
Louisiana Housing Finance Agency



Human Resources

Terry R. Holden, Director

June 8, 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: June 8, 2011

Re: Human Resource Committee

Please be advised a Human Resources Committee meeting will be held on **Wednesday, June 8, 2011 at 10:00 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.

June 8, 2011

HUMAN RESOURCES COMMITTEE MEETING

Notice is hereby given of a Human Resources Committee meeting to be held on **Wednesday, June 8, 2011 at 10:00 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 March 16, 2011 Human Resource Committee.**
- 3. Discussion and Resolution to Adopt the Staffing Plan for the Fiscal Year Ending June 30, 2012 (labeled as Exhibit A, entitled “LHFA Staffing Plan FY 2011/2012”); and providing for other matters in connection therewith.**
- 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. 42:6.1, 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, March 16, 2011
2415 Quail Drive
Committee Room 1
Baton Rouge, LA 70808
11:30 A.M.**

Committee Members Present

Tyrone A. Wilson, Chairman
Frank H. Thaxton, III
Guy T. Williams
Adena R. Boris

Committee Members Absent

Elsenia Young
Jerome Boykin, Sr.

Other Commissioners Present

Donald B. Vallee
Michael L. Airhart

Staff Present

Terry Holden
Taryn Miceli
Denise Ackoury
Terri Ricks
Christine Bratkowski
Keith Cunningham

Visitors Present

John Snow, SSA

Call to order, roll call and introduction of guests. Commissioner Tyrone A. Wilson called the meeting to order at 11:30 a.m. and asked for roll call. At first there was not a quorum of regular committee members. Commissioner Michael L. Airhart then began a discussion about the establishment of a quorum and who can vote in committee, in which Commissioner Wilson, Commissioner Airhart, Commissioner Donald B. Vallee and General Counsel Terri Ricks participated. During the discussion, there was some question as to whether the minutes from December needed to be amended, given the information provided. Commissioner Airhart stated he wanted the record to reflect that

notwithstanding what the lawyers said, it was his opinion that the “Board Contact Resolution” did not get out of committee favorably in December because the Chair voted on the resolution. On the question as to whether the December minutes were correct, Commissioner Thaxton clarified that the procedure may have been flawed, but the minutes were correct. Commissioner Wilson stated that the procedure was not flawed in his opinion as the matter had been handled in the tradition of the Committees in the past couple of years. During the discussion, Commissioner Guy T. Williams entered in and a quorum of regular commissioners was established. Commissioner Wilson then pulled the discussion back to the agenda.

Approval of the minutes. A motion was made by Commissioner Wilson, with a second by Commissioner Williams, to approve the minutes of the December 8, 2010 committee meeting. The minutes were approved unanimously.

Discussion and Decision on Timeline for evaluations of Vice-President and President. Commissioner Wilson proposed that the Vice-President and President should be evaluated using the same process and document as last year and that the proposed timeline of February to be the deadline for commissioners’ evaluations to be returned to him in order to present the compiled evaluations to the full board in March 2011, and presented to the President and Vice-president after the March meeting.

There was further discussion of the matter. Commissioner Donald Vallee and Commissioner Michael Airhart discussed using outside customers as a gauge for the agency’s effectiveness and service delivery for the evaluation of the President and Vice-President. Commissioner Adena Boris stated she did not agree that agency stakeholders should be involved in evaluating the performance of the President and the Vice President.

Commissioner Williams stated he was not in favor of outside groups involved in the evaluation process. Commissioner Thaxton stated there was a question as to how to evaluate what third parties think to properly use the proposed form.

After further discussion, Commissioner Williams moved that the board proceed forward on the evaluation process using the timelines proposed by the Chair and the process utilized last year. Commissioner Boris seconded the motion. The motion passed unanimously.

Other Business. No other business was presented before the Committee.

1. Adjournment. The committee adjourned by Commissioner Wilson, to which there was no objection. Committee adjourned at 12:01.

The following resolution was offered by Commissioner _____ and approved by Commissioner _____:

RESOLUTION

To adopt the Staffing Plan for the Fiscal Year Ending June 30, 2012 (Exhibit A, entitled “LHFA Staffing Plan FY 2011/2012”) and other related matters.

WHEREAS, the Louisiana Housing Finance Agency (the “Agency”), as authorized by the State of Louisiana, shall establish its own staffing plan:

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Louisiana Housing Finance Agency (the “Board”), acting as the governing authority of said Agency:

SECTION 1. The Agency adopts the Staffing Plan for the Fiscal Year Ending June 30, 2012 (Exhibit A, entitled “LHFA Staffing Plan FY 2011/2012”.)

SECTION 2. The Agency President, is hereby delegated the powers of appointing authority as such are contemplated by the Rules of the State Civil Service Commission, such that he or she has full power and authority to manage all employees of the Agency, with the exception of the Vice-President, which power includes the authority to hire, promote, reassign, and discipline the employees of the Agency.

SECTION 3. In the temporary absence of the Agency President or whenever there is a vacancy in the office of the Agency President, the Agency Vice-President is hereby delegated the powers of appointing authority as such are contemplated by the Rules of the State Civil Service Commission, such that he or she has full power and

authority to manage all employees of the Agency, which power includes the authority to hire, promote, reassign, and discipline the employees of the Agency.

SECTION 4. In the temporary absence of the Agency Vice-President, the Agency President or Vice-President is hereby authorized to delegate his or her powers of appointing authority via authentic act to a member of the Agency's executive management team as contemplated by the Rules of the State Civil Service Commission, such that the delegatee has full power and authority to manage all employees of the Agency, which power includes the authority to hire, promote, reassign, and discipline the employees of the Agency, as authorized by the Civil Service Rules.

SECTION 5. The appointing authority is hereby granted the power and authority to transfer any position within the table of permanent organization within the total positions and pay scales consistent with Exhibit A. The appointing authority may add restricted appointments, job appointments, and student positions (non-permanent positions) as necessary to meet the needs of the Agency within the budgeted authority for salaries and benefits.

SECTION 6. The Chairman of the Agency Board of Commissioners is hereby directed to execute an authentic act evidencing this delegation of appointing authority status to the Agency President in his or her capacity as President of the Agency or to the Vice President, in the absence of the President, in his or her capacity as the Vice President of the Agency.

SECTION 7. The Chairman, Vice Chairman, President, Vice President, and/or Secretary of the Agency are hereby authorized, empowered, and directed to execute any

forms and/or documents required to be executed on behalf of and in the name of the Agency the terms of which are to be consistent with the provisions of this resolution.

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

YEAS:

ABSTAIN:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 8th day of June, 2011.

Chairman

Secretary

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Commissioners of the Louisiana Housing Finance Agency (the “Board of Commissioners”), do hereby certify that the foregoing three (3) pages constitutes a true and correct copy of a resolution adopted by said Board of Commissioners on June 8, 2011 captioned “To adopt the Staffing Plan for the Fiscal Year Ending June 30, 2012 (Exhibit A, entitled ‘LHFA Staffing Plan FY 2011/2012’) and other related matters.”

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Agency on this, the 8th day of June, 2011.

Secretary

(SEAL)

LHFA STAFFING PLAN FY 2011-12

June 8, 2011

Short Text of Organizational Unit	Last name	First name	Job Title	Pay Scale Type	APPT. Type
ADMINISTRATION / LHFA	BROOKS	BARRY	EXECUTIVE ASSIST	Unclass	
ADMINISTRATION / LHFA	BROOKS	MARY	ADMIN ASSISTANT 4	Regular	perm
ADMINISTRATION / LHFA	CLARK	ANDREA	DIRECTOR	Classified	perm
ADMINISTRATION / LHFA	EVANS	BRENDA	HOUS FIN DEPUTY ADMIN	Unclass	
ADMINISTRATION / LHFA	HAMPTON	PATRICIA	ADMIN ASSISTANT 4	Regular	uncl
ADMINISTRATION / LHFA	JOSEPH	NATASHA	ADMIN ASSISTANT 5	Classified	perm
ADMINISTRATION / LHFA	MINOR	CHARLETTE	HOUS FIN DEPUTY ADMIN	Classified	perm
ADMINISTRATION / LHFA	MOORE	STARR	POLICY PLANNER 2	Classified	perm
ADMINISTRATION / LHFA	TIJERINO	ROGER	HOUS FIN DEPUTY ADMIN	Classified	perm
ADMINISTRATION / LHFA	WALLACE	LORETTA	HOUS FIN DEPUTY ADMIN	Classified	perm
ADMINISTRATION / LHFA	WARD	REBEKAH	ADMIN COORDINATOR 3	Classified	perm
ADMINISTRATION / LHFA	WILKINS - BRAXTON	ALESIA	ASST DIRECTOR	Unclass	
ADMINISTRATION / LHFA	YORK	AMY	ADMIN ASSISTANT 4	Regular	uncl
CONSTRUCTION	DAVIS	IVY	BUILDING PLANS EXAMINER 2	Classified	perm
COMPLIANCE	DURNIN	JOSEPH	HOUS FIN MGR	Classified	perm
CONSTRUCTION	FOLSE	TODD	BUILDING PLANS EXAMINER 3	Classified	perm
COMPLIANCE	TICHENOR	JERRY	BUILDING PLANS EXAMINER 2	Classified	ja
CONSTRUCTION	WESLEY	VELMA	HOUSING FINANCE SPEC 3	Classified	perm
COMPLIANCE	BARTHELEMY	ARIEION	HOUS FIN SPEC 1	Classified	prob
CONTRACT	FIELDS	SANDRA	HOUSING FINANCE SPEC 3	Classified	perm
ADMINISTRATION	GREEN	KRISTI	HOUSING FINANCE SPEC 3	Classified	perm
CONTRACT	HILTON	VICTORIA	HOUSING FINANCE SUPERVISOR	Classified	perm
ADMINISTRATION	HOGAN	KELLY	HOUSING FINANCE SPEC 3	Classified	perm

COLOR CODE

Blue = unclassified, Red = job appointment, Green = vacant

LHFA STAFFING PLAN FY 2011-12

June 8, 2011

CONTRACT					
ADMINISTRATION	HOLMES	LAUREN	HOUSING FINANCE SUPERVISOR	Classified	perm
CONTRACT	MUMPHERY	LATESHA	ADMIN COORDINATOR 3	Classified	perm
ADMINISTRATION					
CONTRACT	NEFF	ALTHEA	HOUSING FINANCE SPEC 3	Classified	perm
ADMINISTRATION	OGLESBY	COLLETTE	HOUSING FINANCE SPEC 3	Classified	perm
CONTRACT					
ADMINISTRATION	PEARSON	ANGELICA	HOUSING FINANCE SPEC 3	Classified	perm
CONTRACT	PIHA-PAUL	ROGER	HOUSING FINANCE SPEC 3	Classified	perm
ADMINISTRATION	POLAND	LOKI	HOUSING FINANCE SPEC 3	Classified	perm
CONTRACT	SHACKELFORD	TIMOTHY	HOUS FIN MGR	Classified	perm
ADMINISTRATION	KING	ANGELA	HOUSING FINANCE SPEC 3	Classified	perm
FEDERAL PROGRAM-	MCQUAIRTER	CAROLYN	HOUSING FINANCE SPEC 3	Classified	perm
ENERGY	OKAMMOR	DARLEEN	HOUS FIN MGR	Classified	perm
FEDERAL PROGRAM-	ALEXANDER	VANISHA	ACCOUNTING TECHNICIAN	Classified	perm
ENERGY	ANDERSON	KIP	ACCOUNTANT MANAGER 1	Classified	perm
FEDERAL PROGRAM-	BILLINGSLEY	DANAE	ACCOUNTANT 3	Classified	perm
ENERGY	BROWN	LOURIE	ADMIN ASSISTANT 5	Classified	perm
FEDERAL PROGRAM-	EDMONSTON	SYDNEY	ACCOUNTANT 3	Classified	perm
ENERGY	FULTON	ANNE	ACCOUNTANT MANAGER 1	Classified	perm
FISCAL / ADMIN	HARRINGTON	JATIS	ACCOUNTANT MANAGER 3	Classified	perm
FISCAL / ADMIN	JACKSON	VICKIE	ACCOUNTANT 3	Classified	perm
FISCAL / ADMIN	JOHNSON	ROBIN	ACCOUNTANT 1	Classified	ja
FISCAL / ADMIN	LANDRY	RENE'	ACCOUNTANT ADMIN 4	Classified	perm
FISCAL / ADMIN	MACK	NICOLE	ACCOUNTANT 2	Classified	perm
FISCAL / ADMIN	MAYERS	MELISSA	ACCOUNTANT MANAGER 1	Classified	perm
FISCAL / ADMIN	MITCHELL	A'SHLI	ACCOUNTANT 3	Classified	prob
FISCAL / ADMIN	POOL	SHANTEL	ACCOUNTANT 3	Classified	perm
FISCAL / ADMIN	ROBERTS	TRACY	ACCOUNTANT 3	Classified	perm
FISCAL / ADMIN	ROBINSON	RAMONA	ACCOUNTANT 3	Classified	perm

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LHFA STAFFING PLAN FY 2011-12

June 8, 2011

FISCAL / ADMIN	SENECA	ANDREW	ACCOUNTING TECHNICIAN HUMAN RESOURCES ANALYST	Classified	perm
HUMAN RESOURCES / ADMIN	ACKOURY	EVELYN	C	Classified	perm
HUMAN RESOURCES / ADMIN	CLARK	ROBERT	GUARD	Classified	perm
HUMAN RESOURCES / ADMIN	HOLDEN	TERRY	HUMAN RESOURCES DIRECTOR HUMAN RESOURCES	Classified	perm
HUMAN RESOURCES / ADMIN	MICELI	TARYN	SUPERVISO	Classified	perm
HUMAN RESOURCES / ADMIN	PERKINS	MARVA	ADMIN COORDINATOR 3	Classified	perm
HUMAN RESOURCES / ADMIN	SEISER	DONALD	ADMIN PROGRAM MANAGER 1 HUMAN RESOURCES ANALYST	Classified	perm
HUMAN RESOURCES / ADMIN	WILSON	JUON	B	Classified	perm
HUMAN RESOURCES / ADMIN	WRAY	DONNA	ADMIN COORDINATOR 1	Classified	perm
INFO SERVICES / ADMIN	AMPIM	JOHN	IT APPL PROJECT LEADER	Classified	perm
INFO SERVICES / ADMIN	DENKER	MARIANNE	IT TECH SUPPORT SPEC 2	Classified	perm
INFO SERVICES / ADMIN	HUMBLE	CALVIN	IT TECH SUPPORT SUPV	Classified	perm
INFO SERVICES / ADMIN	JACKSON	KEVIN	IT TECH SUPPORT SPEC 1	Classified	prob
INFO SERVICES / ADMIN	KEITA	MOUSSA	IT APPL PROG/ANALYST 2	Classified	perm
INFO SERVICES / ADMIN	ROBINSON	ANNIE	IT TECH SUPPORT ANL 2	Classified	perm
INFO SERVICES / ADMIN	TOUSSAINT	AUNDRIA	IT APPL PROG/ANALYST 2	Classified	ja
INFO SERVICES / ADMIN	VEALS	DANNY	IT DIRECTOR 1	Classified	perm
INTERNAL AUDIT	BRINGIER-HARRIS	KONCHETTA	AUDITOR SUPERVISOR	Classified	perm
INTERNAL AUDIT	CASTRO	CRISTOBAL	IT EQUIPMENT OPERATOR 2	Classified	ja
INTERNAL AUDIT	MATHIS	COLLETTE	AUDIT DIRECTOR 1	Classified	perm
INTERNAL AUDIT	MILTON	DIONE	AUDITOR 3	Classified	perm
INTERNAL AUDIT	PRICE	KALVIN	COORDINATOR	Regular	uncl
INTERNAL AUDIT	ST. ROMAIN	JASON	AUDITOR 1	Classified	perm
INTERNAL AUDIT	THOMAS	KAREN	COORDINATOR	Regular	uncl
LEGAL	BRATKOWSKI	CHRISTINE	ATTORNEY 3	Classified	perm
LEGAL	BROCATO	MELANIE	ADMIN COORDINATOR 4	Classified	perm
LEGAL	CUNNINGHAM	EDSELLE	ATTORNEY 3	Classified	perm
LEGAL	GUINN	JESSICA	ATTORNEY 2	Classified	ja
LEGAL	RICKS	TERRI	ATTORNEY-GENERAL COUNSEL	Classified	perm
LEGAL	STRAHAN	LESLIE	ATTORNEY 3	Classified	perm
MULTI FAMILY HOME	ARMSTEAD	DESIREE	HOUSING FINANCE SPEC 3	Classified	perm
MULTI FAMILY HOME	COLOMB	STERLING	HOUSING FINANCE SPEC 3	Classified	perm

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LHFA STAFFING PLAN FY 2011-12

June 8, 2011

MULTI FAMILY HOME	COXE	MATTIE	ENV IMPACT MANAGER 1	Classified	ja
MULTI FAMILY HOME	ELLIS	YOLANDA	HOUS FIN SPEC2	Classified	ja
MULTI FAMILY HOME	FARVE	DEMETRIA	HOUSING FINANCE SPEC 3	Classified	perm
MULTI FAMILY HOME	FERRARA	CURTIS	HOUSING FINANCE SPEC 3	Classified	perm
MULTI FAMILY HOME	JACKSON	JOYCE	HOUSING FINANCE SPEC 3	Classified	perm
MULTI FAMILY HOME	JOHNSON	ALVIN	HOUSING FINANCE SUPERVISOR	Classified	perm
MULTI FAMILY HOME	MATHIS	YVONNE	ADMIN COORDINATOR 3	Classified	perm
MULTI FAMILY HOME	MCNEESE	ROBERT	HOUS FIN MGR	Classified	perm
MULTI FAMILY HOME	PAYNE	CASCA	HOUSING FINANCE SPEC 3	Classified	ja
MULTI FAMILY HOME	STRIPLIN	YOULNDRA	ADMIN COORDINATOR 3	Classified	ja
MULTI-FAMILY - TAX	BURROUGH	RONALD	HOUSING FINANCE SPEC 3	Classified	perm
MULTI-FAMILY - TAX	CARTER	NICOLE	HOUSING FINANCE SPEC 3	Classified	perm
MULTI-FAMILY - TAX	HALL	WENDY	HOUSING FINANCE SPEC 3	Classified	perm
MULTI-FAMILY - TAX	HAMILTON	URSHALA	HOUSING FINANCE SPEC 3	Classified	perm
MULTI-FAMILY - TAX	HARVEY	KEVIN	HOUSING FINANCE SPEC 3	Classified	perm
MULTI-FAMILY - TAX	JOHNSON-AUGUST	MAKEISHA	HOUS FIN SPEC2	Classified	perm
MULTI-FAMILY - TAX	OVERTON	LATOSHA	ADMIN COORDINATOR 3	Classified	perm
MULTI-FAMILY - TAX	ROBERSON	JOHNESE	HOUSING FINANCE SPEC 3	Classified	perm
MULTI-FAMILY - TAX	RUSSELL	LOUIS	EXEC MANAGEMENT OFFICER 1	Classified	perm
MULTI-FAMILY - TAX	WILLMAN	MARJORIANNIA	HOUS FIN MGR	Classified	perm
NEIGHBORHOOD STABILIZATIO	CHAMBERS	AGNES	HOUS FIN MGR	Classified	ja
NEIGHBORHOOD STABILIZATIO	CLEVELAND	NAKEISHA	HOUS FIN SPEC2	Classified	ja
NEIGHBORHOOD STABILIZATIO	DICKEY	JANELLE	HOUSING FINANCE SPEC 3	Classified	ja
NEIGHBORHOOD STABILIZATIO	FALGOUST	EDWARD	HOUSING FINANCE SUPERVISOR	Classified	ja
NEIGHBORHOOD STABILIZATIO	MCCLAY	FELICIA	HOUSING FINANCE SPEC 3	Classified	ja
NEIGHBORHOOD STABILIZATIO	MCCOY	INGRID	HOUSING FINANCE SPEC 3	Classified	ja
NEIGHBORHOOD STABILIZATIO	STRIPLING	TERINA	ADMIN COORDINATOR 3	Classified	ja
PROJECT COMPLIANCE	JACKSON	TONIKA	HOUSING FINANCE SPEC 3	Classified	perm
PROJECT COMPLIANCE	KIMBENG	FRANKLINE	HOUSING FINANCE SPEC 3	Classified	perm

COLOR CODE

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LHFA STAFFING PLAN FY 2011-12

June 8, 2011

PROJECT COMPLIANCE	PATTERSON	RICKY	HOUSING FINANCE SUPERVISOR	Classified	perm
PROJECT COMPLIANCE	HEVEY	JEFFREY	HOUSING FINANCE SPEC 3	Classified	perm
PROJECT COMPLIANCE	THOMAS	CARNISHA	HOUS FIN SPEC2	Classified	perm
PROJECT COMPLIANCE	WESLEY	JONATHAN	HOUS FIN SPEC2	Classified	perm
PUBLIC INFORMATION	DEGRAFF	JEFFREY	PUBLIC INFORMATION DIRECT	Classified	perm
PUBLIC INFORMATION	MARTINEZ	EVA	PUBLIC INFORMATION OFFICE	Classified	perm
SINGLE FAMILY PROGRAM	ANTOON	MARY	HOUS FIN MGR	Classified	perm
SINGLE FAMILY PROGRAM	ANDREWS	SONJA	HOUSING FINANCE SUPERVISOR	Classified	perm
SINGLE FAMILY PROGRAM	BOUDREAUX	MARY	HOUSING FINANCE SUPERVISOR	Classified	perm
SINGLE FAMILY PROGRAM	CLARK	KESHA	ADMIN COORDINATOR 3	Classified	perm
SINGLE FAMILY PROGRAM	HENDERSON	CODY	HOUSING FINANCE SPEC 3	Classified	perm
SINGLE FAMILY PROGRAM	JAMES	ALISSA	HOUSING FINANCE SPEC 3	Classified	perm
SINGLE FAMILY PROGRAM	STEWART	ALEX	ACCOUNTANT 3	Classified	perm
SINGLE FAMILY PROGRAM	WOMACK	LAURA	HOUS FIN SPEC2	Classified	perm
SPECIAL PROGRAMS	DRODDY	JAMES	HOUS FIN MGR	Classified	perm
SPECIAL PROGRAMS	MCGEE	BRIDGET	HOUSING FINANCE SPEC 3	Classified	perm
SPECIAL PROGRAMS	MESCHKE	ROBYN	HOUS FIN SPEC2	Classified	perm
CONTRACT					
ADMINISTRATION	VACANT		HOUSING FINANCE SPEC 3		
ADMINISTRATION / LHFA	VACANT		PRESIDENT		

COLOR CODE

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