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# Louisiana Housing Finance Agency



Human Resources

Terry R. Holden, Director

December 8, 2010

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**To:** Commissioner Tyrone A. Wilson, Chairman  
Commissioner Allison A. Jones  
Commissioner Jerome Boykin, Sr.  
Commissioner Michael L. Airhart

**From:** Terry R. Holden, Director of Human Resources

**Date:** December 8, 2010

**Re:** Human Resource Committee

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Please be advised a Human Resources Committee meeting will be held on Wednesday, **December 8, 2010, at 9:00a.m.** Louisiana Housing Finance Agency, **Committee Room 1**, 2415 Quail Drive, Baton Rouge, LA 70808 by order of the Chairman.

If you have any questions or concerns, please contact us.

December 8, 2010

**HUMAN RESOURCES COMMITTEE MEETING**

Notice is hereby given of a regular meeting of the Human Resources Committee to be held on **Wednesday, December 8, 2010, at 9:00 a.m.**, Louisiana Housing Finance Agency, **Committee Room 1**, located at 2415 Quail Drive, Baton Rouge LA, by order of the Chairman.

**AGENDA**

1. Call to order, roll call, and introduction of guests
2. Approval of minutes of June 9, 2010 Human Resources Committee Meeting
3. Board Contact Policy
4. LHFA President and Vice President's Annual Appraisal
5. Other Business
6. Adjournment

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**Milton J. Bailey**, LHFA President

**If you require special services or accommodations, please contact Barry E. Brooks  
(225) 763 8773, or via email [bbrooks@lhfa.state.la.us](mailto:bbrooks@lhfa.state.la.us)**

Pursuant to the provisions of LSA-R.S. 42:6.1, upon two-thirds vote of the members present, the Board of Commissioners of the Louisiana Housing Finance Agency may choose to enter executive session, and by this notice, the Agency reserves its right to go into executive session as provided by law.

Louisiana Housing Finance Agency  
Human Resource Department Minutes  
Wednesday, June 9, 2010  
2415 Quail Drive  
HR Committee Meeting  
Committee Room 1  
Baton Rouge, LA 70808  
11:30 A.M.

**Commissioners Present**

Tyrone A. Wilson, Chairman  
Allison Jones  
Donald Vallee  
Katie Anderson  
Mayson Foster  
Michael Airhart

**Commissioners Absent**

Jerome Boykin  
Walter O. Guillory

**Staff Present**

Terri Ricks  
Juon Wilson  
Denise Ackoury  
Taryn Miceli  
Terry R. Holden  
Alesia Wilkins-Braxton  
Rene Landry

**Commissioner Tyrone A. Wilson:** called the meeting to order. The roll was called and a quorum established.

**Updates:** Commissioner Wilson opened the meeting by asking approval of the April 14, 2010 minutes.

**Commissioner Alesia Young:** moved that the minutes be accepted. Commissioners accepted the minutes.

**Commissioner Tyrone Wilson:** Commissioner then asked Terry R. Holden to take the lead on presenting the 2010 staffing plan.

**Terry R. Holden:** stated the 2010 Staffing Plan needed to be approved by the HR committee as well as the full body of commissioners. Terry asked that they refer to the last page of the staffing plan; there are 133 positions, 2 of those being vacancies. Of the two vacancies, one is an Accounting position the other a Housing Finance Supervisor. We have three student workers. All have written approval by the budget and finance committee that met earlier that morning.

**Commissioner Michael Airhart:** asked where were the vacancies?

**Commissioner Elsenia Young:** directed him to look at the last page.

**Commissioner Michael Airhart:** asked Terry R. Holden; were these the staffing positions that were proposed?

**Terry R. Holden:** said that the document was prepared earlier as a request from Mr. Vallee, so he let it serve two purposes, normally he does not provide the salary information.

**Commissioner Michael Airhart:** “well, I understand it a spread sheet but; what about an actual document or written document versus a spreadsheet”, explaining how many people you intend on hiring?

**Terry R. Holden:** we do not intend on hiring anyone. The only staff we hire came along with the program, and we broadened staff there on a temporary basis.

**Commissioner Michael Airhart:** asked, “is there any executive summary or analysis to go along with this at all”?

**Terry R. Holden:** responded, “no sir”.

**Commissioner Michael Airhart:** “this is the staffing plan, the spreadsheet”?

**Terry R. Holden:** responded, yes the spreadsheet.

**Commissioner Tyrone Wilson:** stated it is pretty much what we had last year.

**Alesia W. Braxton:** “as the board has agreed to take on new programs like NSP; there is a resolution that comes before the board at the time with a staffing attached to the resolution”.

**Terri Ricks:** explained, the appointing authority is required to stay within the approved budget. He cannot go outside of the number that is denoted on the spreadsheet without coming back to the board. It is a stand still personnel plan. It is the same as last year.

**Michael Airhart:** asked the Vice President in her experience, at other state agencies, what types of staffing plans have you seen? Is it a written document explaining this is what we plan on doing for the next year? Is that common place in state agencies?

**Alesia W. Braxton:** stated, it is usually this, when you are dealing with the state budget, you identify the positions that are filled and vacant, and, the positions that you plan to fill the legislature approves the budget via the Office of Management & Finance. That is usually how it has done.

**Terri Ricks:** said “two things” this is like the back up, and the authority that is given by the legislature is the number of people that you can hire within the budget. Therefore, we try to do it the same way.

**Alesia W. Braxton:** stated, with the forecasting a typical agency; if they knew they were taking on a new program, they would begin working with civil service to create those positions and position numbers. You would then go to the budget office at the division to get approval. If you have not included the budget at the time, it is adopted by the legislature then; you do the BA22 process, where you go in and get authority to add additional dollars to the budget.

**Michael Airhart:** asked, that if we could create a written or typed document called a staffing plan that is signed by either the President or the HR Director. The document would communicate to the board, what you just communicated; in a manner, “we” could understand it. State that you have 133 employees and that you do not intend to do any more hiring. This would make it simple and everyone would understand the process.

### **Discussion**

**Alsenia Young:** asked, are the two vacancies were going to be filled?

**Terry R. Holden & Terri Ricks:** both said yes. Stated they were recent vacancies.

**Michael Airhart:** asked if 60 days enough time to create the “2011” staffing document?

**Alesia W. Braxton:** stated they will be reviewing budget, expenditures for each program and we can provide that document to you.

### **Discussion**

**Commissioner Tyrone Wilson:** asked, if a motion to accept the 2010 staffing plan is presented.

**Commissioner Alsenia Young:** motioned to accept the plan.

**Commissioner Michael Airhart:** seconded the motion.

**Commissioner Tyrone Wilson:** motion accepted.

**Alesia Wilkins- Braxton:** stated to Commissioner Airhart, Terry would work closely with him to make sure we are encompassing what the board wants to see happen; “historically” this is how it has “been presented”.

**Commissioner Michael Airhart:** correct.

**Commissioner Tyrone Wilson:** asked, if there was any other business?

**Commissioner Michael Airhart:** stated, he would like to discuss what they had talked about over two months ago evaluations of the Vice and President. He would like to see them done in a written scoring format; identifying strengths and weakness areas of recommended improvement as identified by the board. “I am not sure”, if this had been discussed or/and if a written evaluation had been conducted within the last 60 days. Mr. Airhart said he feels the agency is owed an opportunity to evaluate the professionals in a written environment, one that that the board could provide feedback to.

**Commissioner Tyrone Wilson:** stated, each commissioner submitted his or her comments in writing. The commissioners presented the results to both the vice president and the president. There has been no historical formal process for the president or chairman of the agency to write an evaluation. Maybe that is something we could look at during our retreat and change that process.

**Commissioner Michael Airhart:** stated, in the corporate environment CEO’s and vice presidents are annually evaluated on set criteria and; if they don’t get a document that shows areas of needed improvement, and tell them what they do well and document areas of improvement, they don’t know.

**Commissioner Tyrone Wilson:** Stated, several commissioners went over areas of deficiencies and areas of improvement.

**Terri Ricks:** asked, Commissioner Airhart was he suggesting that something else be done on “top of what the commissioners did to aggregate it?”

**Commissioner Michael Airhart:** stated, I was sent a document that is used to document every employee. Why couldn’t we use that document?

**Commissioner Tyrone Wilson:** stated, the problem is we have 15 commissioners and they all have different opinions. On the performances.

## **Discussion**

**Commissioner Michael Airhart:** Asked, Alesia has it been her experience to get a written evaluation?



**Alesia Braxton:** stated in her unclassified positions she was given verbal feedback daily. It was not written, like the standard PPR for classified state employees. When she was employed by the Attorney General office, it is usually one similar to the one used by the commissioners with scoring and, a place for comments.

**Commissioner Tyrone Wilson:** suggested, that maybe they could create a composite document that tallies all of the commissioners comments and recommendations, then incorporate all of the comments into one document and just present that annually. His concern is that he does not want the chairman's comments to represent the opinion of the board.

**Commissioner Allison Jones:** stated, makes sense to have composite of scores with narratives. She asked Commissioner Airhart if he wanted the scores placed in the personnel files?

**Commissioner Michael Airhart:** said, that is correct, because if no one is told what areas the need to improve on in the next 12 months and; he or she do not commit to a plan to improve; 12 months from now, you cannot just "fire" them. As a "labor attorney", when you are asked to let me see your last 2 reviews and; the answer is "I don't have a review, they never gave me one".

**Terri Ricks:** "you do not need them for these positions".

## **Discussion**

**Commissioner Michael Airhart:** stated, what he is trying to communicate is that, we could compile all this into one document. He thinks that is just "good public policy".

**Commissioner Allison Jones:** stated, she did not see a problem with the composite summary of the evaluation "as long as it is an accurate reflection of what's on the evaluation and not an interpretation of the evaluation and that being placed in the personnel file".

**Commissioner Michael Airhart:** stated, "absolutely". It needs to be a "specific measurable" coming from those tallies and "should not be open to interpretation".

**Commissioner Tyrone Wilson:** stated, all of the evaluations did go into the personnel files and areas of improvement were noted. Not all of the commissioners agreed on the same areas of improvements.

## **Discussion**

**Commissioner Michael Airhart:** asked, Mr. Holden does most or all of the staff has annual reviews?

**Terry R. Holden:** stated, "all" of the staff has annual reviews.

**Rene Landry:** gave a point of clarification on the numbers for staffing plan. With the temporary nine new staffers and the additional programs, the total number of employees for last year was 132 and it is 133 this year.

**Discussion**

**Commissioner Tyrone Wilson:** Move to adjourn

**Meeting Adjourned**