

MINUTES

BOARD OF TRUSTEES  
JEFFERSON PARISH FINANCE AUTHORITY

REGULAR MEETING  
JOSEPH S. YENNI BUILDING  
1221 ELMWOOD PARK BOULEVARD, SUITE 505  
JEFFERSON, LOUISIANA 70123

Monday, January 6, 2025  
10:30 A.M.

The Regular Meeting of the Board of Trustees of the Jefferson Parish Finance Authority was held on Monday, January 6, 2025, 10:30 A.M., Joseph S. Yenni Building, 1221 Elmwood Park Boulevard, Suite 505, Jefferson, Louisiana 70123. The recording device was turned on during the duration of the meeting; however, no sound was recorded.

Mr. Gregory Faia, Chairman, called the meeting to order at 10:39 A.M. **Members Present:** Ms. Sally F. Bourgeois, Mr. Dennis DiMarco, Mr. Gregory Faia, Ms. Marcy Planer, Ms. Elizabeth R. Strohmeyer, and Ms. Judy Sullivan.

**Others Attending:**

NAME	FIRM
Lauren Ruppel	Executive/Marketing Director
Heather Alexis	General Counsel
Shaun Toups	Government Consultants of Louisiana
Angela Fyssas-Lear	Hancock Whitney Bank
Kent Schexnayder	Sisung Securities

The meeting opened with the Pledge of Allegiance and Invocation.

**APPROVAL OF MINUTES**

Motion was offered by Mr. Dennis DiMarco, seconded by Ms. Sally Bourgeois, to approve the Jefferson Parish Finance Authority Minutes of December 16, 2025.

YEAS: (6)                      NAYS: (0)                      ABSENT: (0)

Motion carried unanimously.

**TREASURER’S REPORTS / RECOMMENDATIONS**

Motion was offered by Ms. Marcy Planer, seconded by Ms. Elizabeth Strohmeyer, to approve JPFA Expenses Totaling \$43,078.54.

YEAS: (6)                      NAYS: (0)                      ABSENT: (0)

Motion carried unanimously.

**PUBLIC ADDRESSES TO THE BOARD** - There were no Public Addresses to the Board.

## COMMITTEE REPORTS

### **Administrative Committee –**

Mr. DiMarco confirmed the Committee needed to conduct Ms. Ruppel's annual review, discuss naming a new Secretary, and add Ms. Planer to the operating account as Treasurer.

### **Advertising and Marketing Committee -**

There were 13 communications from December 16, 2024 – January 3, 2025. Report on file.

## GENERAL REPORTS

### **Executive/Marketing Director Report (Lauren Ruppel)**

Ms. Ruppel welcomed the Board and partners to the first official meeting of the new year. The resolution for the Parish Council agenda was reviewed by Ms. Alexis and routed to the January 15<sup>th</sup> Council Meeting agenda via the Parish Attorney's Office to confirm the new meeting location and reduced frequency. Ms. Ruppel is planning to attend the meeting to present Ms. Smith's resolution and invited the Board Members to attend.

Ms. Ruppel gave a brief discussion on the three resolutions included on the agenda. As of January 6<sup>th</sup>, Ms. Ruppel reported 38 loans under the bond program have closed, totaling \$7,146,559. There are two additional loan reservations for \$445,000 in the pipeline that have yet to close. The Federal Home Loan Bank of Dallas is giving up to \$20,000 towards mortgage down payment and closing costs in the form of a grant. Some of the participating lenders like Hancock Whitney and Gulf Coast Bank layer these grants, but funds run out quickly.

Ms. Ruppel a lottery to select additional homes for the Terrytown Façade Improvement Plan at the Golden Age Center on Thursday, January 2nd. Ten addresses were chosen as well as three alternates. A total of 18 homes have been completed and they are continuing with the other contracts.

The JPFA is sponsoring a Realtor CE Event with the Mortgage Lenders Association on Thursday, January 23<sup>rd</sup> at The Moore Realtor CE Class. Four hours of CE will be offered and Ms. Strohmeyer and Ms. Planer plan to attend.

Ms. Ruppel mentioned all Financial Reports for November are also available for review and all training for 2024 has been completed. Ms. Ruppel reminded the Board to start Sexual Harassment and Ethics Training for 2025 at any time and reminded them it must be completed by December 31, 2025.

## APPROVALS -

1.

**On Motion of Ms. Planer, seconded by Ms. Strohmeyer, the following resolution was offered:**

**A resolution approving and accepting the attached Commercial Crime Coverage Policy proposal, submitted by USI Insurance Services, LLC, as agent, with Zurich North America, at a cost not to exceed of \$ 500.00, for the period 1/20/2025 through 1/20/2026.**

**BE IT RESOLVED** that The Jefferson Parish Finance Authority does hereby approve and accept the attached insurance policy binder submitted by USI Insurance Services, LLC, as agent, with Zurich North America, for the purchase of a Commercial Crime Coverage Policy, for the period 1/20/2025 through 1/20/2026, at a total cost not to exceed \$ 500.00.

**BE IT FURTHER RESOLVED** The Chairman, Vice-Chairman, Secretary and/or the Executive Director of the Authority are each hereby authorized to execute and attest to such other agreements, certificates, contracts, letters of instruction and written requests, whether mentioned herein, as may be necessary or convenient to carry out or assist in carrying out the purpose of this resolution.

Yeas: (6 )

Nays: (0)

Absent: (0)

The resolution was declared to be adopted on this 6<sup>th</sup> day of January, 2025

2.

**JEFFERSON PARISH FINANCE AUTHORITY  
MOTION TO TRANSFER FUNDS**

A motion was offered by Ms. Strohmeyer seconded by Ms. Planer to authorize the Trustee to transfer an amount not to exceed \$ 225,000.00 from either the Jefferson Parish Finance Authority's Residual Account (# ending in 1991) or Dedicated Account (# ending in 1016). Said transfers shall be into The Authority's Checking Account (# ending in 3852) in connection with funding the operating expenses of The Authority. Said operating expenses have already been approved via Board Resolution adopted the 2<sup>nd</sup> day of December 2024.

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

Yeas: (6)

Nays: (0)

Absent (0)

The motion was declared to be adopted on this, the 6<sup>th</sup> day of January 2025

3.

On a Joint Motion of all Board Members present, the following resolution was offered:

**A RESOLUTION EXPRESSING CONDOLENCES TO THE FAMILY OF**

**MR. FRANK MUSCARELLO**

**AND RECOGNIZING HIS YEARS OF SERVICE TO THE  
JEFFERSON PARISH FINANCE AUTHORITY AND  
TO THE CITIZENS OF JEFFERSON PARISH**

**WHEREAS**, Mr. Frank Muscarello joined the Board of Trustees of the Jefferson Parish Finance Authority on March 22, 2006; and,

**WHEREAS**, during his time as a member of the Board of Trustees of the Jefferson Parish Finance Authority, Mr. Muscarello unselfishly gave of his time and energy and performed his duties in an exemplary manner; and,

**WHEREAS**, Mr. Muscarello's knowledge, experience and integrity greatly assisted the Jefferson Parish Finance Authority in its endeavors and in its operations.

**NOW, THEREFORE, BE IT RESOLVED BY THE JEFFERSON PARISH FINANCE AUTHORITY:**

**Section 1: That the Jefferson Parish Finance Authority hereby acknowledges**

**MR. FRANK MUSCARELLO**

**for his service in and for the Jefferson Parish Finance Authority.**

**Section 2: That the Board of Trustees and Staff of the Jefferson Parish Finance Authority wish to express their sincere condolences to the family of Mr. Frank Muscarello and further desire to extend their thanks, gratitude and appreciation to**

**MR. FRANK MUSCARELLO**

**for his unselfish dedication to the Jefferson Parish Finance Authority.**

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

**Yeas: (6)**

**Nays: (0)**

**Absent: (0)**

**The motion was declared to be adopted on this 6<sup>th</sup> day of January 2025.**

**Motion was offered by Ms. Marcy Planer, seconded by Ms. Sally Bourgeois, to adjourn the January 6, 2025, Board of Trustees of the Jefferson Parish Finance Authority meeting.**

**YEAS: (6)**

**NAYS: (0)**

**ABSENT: (0)**

**Motion carried unanimously.**

**The January 6, 2025, Board of Trustees of the Jefferson Parish Finance Authority meeting adjourned at 11:14 A.M.**