

## MINUTES

**BOARD OF TRUSTEES  
JEFFERSON PARISH FINANCE AUTHORITY**

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

**Monday, November 3, 2025  
10:30 A.M.**

The Regular Meeting of the Board of Trustees of the Jefferson Parish Finance Authority was held on Monday, October 6, 2025, 10:38 A.M., Joseph S. Yenni Building, 1221 Elmwood Park Boulevard, Suite 505, Jefferson, Louisiana 70123.

Mr. Dennis DiMarco, Chairman, called the meeting to order at 10:32 A.M. **Members Present:** Mr. Dennis DiMarco, Ms. Marcy Planer, Ms. Elizabeth Strohmeyer, and Ms. Judy Sullivan. **Members Absent:** Ms. Sally Bourgeois and Ms. Da'Trice Smith-Jones

### **Others Attending:**

NAME	FIRM
Lauren Ruppel	Executive/Marketing Director
Heather Alexis	General Counsel
Shaun Toups	Government Consultants
Bill Becknell	Becknell Law Firm
Kent Schexnayder	Sisung

The meeting opened with the Pledge of Allegiance and Invocation.

## APPROVAL OF MINUTES

Motion was offered by Ms. Marcy Planer, seconded by Ms. Judy Sullivan to approve the Jefferson Parish Finance Authority Minutes from October 6, 2025.

YEAS: (4) NAYS: (0) ABSENT: (2)  
Ms. Bourgeois  
Ms. Smith-Jones

## **Motion carried unanimously.**

## **TREASURER'S REPORTS / RECOMMENDATIONS**

Motion was offered by Ms. Elizabeth Strohmeyer, seconded by Ms. Marcy Planer, to approve JPFA Expenses Totaling \$34,751.30.

YEAS: (4) NAYS: (0) ABSENT: (2)  
Ms. Bourgeois  
Ms. Smith-Jones

**Motion carried unanimously.**

Motion was offered by Ms. Elizabeth Strohmeyer, seconded by Ms. Marcy Planer, to approve Terrytown Façade Improvement Grant Expenditures Totaling \$82,781.94.

YEAS: (4) NAYS: (0) ABSENT: (2)

**Ms. Bourgeois  
Ms. Smith-Jones**

**Motion carried unanimously.**

**PUBLIC ADDRESSES TO THE BOARD – None.**

## **COMMITTEE REPORTS**

### **Administrative Committee –**

Mr. Dennis DiMarco did not have any items to report for the Committee. A meeting will be scheduled to discuss the 2026 Budget and the annual review of Ms. Ruppel, Executive Director.

### **Advertising and Marketing Committee –**

The Committee did not have any items to report.

The Communications Log was read by Ms. Strohmeyer and is on file for October 6-31, 2025.

## **GENERAL REPORTS**

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

Many of the items on the communication log were usual items; however, Ms. Ruppel discussed the JPFA's sponsorship of the NOMAR Symposium, the GNOMLA Threaux Down, and the Women's Council of Realtors Gala. Ms. Ruppel attended those events along with the State of Jefferson in the month in October.

Ms. Ruppel discussed the training she conducted at Keller Williams Metairie, Reve Realtors, Home Bank, Waymaker Realty and Gulf Coast Bank.

Ms. Ruppel reported four loan reservations totaling \$799,913.00 since the last meeting. Two of the four loans have closed in Series 2025A. There is one loan totaling \$308,750.00 that remains open due to a zoning issue that is being resolved in the Comfort of Home Program.

The Terrytown Façade Improvement Program Phase 1 is now completed. Forty-seven homeowners received grants to improve the front façade of their home. There is \$13,783.55 remaining in the PILOT account for this program. Phase 2 will begin as additional funding was pledged. The CEA with NOEL needs to be updated to reflect additional funding received from Jefferson Parish and placed on the December 1<sup>st</sup> agenda.

The Fortified Roof Grant Program is underway and expecting a total of 118 grants in round seven. There is a resolution to add an ACH policy to our policy and procedure manual as well as add the service to the PILOT account to eliminate unnecessary fees. The monthly fee for ACH origination will be waived until December and will not exceed \$60.00 per month going forward.

Ms. Ruppel mentioned the 2026 Budget will need to be adopted. There was discussion on getting all Members at the meeting. Ultimately, the Administrative Committee will meet to review the budget and then make a full recommendation to adopt the budget at the December 1<sup>st</sup> meeting. Ms. Ruppel will send the draft budget to the Board to review prior to the meeting.

**Let the record reflect Ms. Da'Trice Smith Jones arrived to the meeting at 10:45 am.**

Ms. Ruppel mentioned all training for Board Members must be completed by December 31, 2025 and the last meeting of the year is December 1, 2025. Ms. Planer needs to complete Sexual Harassment Training and Ms. Sullivan and Ms. Da'Trice Smith-Jones must complete both the Ethics and Sexual Harassment Trainings.

#### **Financial Advisor Report**

Mr. Toups did not have any items to report.

#### **Bond Counsel Report**

Mr. Becknell thanks Ms. Ruppel for all the work on the bond program. The Board and team were appreciative.

#### **Underwriters Report**

Mr. Schexnayder there was nothing to report at this time. Ms. Ruppel brought the Eustis Edge program resolution to the attention of the group as well.

#### **General Counsel Report**

Ms. Alexis reported she and Ms. Ruppel continue to meet and review documents related to the items on the agenda and on a weekly and as needed basis.

### **APPROVALS**

1. On Motion of Ms. Judy Sullivan, seconded by Ms. Marcy Planer, the following resolution was offered:

A resolution amending the resolution originally adopted by the Board of Trustees of the Jefferson Parish Finance Authority (the "Authority") on September 20, 2021, opening a checking account with Hancock Whitney Bank, facilitating the management for the PILOT Funds Program, to include an ACH Treasury Origination Service through Hancock Whitney Bank's Treasury Manager at a cost not to exceed \$ 60 per month, and designating authorized signatures; therein, and other matters in connection therewith.

**WHEREAS**, the resolution adopted on September 20, 2021, established a checking account, with Hancock Whitney Bank, to facilitate the Authority's PILOT account and designating authorized signatures.

**BE IT RESOLVED** by the Board of Trustees, acting as governing authority of the Jefferson Parish Finance Authority:

**SECTION 1.** The Authority approves and authorizes that the signatures for the checking account shall henceforth be the following: Chairman, Vice-Chairman, Treasurer and Executive Director.

**SECTION 2.** The Authority approves the ACH Origination Service through Treasury Manager at a cost not to exceed \$60.00 (Sixty dollars) per month.

**SECTION 3.** The Authority approves and authorizes that the approvers for ACH transactions shall be the following: Chairman, Vice-Chairman, Treasurer, Executive Director and staff members approved by the Executive Director.

**SECTION 4.** That the Executive Director, Board Chairman, Vice Chairman and Secretary of the Authority, are hereby authorized to execute any and all documents necessary to give full force and effect to the purpose of this resolution.

YEAS: ( 5 )

NAYS: ( 0 )

ABSENT: ( 1 )

Ms. Bourgeois

The resolution was declared to be adopted on the 3<sup>rd</sup> day of November 2025.

2. The following resolution was offered by Ms. Elizabeth Strohmeyer, and seconded by Ms. Judy Sullivan:

A Resolution of the Board of Trustees of the Jefferson Parish Finance Authority (hereinafter the "Authority") amending the JPFA Policies and Procedures Manual to include an ACH Origination Policy.

WHEREAS, the Jefferson Parish Finance Authority is a public trust established by the Jefferson Parish Council by a Trust Indenture dated February 9, 1979; and

WHEREAS, since the time of its inception, the Authority has instituted a variety of policies and procedures to govern the operations and work flow of the organization; and

WHEREAS, the 2017 audit of the Authority included a recommendation to institute missing policy; and

WHEREAS, the JPFA Board of Trustees adopted the JPFA Policies and Procedures Manual on December 17, 2018; and

WHEREAS, the Independent Auditor's Report for the year ended December 31, 2020 recommended enhancing the ethics portion of the JPFA Policies and Procedures manual; and

WHEREAS, the JPFA Board Authorizes a policy to allow ACH origination.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Trustees of the Jefferson Parish Finance Authority, acting as the governing authority, that:

**SECTION 1.** The Board hereby adopts the amended JPFA Policies and Procedures manual.

SECTION 2. The Board hereby desires that the policies and procedures contained within the new JPFA Policies and Procedures Manual be effective immediately.

Yea: (5)

Nay: (0)

Absent: (1)

Ms. Bourgeois

This Resolution was declared adopted on the 3rd day of November 2025.

3. The following resolution was offered by Ms. Marcy Planer and seconded by Ms. Judy Sullivan:

A resolution establishing a mortgage origination program to be known as the Eustis Edge Program; approving the form and substance of Seller and Servicing Agreement, the Program Administration Guidelines, the funding of down payment assistance not to exceed and amount of \$250,000.00, and all accompanying exhibits thereto; authorizing the execution of documents and other instruments necessary or convenient to carry out the purposes of this resolution; the and other matters in connection therewith.

**WHEREAS**, the Board of Trustees (the "Board") of the Jefferson Parish Finance Authority (the "Authority") has determined that it is necessary and desirable to provide for and protect the public health, safety and welfare of the citizens of Jefferson Parish, Louisiana (the "Parish), and, in furtherance thereof, to establish a mortgage origination program pursuant to which mortgages will be issued to qualifying borrowers by participating lenders pursuant to the Eustis Edge Program (the "Program"); and

**WHEREAS**, in order to implement the Program, it is necessary to authorize the execution of a Servicing Agreement (the "Servicing Agreement") by and between the Authority and Eustis Mortgage; and

**WHEREAS**, the Board has examined proposed forms of the Program Documents, each of which are presented with and constitute a part of this Resolution; has found the form and substance of such documents to be satisfactory and proper; and has determined to authorize the implementation of the Program, the execution and delivery of such documents and the taking of such other actions as may be necessary or convenient to further carry out the purposes of the Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Jefferson Parish Finance Authority, acting as the governing authority thereof, that:

**Section 1.** It is hereby found and determined that the purpose of this Resolution is to take steps desired to reduce the cost of financing for the acquisition of single-family housing located in the Parish and surrounding included parishes in order to provide decent, safe and sanitary housing for qualifying persons of low and moderate income. It is further hereby found, determined and declared that such single-family housing ownership will provide for and promote the public health, safety, morals and welfare of the citizens of the Parish and surrounding included parishes.

**Section 2.** The Board hereby authorizes and approves the establishment and the implementation of the Program.

**Section 3.** The form and substance of the Program Documents are hereby approved in substantially the form attached hereto as the Seller and Servicing Agreement and the Program Administration Guidelines and made a part hereof, including such changes as may be recommended by Special Counsel.

**Section 4.** The Chairman, the Vice-Chairman, the 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 or not mentioned herein, as may be necessary or convenient to carry out or assist in carrying out the purposes of this Resolution, and to deliver the executed Program Documents to the other parties thereto.

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

**YEAS: (5)**

**NAYS: (0)**

**ABSENT: (1)**

Ms. Bourgeois

**WHEREUPON**, this resolution was declared to be adopted on the 3<sup>rd</sup> November 2025.

**The November 3, 2025 Jefferson Parish Finance Authority's Board of Trustees meeting ended at 10:55 a.m.**