
Louisiana Housing Finance Agency



Human Resources

Terry R. Holden, Director

August 10, 2011

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To: Commissioner Jerome Boykin Sr., Chairman
Commissioner Elsenia Young
Commissioner Frank H. Thaxton, III.
Commissioner Guy T. Williams
Commissioner Adena R. Boris

From: Terry R. Holden, Director of Human Resources

Date: August 10, 2011

Re: Human Resources Committee

Please be advised a Human Resources Committee meeting will be held on **Wednesday, August 10, 2011 at 8:30 a.m.**, Louisiana Housing Finance Agency, **Committee Room 1**, located at 2415 Quail Drive, Baton Rouge, LA 70808, If you have any questions or concerns, please contact us.

August 10, 2011

HUMAN RESOURCES COMMITTEE MEETING

Notice is hereby given of a Human Resources Committee meeting to be held on **Wednesday, August 10, 2011 at 8:30 a.m.**, Louisiana Housing Finance Agency, **Committee Room 1**, located at 2415 Quail Drive, Baton Rouge LA.

AGENDA

- 1. Call to order, roll call, and introduction of guests.**
- 2. Approval of minutes of June 8, 2011 Human Resource Committee.**
- 3. Discussion of possible changes to current staffing plan.**
- 4. Other Business.**
- 5. Adjournment.**

Alesia Y. Wilkins-Braxton
LHFA Acting-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. 42:17, 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 Resources Department
Wednesday, June 8, 2011
2415 Quail Drive
Committee Room 1
Baton Rouge, LA 70808
10:00 A.M.**

Committee Members Present

Commissioner Jerome Boykin, Jr., Chairman
Commissioner Adena R. Boris
Commissioner Elsenia Young
Chairwoman Allison Jones

Committee Members Absent

Commissioner Guy T. Williams
Commissioner Frank H. Thaxton, Jr.

Other Commissioners Present

Commissioner Michael Airhart
Commissioner Mayson Foster

Staff Present

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

Visitors Present

None

The Human Resources Committee was called to order by Committee Chairman Boykin on June 8, 2011 at 10:00 a.m. in Committee Room 2 at the Louisiana Housing Finance Agency, located at 2415 Quail Drive, Baton Rouge, Louisiana. The roll was called by Juon Wilson and the following Committee Members were present – Commissioner Boris, Commissioner Young, and Commissioner Jones. Commissioner Airhart and Commissioner Foster were also in attendance. There was a quorum for the meeting.

Commissioner Boykin called for a motion to adopt the minutes as presented. Commissioner Young made the motion to adopt the minutes and Commissioner Boris seconded the motion. The minutes were approved unanimously. Commissioner Vallee

thanked Commissioner Boykin for accepting the position to chair the Human Resources Committee.

Commissioner Boykin began discussing the adoption of the staffing plan for 2011. Commissioner Boykin asked Terry Holden to provide an overview of the staffing plan to the Committee Members. Mr. Holden stated that the Agency has a stand-still plan which is the same as last year. Mr. Holden further stated that the Agency currently has a total of 133 employees, 131 positions are filled and two are vacant. Commissioner Boykin asked whether there were any questions. Commissioner Foster asked Mr. Holden to explain whether: (1) money currently budgeted for salaries covers the exact amount for the positions; and (2) the numbers acquired were approved by Accounting. Mr. Holden explained that the numbers were based on the positions, salaries, and fringes.

Commissioner Vallee stated that the staffing plan presented is not the type of plan that the staff should have presented to the Committee. Commissioner Vallee previously requested a more analysis-driven staffing plan, with jobs, salaries, etc. Commissioner Vallee also requested an organizational structure, tied to departments with brief analysis of each department with a breakdown of salaries. Additionally, Commissioner Vallee stated that a determination needed to be made in regards to the amount of staff currently at the Agency. According to Commissioner Vallee, the current spreadsheet cannot be used as an analysis of staff necessity. Mr. Holden explained that the positions and numbers are based on whatever funding sources that was available at hire. Mr. Holden further stated that the Program Managers are working to determine the amount of staff needed in their perspective programs.

Commissioner Vallee stated that staff is needed in Asset Management and nothing in the current staffing plan addresses the need. A discussion needs to take place to determine if the Agency needs to increase or reallocate staff after the Legislative Session. Mrs. Wilkins-Braxton stated that the staffing plan that was presented represents a stand-still plan. Chairwoman Jones referenced Section 5 of the Resolution and further stated that Mrs. Wilkins-Braxton has the authority to make changes within the staffing plan as long as it is consistent with Section 5.

Commissioner Airhart asked Mrs. Wilkins-Braxton to refer to the comments from last year this time. Commissioner Airhart stated that a previous request had been made to review the staffing plan with a narrative over the next twelve months to include the following: (1) programs that maybe coming to an end due to a lack of funding; and (2) the anticipated term dates of employees. Mrs. Wilkins-Braxton stated that the Agency will provide that information to the Committee.

Commissioner Boykin asked whether there were any other comments. Commissioner Vallee requested to review performance staffing evaluations. Chairwoman Jones stated Mrs. Wilkins-Braxton has already agreed to provide that information with the staffing plan. Mrs. Wilkins-Braxton stated there has already been a move to shift certain employees with skills to help with other staffing needs and cross-training. Commissioner

Boris requested that flow charts be provided because that would help the Committee understand staffing within the Agency.

There were no other matters to be discussed. The Committee was adjourned by Commissioner Boykin, to which there was no objection. Committee adjourned at 10:16 a.m.