



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

**Date:** Monday, October 14, 2024

**Place:** 100 North St #800, Baton Rouge, LA 70802

**Time:** 10:00 A.M.

**Minutes**

**Attending Board Members:** Rodney Braxton, Chairman; Charles Landry, Vice Chair; Will Campbell, Treasurer; Suzanne Turner, Secretary; Bobby Hamilton (each, a "Commissioner")

**Also attending:** Gretchen Siemers, COO; Tricia Prewitt, BBR Office Coordinator; Amanda Robertson, VGraham; Kincaid Jackson, Kean Miller; Dwight Green

**Meeting Called by:** Rodney Braxton

**Type of Meeting:** Build Baton Rouge (BBR) Board of Commissioners – Regular Meeting

**Note Taker:** Tricia Prewitt

❖ **Action Item**

- Mr. Braxton called the meeting to order at 10:05 a.m.
- Mr. Braxton confirmed receipt of proof of notice of meeting and the posting of public notice.
- Mr. Braxton Confirmed the number of Board Commissioners present and the constitution of a majority.
- The Board reviewed the minutes from the BBR Board of Commissioners September 16, 2024, regular meeting. Mr. Landry made a motion to approve the minutes and Ms. Turner seconded. The motion carried unanimously.

❖ **Discussion Item: Budget**

- Ms. Robertson presented the YTD profit-loss actual vs. budget, program statement of activity, and cashflow projections for the period ended September 30, 2024. Ms. Robertson reported that September ytd results, revenue and income are in line with expectations, expenses are a little bit less than budget, and there are no concerns. There were no objections.

❖ **Discussion Item: Administrative Update/Land Bank**

- Mr. Braxton informed the board of the search for a new CEO. It was announced last month that the search has been officially started. The next CEO Search



Committee Meeting will be held October 29, 2024, to review the resumes that have been received.

- Ms. Siemers reported that staff have been in the process of searching for new accounting software, per recommendations from the audit, and because the current software will be outdated at the beginning of 2025. Staff reviewed 3 different options. The first one was rejected outright due to cost. The best option is QuickBooks Online Advanced Version, as we are already familiar with the features and will be able to roll in other things like payroll, etc.
- Ms. Siemers reminded the board that the budget review will begin at the next meeting. The City has not given the official declaration of what BBR's operating budget will be, but there will most likely be cuts.
- Regarding District 10 and the proposal we were reviewing this summer, Ms. Siemers reported that Mr. Quarrals has not cleared the title issue.
- Ms. Siemers reported that the Florida Plan was approved by the council, so BBR is now in full blown implantation mode. She thanked all who came out to the groundbreaking for Eco Park and the groundbreaking of the BRT on Plank.
- Ms. Siemers updated the board on the efforts to roll out the facade improvement plan.
- Ms. Siemers also alerted the board to recent issues with TruFund and their implementation of funds from the JPMorgan Chase Grant. TruFund is requesting that the funds that are set aside by TruFund from the grant, for BBR projects, be released into another fund for small business lending.
- Ms. Siemers reported that she will be attending APA LA State Planning Conference and that Ms. Hendricks will be presenting at the Louisiana Housing Conference next week.
- Mr. Jackson gave the board an update on the Shada site. No appeal has been filed, the judgement has been recorded, and the quiet title is complete. Mr. Jackson informed the board of legislation coming up that will make acquiring properties with no clear title more streamlined and more in accordance with what the rest of the country is doing.

❖ **Action Item: Approval of Updates to General Empowering Resolution. Discuss and approve, both come out of recommendations from the audit.**



- Ms. Siemers gave an overview of Mr. Johnson's audit recommendation to update the General Empowering Resolution to have some clarity in our policy on professional service contracts. The audit, without making a finding, recommended as a best practice, in relationship to professional services, that the language be made clear that any professional service contract \$50,000 or more comes before the board. Mr. Landry suggested that notice be given to the board of the contract no less than 3 days prior to signing, if there is no objection and if it is \$50,000 or less, the staff can move forward. Over \$50,000 for a professional service contract goes before the board. Mr. Landry is fine with smaller, general contracts under \$25,000 or less, being handled by staff, while general contracts



over \$25,000 go to the board. Ms. Siemers will add that to both the General Procedures and the General Empowering Resolution, and General Procedures. Mr. Braxton recommended that the changes be made and brought back to the next meeting to vote.

❖ **New Business**

- No new business

❖ **Action Item: Public Comment**

- No Public Comment

❖ **Action Item: Adjournment to Executive Session for discussion of real estate and personal matters**

- The Board did not adjourn to Executive Session

❖ **Action Item: Adjournment**

- Mr. Braxton made a motion to adjourn. Ms. Turner made a motion to adjourn and Mr. Campbell seconded. The motion carried unanimously. The meeting adjourned the regular meeting at 10:33 a.m.