
Louisiana Housing Finance Agency



Human Resources

Terry R. Holden, Director

June 9, 2010

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

From: Terry R. Holden, Director of Human Resources

Date: June 9, 2010

Re: Human Resource Committee

Please be advised a Human Resources Committee meeting will be held on **Wednesday, June 9, at 11:30 a.m.**, Louisiana Housing Finance Agency, Committee Room 2, 2415 Quail Drive, Baton Rouge, LA 70808, to discuss approval of 2011 Staffing Plan.

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

June 9, 2010

HUMAN RESOURCES COMMITTEE MEETING

Notice is hereby given of a Human Resources Committee meeting to be held on **Wednesday, June 9, at 11:30 a.m., 2010**, Louisiana Housing Finance Agency, Committee Room 2, located at 2415 Quail Drive, Baton Rouge LA.

AGENDA

- 1. Call to order, roll call, and introduction of guests.**
- 2. Approval of minutes of April 14, 2010 Human Resource Committee.**
- 3. Approval of 2010 Staffing Plan.**
- 4. Other Business.**
- 5. Adjournment.**

Milton J. Bailey, LHFA President

**If you require special services or accommodations, please contact Barry E. Brooks
at
(225) 763 8773, or via email 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
Wednesday, April, 14, 2010
2415 Quail Drive
Committee Room 1
Baton Rouge, LA 70808
9:30 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

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

Updates: Commissioner Wilson opened the meeting by saying “we wanted to give every commissioner the opportunity to evaluate the President and the Vice-President.” He stated commissioners should have received the evaluations by now. He also wanted Milton and Alesia to do self-evaluations as well. Commissioner Wilson stated once he has received and compiled all of the evaluations; the Acting Chair, Vice Chair and he will meet with the President and the Vice President and go over their evaluations. Commissioner Wilson established timelines; all should be sent back to him by March 24; self-evaluations reviewed with both candidates by March 31, 2010 and the last step is to present at the April board meeting.

Commissioner Donald Vallee- stated he was not a member of this committee. He also stated he had not received his evaluation. He stated he would like to have the board consider holding off on the evaluation process, until after the retreat in November. His reason is that at the annual retreat we could evaluate where the staff has been in accomplishing their goals; in that meeting set forth the prior year measures to evaluate their performance and determine where we want to go in the future.

Based on the outcome of where we wanted to go for the next year, we could use that time to look at where we have come and plan where we want to go.

Commissioner Allison Jones-stated she had given the evaluation process some thought but recommended board should move forward, with the scheduled evaluations. She stated that this annual evaluation would not preclude any interim evaluations that could be tied to the retreat. She stated she would hate to see us go beyond a year without an evaluation or some type of feedback, she felt could be done.

Commissioner Tyrone Wilson- stated we have to do both re-hires before next month and they would like to do an evaluation before the April.

Commissioner Donald Vallee- asked, do we have contracts with these positions?

Terry Ricks- stated yes. The “by laws” state the agency has to set up who your officers will be by April. Secondly, notwithstanding “the law”, you could have contracts with these two individuals; it serves as a “recruiting tool” to get them to come here. Both extend beyond the upcoming April date. So, in some sense April could be seen by some as “per functionary” or as a way to determine whatever it is you want to do.

Commissioner Allison Jones- stated this process does not preclude any future evaluations.

Commissioner Donald Vallee- asked what does this evaluation serve as and was it tied to a merit. Allison stated it only serves as feedback. He asked if the merit had any bearing on the contract? Allison and Terri both said no.

Terri Ricks- stated the evaluations are not normally tied to a merit, but last year’s evaluation was for the first time.

Commissioner Donald Vallee-asked who determines the merit increases?

Terry Ricks- answered the board determines the merit.

Commissioner Michael Airhart- stated that Alesia did not come on board until August of last year, Terri concurred.

Commissioner Allison Jones –stated the evaluation process sheet is a better way to address concerns and performance. She stated we do need to have an annual retreat and also she does not want to see the annual evaluation to be prolonged, because of scheduling conflicts for a retreat.

Discussions- between the commissioners and Terri centered on the election process. It was stated Milton and Alesia’s contracts would both end April and any further delay would have both working without a contract. If they waited until November discussion would be six months later than the due date of their contracts. Terri Ricks said that the

Legislative LHFA Act states officers must be elected in April, if no; it is considered as having no elected officers. Terri advised the commissioners there is no annual meeting scheduled and that the last one held was November 2008.

Commissioner Michael Airhart – suggested that the board open the floor up for suggestions at the retreat.

Commissioner Tyrone Wilson- Called for a motion to approve to move forward on the recommended process and timelines that he introduced. There being no further discussion, a motion on the floor and a second. If there is no other business, the chairman entertains a motion to adjourn at and seconded by Allison Jones.