

MINUTES

BOARD OF TRUSTEES  
JEFFERSON PARISH FINANCE AUTHORITY

TELECONFERENCE

Conference Call Number: 1-318-532-4728

Conference ID: 422 659 448 #

Email for Public Comment: [financeauthority@jpfinanceauthority.com](mailto:financeauthority@jpfinanceauthority.com)

Monday, May 18, 2020  
10:30 A.M.

The Regular Meeting of the Board of Trustees of the Jefferson Parish Finance Authority was held on Monday, May 18, 2020, 10:30 A.M. via teleconference.

Mr. Gregory Faia, Chairman, called the meeting to order at 10:30 A.M. **Members Present:** Mr. Lynwood Allemore, Mr. Jackie Berthelot, Mr. Mitchell L. Boyter, Mr. Dennis DiMarco, Mr. Gregory Faia, Mr. Frank L. Muscarello, Ms. Marcy Planer and Ms. Carol Smith.

**Others Attending:**

| NAME                | FIRM                                |
|---------------------|-------------------------------------|
| Ruth Walker         | Executive Director                  |
| Provino Mosca       | General Counsel                     |
| Shaun Toups         | Government Consultants of Louisiana |
| Betty Earnest, Esq. | Becknell Law Firm                   |
| Angela Fyssas-Lear  | Hancock Whitney Bank                |
| Kent Schexnayder    | Sisung Securities                   |
| Ed Camnetar         | Camnetar & Co. CPAs                 |
| Jaime Rogers        | Camnetar & Co. CPAs                 |

The meeting opened with the Pledge of Allegiance and Invocation.

Ms. Walker stated the Board Meeting is following the Louisiana Attorney General's Open Meetings Guidance in light of COVID-19. The Agenda, written certification, and teleconference number and e-mail address for public comment were published in compliance with the Open Meetings Law. The Board provided 5 minutes for the public to comment via teleconference prior to proceeding with the meeting.

**APPROVAL OF MINUTES**

Motion was offered by Mr. Frank Muscarello, seconded by Mr. Mitch Boyter, to approve the Jefferson Parish Finance Authority Minutes of May 4, 2020.

YEAS: (8)

NAYS: (0)

ABSENT: (0)

Motion carried unanimously.

**TREASURER'S REPORTS / RECOMMENDATIONS**

Motion was offered by Mr. Mitchell Boyter, seconded by Mr. Frank Muscarello, to approve JPFA Expenses for May 18, 2020, Totaling \$345.94.

YEAS: (8)

NAYS: (0)

ABSENT: (0)

Motion carried unanimously.

**PUBLIC ADDRESSES TO THE BOARD** - The Board allowed 5-minutes for all Public Addresses. There were no Public Address sent by email and no one logged into the meeting.

## COMMITTEE REPORTS

### **Administrative Committee -**

Mr. Muscarello, Committee Member reported that there was Administrative Committee Meeting via teleconference on Monday, May 11, 2020 at 10:30 a.m., to review and discuss the JPFA 2019 Annual Audit. Mr. Muscarello, read the minutes for the record. The Administrative Committee Minutes are on file.

There was discussion in regard to the #3 recommendation (having employees that handle cash insured by theft policy or bonded) to the Board.

### **Executive Director Report (Ruth Walker)**

Ms. Walker reported briefly on the Administrative Committee and reported that the final draft of the JPFA 2019 Annual Audit is complete.

Ms. Walker informed the Board to avoid being fined to submit their Financial Disclosure Statements to the Ethics Commission by June 8, 2020. Ms. Walker reminded the Board that the Sexual Harassment Training is due at the end of the year.

Ms. Walker reported that Jefferson Parish is working on Phase 1 on returning the employees back to the office. The staff's old computers are being setup in the office so they can work both from home and in the office. The employee's days will be staggered. In order for employees to enter the Joseph S. Yenni Building all employees must wear a mask and have their temperatures taken. Employees do not have to wear their mask once they enter their work areas.

Ms. Walker reported on JPFA's loan. JPFA is still being affected by the Freddie Mac changes and the Coronavirus Pandemic.

Ms. Walker reported that the Finance Authority of St. Tammany Parish had rescheduled their Annual Luncheon to be held on June 10, 2020, but because of social distancing the luncheon has been cancelled until further notice.

Ms. Walker reported that she received another call from the Jefferson Parish Office of Inspector General (JPOIG). Ms. Walker stated once the Board approves the JPFA 2019 Annual Audit she will forward a copy to the JPOIG. Ms. Walker stated that she was informed that the current auditor for JPFA's case is leaving the JPOIG this week. Ms. Walker stated that she informed the JPOIG that any delays are due to their turnover and not the JPFA.

### **Advertisement and Marketing Committee -**

There were 8 communications from May 4, 2020 - May 15, 2020. Report on file.

Ms. Walker reported that the marketing campaign is still on hold. She will speak with Ms. Michelle Tuggle, Digital Media Consultant with WVUE Fox 8, to discuss the creative phase of the campaign.

## GENERAL REPORTS

### **Financial Advisor Report (Government Consultants of Louisiana)**

Mr. Toups reported that once everything starts to open he is hoping to discuss the Comfort to Home Program with Gateway Mortgage again. Mr. Toups stated that since the pandemic there has been little activity in the market.

### **Bond Counsel Report (Becknell Law Firm)**

Ms. Earnest reported that Judge Henry Sullivan passed away on Sunday morning.

**APPROVALS -**

On motion of Mr. Frank Muscarello, and seconded by Mr. Dennis DiMarco, the following resolution was offered:

A resolution accepting the Jefferson Parish Finance Authority Financial Statements and Schedules for the period ending December 31, 2019 and 2018, as prepared and submitted by the firm of Camnetar & Co., CPAs.

WHEREAS, the Jefferson Parish Finance Authority's Board of Trustees has reviewed the Jefferson Parish Finance Authority Financial Statements and Schedules for the period ending December 31, 2019 and 2018.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson Parish Finance Authority that:

SECTION 1. The Board of Trustees of the Jefferson Parish Finance Authority hereby accepts the Financial Statements and Schedules for the period ending December 31, 2019 and 2018, as prepared and submitted by the firm of Camnetar & Co., CPAs.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: (8)                      NAYS: (0)                      ABSENT: (0)

The resolution was declared adopted on this 18<sup>th</sup> day of May, 2020.

**OLD BUSINESS -**

There was discussion in regard to the contract for JPFA's Auditor.

Ms. Walker informed the Board and the Professionals that she will send them all copies of the JPFA 2019 Annual Audit.

Motion was offered by Mr. Mitch Boyter, seconded by Mr. Frank Muscarello, to adjourn the May 18, 2020, Board of Trustees of the Jefferson Parish Finance Authority meeting.

YEAS: (8)                      NAYS: (0)                      ABSENT: (0)

Motion carried unanimously.

The May 18, 2020 Board of Trustees of the Jefferson Parish Finance Authority meeting adjourned at 11:04 A.M.