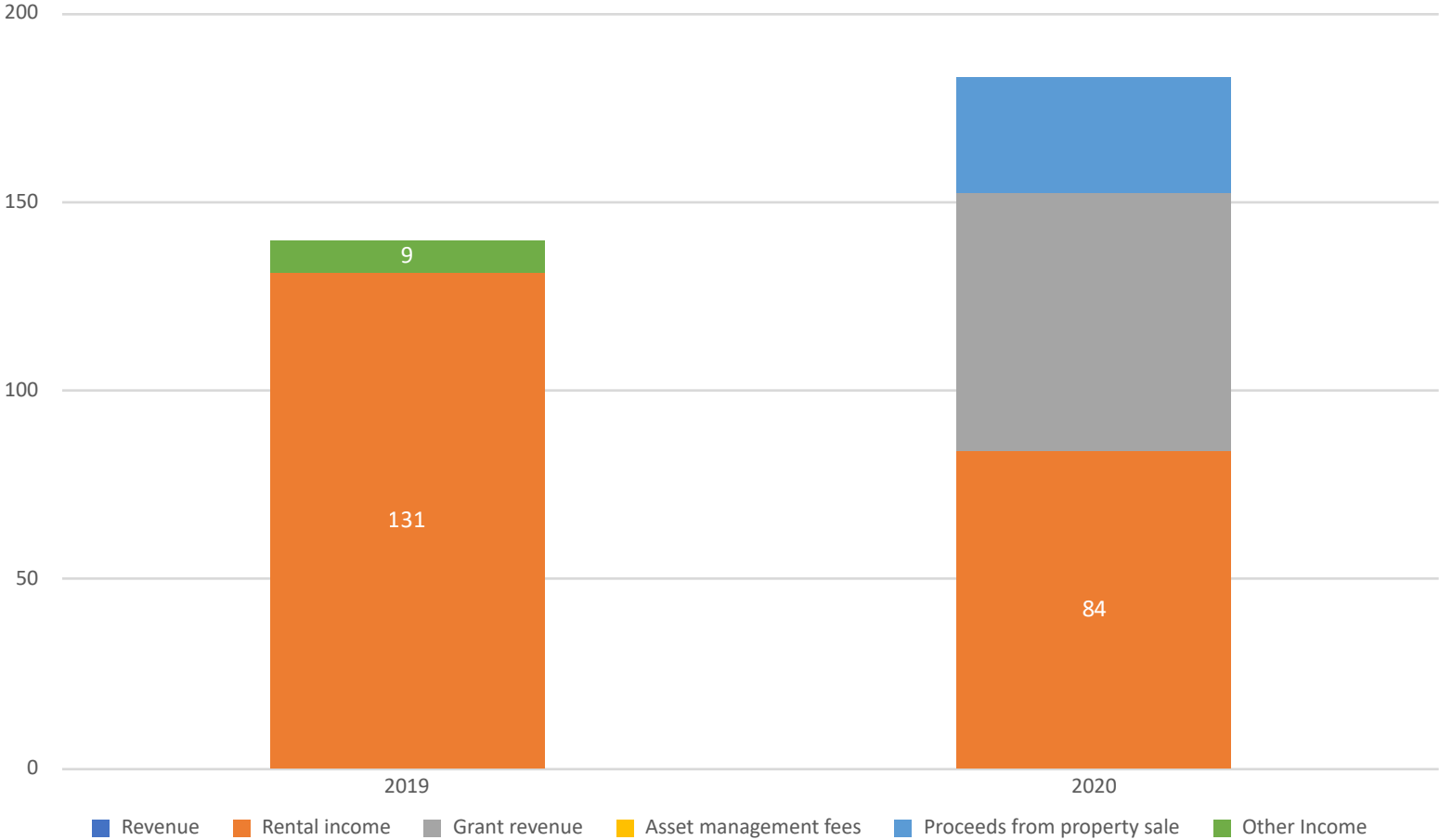


Revenue – Proprietary Funds

(in thousands)

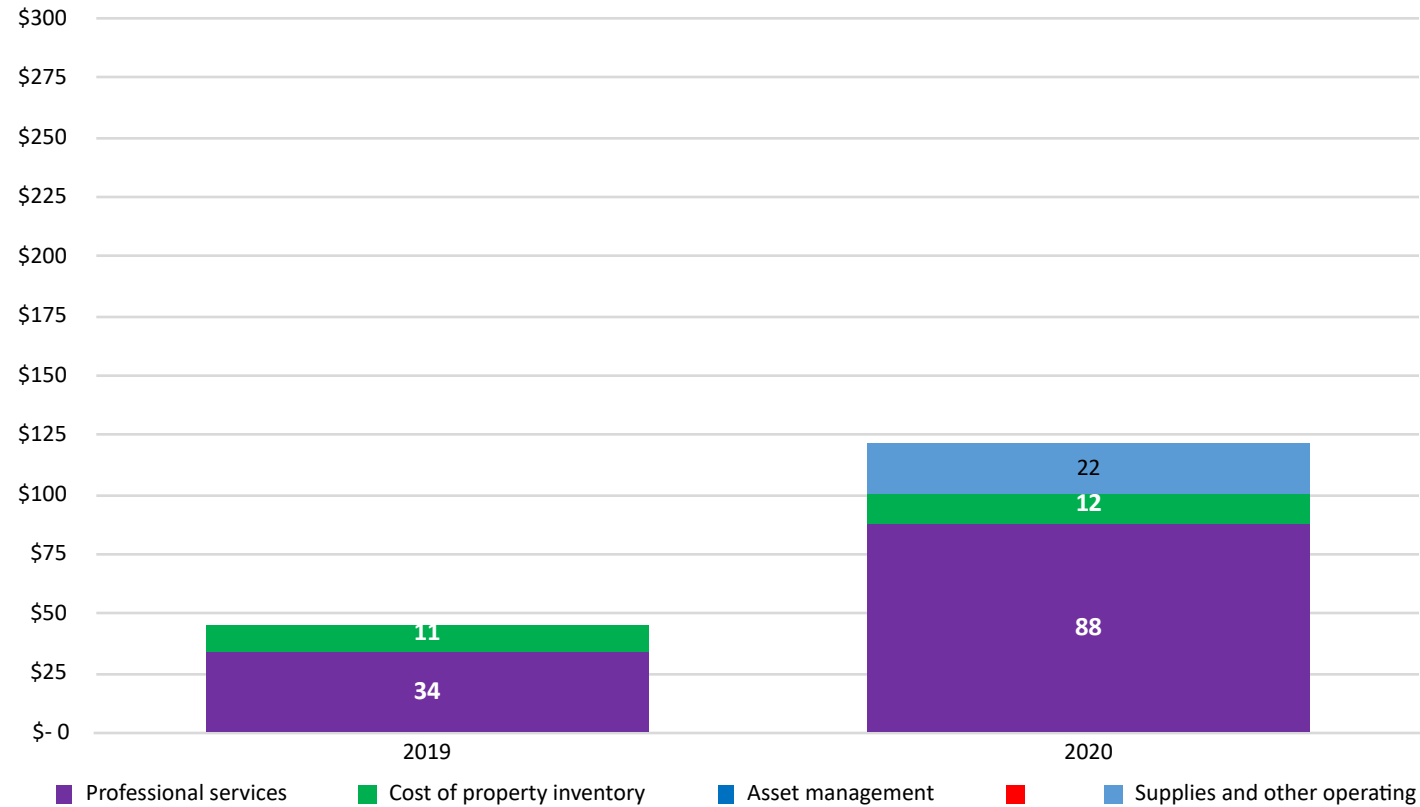
Revenue - Land Banking

(in thousands)



Expenses – Proprietary Funds (in thousands)

Expense - Land Banking
(in thousands)



Talking points

- Unqualified opinion on the financial statements (clean opinion)
- *Government Auditing Standards* report on internal control and compliance – one finding – Louisiana Local Government Budget Act
- No single audit this year
- LLA State-wide Agreed Upon Procedures – will be back for FYE 12/31/2021
 - Policies for sexual harassment (will be testing training), IT Security, Electronic Transactions