



**MINUTES OF THE FINANCE AUTHORITY OF NEW ORLEANS
BOARD OF TRUSTEES MEETING
Thursday, September 20, 2018**

Members Present: Mrs. Gizelle Johnson-Banks, Dr. Gary Clark, Mr. Wade Wootan, Mr. Charles Brown & Mr. Hunter Thomas

Members Absent: Mr. Joseph Friend & Mr. Stephen Smith

Staff Present: Mr. Damon Burns, Ms. Bianka Brown, Ms. Lydia Cutrer, Mr. Patrick Guillion, Mrs. Stacey Weaver, Ms. Destine Grady & Mr. Samuel Santa-Marina

Staff Absent: Ms. Bianka Brown

Members of the Public: Legal Counsel Rep Ms. Dietra Cummings, Mr. Sheldon Bruno (Bruno & Tervalon), Ms. Angela Fyass-Lear (Hancock Whitney)

Chair Johnson-Banks called The Finance Authority's Board Meeting to order at 4:14pm.

Chair Johnson-Banks stated that agenda items B, C, D & E will not require action to be taken. Mr. Burns also requested that item F, the 2017 Audit Report by CRI, be moved to item B.

Old Business

There was no old business to discuss.

New Business & Board Actions

Acceptance and Approval of the August 16, 2018 Board of Trustees Meeting Minutes (Action Item) – The board reviewed and there being no discussion, **Chair Johnson-Banks requested a motion to approve the minutes from the August 16, 2018 Board of Trustees Meeting as drafted. Dr. Clark moved, and Mr. Brown seconded. The motion passed unanimously.**

2017 Audit Report – Presentation by CRI

Ms. Amy Verberne of Carr Riggs & Ingram, one of 2 audit firms, gave a brief presentation to the Board on FANO's audited financial statements for the period ending on December 31, 2017. Ms. Verberne

highlighted the following:

Agreed Upon Procedures Report

- Written Policies and Procedures
- Board
- Bank Reconciliations
- Collections
- Disbursements
- Credit Cards

Required Communications for the Board

- Engagement Objectives
- Required Communications
- Accounting Policies & Judgements
- Summary of Audit Adjustments
- Management Representation Letter
- Internal Control Findings

Dr. Clark asked when the audit began. Ms. Verberne stated that the process started in May. Mr. Burns thanked the auditors and commended Ms. Brown and her staff for their work to modernize policies & procedures as well as reconstruct FANO's accounting system.

RFP Solicitations for Auditors

Ms. Brown informed the board that FANO is seeking authorization to solicit RFP's for auditors as best practices. Mr. Wootan stated that a process needs to be implemented. Ms. Brown will forward to board prior to next month's meeting. **Chair Johnson-Banks requested a motion to approve the RFP Solicitations for Auditors. Dr. Clark moved, and Mr. Wootan seconded. The motion passed unanimously.**

Approval of Credit Card Policy

Mr. Burns stated that all policies are being updated by the Governance Committee. Ms. Brown noted that the proposed policy will give delegation of authority regarding FANO's credit card as well as outline the day-to-day usage. She added that the Governance Committee has given recommendations on the policy structure as well as the supporting forms that should be implemented. Mr. Wootan stated that his edits should be complete in 3 days. Chair Johnson-Banks noted that final policies will be presented in November.

Approval of Travel Policy

Ms. Brown stated that edits are being made by the Governance Committee and a draft will be available for review at the Board Retreat.

Chair Johnson-Banks stated that she would also like the Procurement Policy to be presented at the upcoming Board Retreat.

Discussion of Office Relocation

Mr. Burns stated that the building is in need of modernization. There has been an increase in staff and it is time to upgrade. He added that an RFQ was issued for Architectural Design & Consulting Services. FANO is seeking a full analysis on what changes can be done to the building. Once a firm is selected, they will then be asked to give a presentation to the board on the options available. Chair Johnson-Banks informed the board that she has participated in site visits for office space. Mr. Burns added that whichever option is chosen, FANO will be a reasonable financial decision.

Chair's Report

Chair Johnson-Banks informed the board that she has been working with the auditors to help complete the 2017 report. She also noted the importance for each board member to attend the upcoming board retreat on October 18th.

CEO's Report

Mr. Burns briefly discussed the following:

Market and Legislative Update

- Ongoing "Trade War" between US and China has affected local economy, mainly the Port of New Orleans
- Orleans Parish Assessor's office hoping to combat short-term rentals by increasing property taxes on short-term rental units

August Highlights

- FANO and City's Resilience Office to co-host C40 Climate Change Finance Workshop for 5-8 cities developing financing strategies to mitigate climate change on December 4th-6th
- Fundraising for balance sheet support is ongoing
- Net Assets holding steady at \$13.6 million

Strategic Plan Report

Mr. Burns briefly gave an update on the remaining 2018 priorities:

1. Employee development and recruitment
2. Technology upgrades
3. Programs R&D (housing & green development)
4. Fundraising (Opportunity Zones/CRA/Green Bonds)

Challenges:

- Local economy has bright spots but quality of life remains stagnant

Upcoming Events

- NALHFA Legislative Conference (D.C.) – 10/3/18
 - Mr. Brown recommended new member Mr. Thomas attend the conference.

- Staff Retreat to be held on 10/12/18
- Annual Board Retreat to be held on 10/18/18
- FANO is title sponsor of Dillard University's 12th Annual Community Fair
- Annual Capital Markets Roadshow (NYC) – 11/26/18

Chair Johnson-Banks asked that the departmental reports be deferred.

There being no further business, **Mrs. Johnson-Banks requested a motion to adjourn the Board Meeting. Mr. Brown moved, and Mr. Thomas seconded. The motion passed unanimously.** The meeting was adjourned at 5:48pm.

ATTESTED: G - 1 - C / - K DATE: 11-15-18

SECRETARY/TREASURER