

Louisiana Land Trust

Board Meeting
Hilton-Lafayette
1521 W. Pinhook Road,
Lafayette, Louisiana
November 8, 2007
2:00 P.M.

MINUTES

Chairman Broussard called the meeting to order with a thank you to the Lafayette Host (Jerry Reaux).

Board Members Present: Chairman Ernie Broussard, Joe Williams, David Voelker, Walter Leger, Kathy Dyson, Simone Champagne, Jerry Reaux

Non-Members: Nadine Jarmon, Dan Rees, Lara Robertson, Jack Iverstine, Adam Rodriguez, Rowland Kimbrough, Sue Dodson, Robert Halladay, Andy Scaffer, Tom Visage, Debbie Siefert, Sheryl Anderson, Brian Sweeney, Carolyn Carolina, Raymond Allen, and Steve Donahue

1) Approval of Minutes – October 11, 2007

Joe Williams motioned and Simone Champagne seconded
Minutes approved.

2) Executive Director's Report: Dr. Jarmon stated due to having a full agenda, she would email the Board her regular Executive Director's report.

Dr. Jarmon stated there was a photographer at the meeting and he would be taking pictures during the meeting as the Trust conduct its business.

◇ Status of the Parish Plans – Prior approval was given by the board for Dr. Jarmon to meet with the different parish; meetings have been conducted with Orleans, St. Bernard and Jefferson.

Meetings with Plaquemines parish have been scheduled.

Chairman Broussard is helping with Cameron, Calcasieu and Jefferson Davis parish.

Dr. Jarmon stated the meetings have been very successful. At least four of the parishes will present their plans to LRA during the December board meeting.

◇ 3 main things that have to happen before property can be disposed.

→ 1) an action plan amendment will have to occur. Lara Robertson stated HUD made the determination – that it is a substantial amendment. OCD and LLT will have to work thru the amendment and determine how the parishes will dispose of the properties, outline it and go thru the formal process.

Joe Williams commented he did not want waste his time and his staff time if there were going to be substantial changes. Lara stated approval had to be made by LRA, the legislative and HUD HUD will make the final determination.

There has been a big push to have the action plan amendment ready for LRA to approve a LRA's December 11th meeting. (OCD and LRA will need to have something together by the 28th of November)

Chairman Broussard stated he would hate to have the parishes work on a plan and then have to have it amended.

Joe Williams wanted to know if the plans would be additive or transformative.

Lara stated that was up in the air, but she had been given general guidelines as to what the plan will need to look like.

Walter Leger questions to Lara Robertson

Q. Is there an approved action plan in place?

A. Yes

Q. Is the action plan regarding the Road Home program? Which has aspects to the disposal of property?

A. Right, HUD is saying that plan is too general it needs to be very specific

Q. Who will draft the plan?

A. OCD.

Q. Will that amendment contain what has been approved for the different parishes?

A. It will outline who is responsible for what in terms of disposing the property, OCD responsibilities, LLT responsibilities, and LRA's responsibilities and under what general frameworks can the properties be disposed.

Q. So, it won't be specific, it will be general?

A. I hoping it will be in the general framework, so we can give lead way to the parishes.

Q. When?

A. It will need to be complete by November 21, 2007

Q. Will the Land Trust have to approve the amendment? Will we have a role?

A. No, you do not a role as far as the approval. However thru the review process that has been set up, I will be working with Dr. Jarmon and LRA. We will all be working together on putting he document together

Our position, the parishes are waiting to see what we (LLT) is going to do.

Lara stated they (OCD) is in contact with parishes and communicating with HUD.

Dr. Jarmon stated she wanted to make the Board aware there are certain elements LLT does not control.

→ 2) Environmental, a waiver was done on the front end. We will have to do them on the back end. Dr. Jarmon sent an email on the environmental issue but has not received a response. Dr. Jarmon wanted the board to know there may be a delay even after the parishes present their plans.

Lara stated Ann Herring is working on the environmental issues and once she gets up and running she will be able to streamline the process.

→ 3) Property Count – we currently have around 1785 in our portfolio. We have been told by the end of the year we would have a minimum of 7,000.

Action Items, in the event we close on all properties by the end of the year, we are looking at another organization chart in terms of staff.

Dr. Jarmon is asking for approval of a grant management department. (Lara will discuss a proposed grant agreement) the grant includes a monitoring of services and the Trust is not staffed to handle the requirements of the service. Dr. Jarmon stated she was under the impression the trust was a independent 501 (C)3 that had a loan, we are now considered a grant sub recipient that has a monitoring component that is pretty intense and will need additional staff to carry out the monitoring processes.

Dr. Jarmon previously sent an org change to the members by emails with recommendations for the positions she is requesting.

Grant Agreement: Dr. Jarmon requested Dan Rees and Lara Robertson explain the grant agreement to the Board.

Dan Rees, explained the grant agreement is a sub-recipient agreement of HUD Funds by OCD. What is currently in place is a loan and regulatory compliance agreement, within the regulatory compliance agreement; it states Road Home Corporation will act in compliance with CDBG regulations.

The legislative auditor has reference to some of the uniform administrative regulations and said they don't want us to move forward and want us to get in place a sub recipient agreement that spells out various components of the agreement. The legislative auditor would prefer we work item per item in the agreement. The draft still needs work as far as the financial part. The draft will not change the structure of the loan but super imposes the agreement with the financial structure that is already establish with the Road Home Corp and OCD, and blows up the section

about financial into a sub-recipient. It does not change the structure and not like everything has to be undone.

Q. Why are we doing this?

A. The legislative auditor told us this did not happen.

The document we have in place now is it because of HUD's requirements we are changing it to the sub-recipient agreement. The legislative reference us to the uniform procedures that apply to HUD. It is the federal regulations that are an issue that has been pointed out from the legislative auditors and it is best not to disagree and explain why not, just do it.

We are not changing substance – we are just formalizing the process.

We are putting in writing what is needed to be in compliance.

Question to Dr. Jarmon. Do we have a matrix in place? Is this what the Peppercorn group doing for us? A matrix that clearly establish the role that OCD plays with us and our role to other agencies, LRA, OCD, is that part of their process.

Answer – their role is to prepare something with the actual disposition of properties.

Dr. Jarmon handed out a sheet that shows all of the monitoring requirements under the grant agreement and stated we need to be proactive and not reactive and put things in place.

We have drafted policies and procedures that need an approval.

Dr. Jarmon is recommending we have a contact on the board to discuss the policies and procedures prior to bring before the board. We will need policies and procedures in place.

IMC drafted the policies and procedures.

Dr. Jarmon reviewed the new treasures report draft.

Chairman Broussard reviewed the items that had been discussed and wanted to know if any of the items that have been discussed need actions from the board. Dr. Jarmon stated no action from the board was needed until executive session.

- 3) ◇ Maintenance Report: Raymond Allen provided the board with updated from Task Force. Task Force is on target, violation have been addressed. Task Force provided a schedule of the pool and is on schedule.

Question: Were these pools approved prior to clean-up with?

Yes.

We currently have 32 pools and have approval on 18 pools

- 4) ◇ Security Report: The report shows we have people living in FEMA Trailer, who refuse to leave the property for various reasons.

Q. What can we do to assist these people?

A. Ask FEMA to assist the people in finding housing.

Dan Rees stated he had contacted someone at FEMA they are required to move the people from the trailers to permanent housing. A list has been sent to FEMA to have the trailers deactivated.

Dr. Jarmon stated we need to discuss how to handle the eviction of people that is on the LLT's property in executive session.

CSS is on target with their assessments. – The reports documents 68 incidents. CSS has been document research to determine if the residents on the property should be on the property. CSS has been asked not to do any research but to do what is in there scope.

**Raymond Allen stated St. Bernard Parish had given the trust a list of 400 properties that need to be demolished. The Acts of Cash Sale will need to be given to St. Bernard Parish prior to February 28, 2008.

**The Trust is getting signs to place on the properties announcing it is Louisiana Land Trust property.

- 5) ◇ Property Count: As of October 30, the count is 1874. By the end of the year we will have about 7,000 properties in our portfolio.

Sheryl Anderson from ICF stated 2200 properties has closed and they will deliver around 7,000 properties by the end of the year.

Questions: Are there any requirement from Marsh (insurance provider) on occupied and non-occupied properties.

Answer: I don't know – Dr. Jarmon is talking to James Laborde.

Question for ICF: Fraud cases – How can it happen? Do we have a physical inspection of the property?

Answer: There is an inspector to evaluate to property but he does not investigate the paperwork of the applicant

Ernie Broussard is requesting from ICF and Dan Rees an answer on how and why the fraud case happened. Lara stated she has examples and will turn them over to Dan and ICF.

ICF introductions – Debbie Siefert – Fraud Unit, Sheryl Anderson – Appraisals and Titles Manager
Tom Visage – Real Estate Fraud

- 6) ◇ Grant Agreement: This will be discussed in executive session

7) ◇ Reading of Resolution for Jerry Reaux: Jerry was given a resolution and plaque for serving as the first board chairman. Resolution 2007-5. Each of the Board members expressed their appreciation to Jerry Reaux for his service. Dr. Jarmon expressed her appreciation to Mr. Jerry Reaux for his support to her.

8) ◇ Other Business:

Briefing from ICF – This was discussed earlier.

Transition of Treasurer Duties – Simone Champagne resigned her position as the treasurer
Simone's last day to serve as a Board Member will be December 31, 2007.

Chair Broussard opened to floor for nomination for Treasurer who will also serve on the finance committee.

Kathy nominated Joe Williams – David Voelker – Second

Joe will serve as new treasurer and will be on the finance committee

Committee Assignments:

Kathy Dyson – Human Resources

Walter Leger – Policies

David Voelker – Procurement

Finance – Joe Williams

The Chairman will serve as ad hock adversary on all committees

9) ◇ Do we have a response on the environmental? Lara Robertson – stated the corporation would have to proceed according to CDBG regulations.

Q. Were the pools removed or covered?

A. Removed

Prior to adjourning to Executive Session, it was requested by Simone Champagne for Lara Robertson and Dan Rees stay for the session.

A motion was made by Chairman Broussard to go into executive session, seconded by Joe Williams
Chairman Broussard requested a show of hands in favor of going into executive session. It was unanimous.

Q. Is this to discussion legal matters?

A. Yes, legal and the eviction process.

Returning from Executive Session:

Simone Champagne made a motion for the Board to hire a CFO to report directly to the Board. The financial officer will be in charge of management process and financials.

Joe Williams second.

The motion was voted on by the Board with a unanimous response.

Chairman Broussard stated there were a matter that needed to be discussed about equipment purchases made by Task Force and issue concerning prior relationships. The finance chairman, personal chairman and the Chairman of the Board will discuss with Dr. Jarmon.

Question from Dr. Jarmon: Does the approval for additional staffing hinge on my answers to question a about equipment and prior relationships?

Answer: One will precede the other, go ahead and prepare your plans for staffing.

Moved by Chair and second by Kathy Dyson for the meeting to adjourn.

Meeting adjourned

