

Louisiana Housing Finance Agency



Human Resources

Terry R. Holden, Director

March 16, 2011

Table of Contents

Memo to Commissioners.....	3
Agenda	4
Resolution regarding hiring of new employees, etc. - (Option 1)	5
Resolution regarding hiring of new employees, etc. - (Option 2)	8
Resolution regarding the expenditure of funds by the Agency and other matters.....	11

BOBBY JINDAL
GOVERNOR



MILTON J. BAILEY
PRESIDENT

Louisiana Housing Finance Agency

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

From: Terry R. Holden, Director of Human Resources

Date: March 16, 2011

Re: Human Resource Committee

Please be advised a Human Resources Committee meeting will be held on **Wednesday, March 16, 2011 at 11:30 a.m.**, Louisiana Housing Finance Agency, **Committee Room 1**, 2415 Quail Drive, Baton Rouge, LA 70808, contract extensions for President and Vice President .If you have any questions or concerns, please contact us.



Louisiana Housing Finance Agency

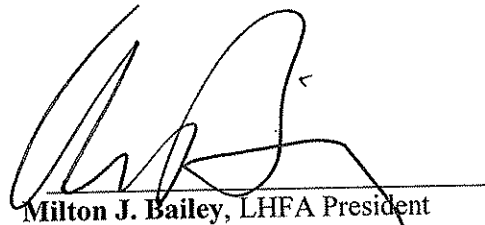
March 16, 2011

HUMAN RESOURCES COMMITTEE MEETING

Notice is hereby given of a Human Resources Committee meeting to be held on **Wednesday, March 16, 2011 at 11:30 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 December 8, 2010 Human Resource Committee
3. Discussion of **contract extensions** for Milton Bailey and Alesia Wilkins- Braxton
4. Resolution regarding **hiring of new employees, merit increases**, and matters related thereto (Option 1).
5. Resolution regarding **hiring of new employees, merit increases**, and matters related thereto (Option 2).
6. Resolution regarding the **expenditure of funds** by the Louisiana Housing Finance Agency and matters related thereto.
7. Other Business.
8. 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. 42:17, 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

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

RESOLUTION

A resolution regarding hiring of new employees, merit increases, and matters related thereto. (Option 1)

WHEREAS, the Board of Commissioners (Board) is the governing authority for the Louisiana Housing Finance Agency (Agency), and as such establishes the policy for the Agency and controls and directs its activities. Louisiana Housing Finance Act, La. R.S. 40:600.1, et seq.; and

WHEREAS, the President is the chief executive officer of the Agency and responsible for the staff and the staffing plan for the Agency; and

WHEREAS, the President of the Agency is charged with the faithful execution of any policies and directions of the Board; and

WHEREAS, the Governor, by Executive Order BJ 2010-12, instituted a limited hiring freeze for all executive branch agencies funded by appropriations in the 2010 Regular Session of the Legislature; and

WHEREAS, the Governor, by Executive Order BJ 2010-5, instituted a merit increase freeze for all unclassified employees in the executive branch; and

WHEREAS, the state Civil Service Commission instituted a similar merit increase freeze for fiscal year 2010-2011 for classified employees and the Governor is again seeking approval for a merit increase freeze for classified employees for fiscal year 2011-2012; and

WHEREAS, the projected budgets for the Agency show that operating revenues are expected to decline as the Agency transitions out of the special hurricane recovery activities of the past five years; and

WHEREAS, the Board believes that the Agency should begin preparation for the budget challenges in the ensuing years by limiting and/or controlling the growth of the Agency and prudent financial management practices dictate it would be in the best interest of the Agency to implement a hiring and merit increase freeze; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that:

SECTION 1. No vacancy in an existing or new position of employment within the Agency as authorized by the current staffing plan, that exists on or occurs after the effective date of this Resolution, shall be filled by the President.

SECTION 2. In support of the Governor's call for fiscal responsibility and to the extent that the unclassified employees of the Agency are not subject to Executive Order BJ 2010-5, the authority to award merit increases for all unclassified employee, including the President and Vice President, of the Agency is frozen beginning on the effective date of this resolution.

SECTION 3. This freeze shall not affect any performance planning and review requirement of the Civil Service Rules.

SECTION 4. This Resolution is effective upon adoption by the Board and will remain in effect until amended, modified, terminated or rescinded by the Board.

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

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 16th day of March, 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 (Board), do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution adopted by said Board on March 16, 2011, entitled: "A resolution regarding hiring of new employees, merit increases, and matters related thereto."

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Agency on this, the 16th day of March, 2011.

Secretary

(SEAL)

LOUISIANA HOUSING FINANCE AGENCY

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

RESOLUTION

A resolution regarding hiring of new employees, merit increases, and matters related thereto. (Option 2)

WHEREAS, the Board of Commissioners (Board) is the governing authority for the Louisiana Housing Finance Agency (Agency), and as such establishes the policy for the Agency and controls and directs its activities. Louisiana Housing Finance Act, La. R.S. 40:600.1, et seq.; and

WHEREAS, the President is the chief executive officer of the Agency and responsible for the staff and the staffing plan for the Agency; and

WHEREAS, the President of the Agency is charged with the faithful execution of any policies and directions of the Board; and

WHEREAS, the Governor, by Executive Order BJ 2010-12, instituted a limited hiring freeze for all executive branch agencies funded by appropriations in the 2010 Regular Session of the Legislature; and

WHEREAS, the Governor, by Executive Order BJ 2010-5, instituted a merit increase freeze for all unclassified employees in the executive branch; and

WHEREAS, the state Civil Service Commission instituted a similar merit increase freeze for fiscal year 2010-2011 for classified employees and the Governor is again seeking approval for a merit increase freeze for classified employees for fiscal year 2011-2012; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that:

SECTION 1. No vacant position of employment within the Agency as authorized by the current staffing plan, that exists on or occurs after the effective date of this Resolution, shall be filled by the Agency unless it is in accordance with the Budget approved by the Board of Commissioners for the fiscal year.

SECTION 2. In support of the Governor's call for fiscal responsibility and to the extent that the unclassified employees of the Agency are not subject to Executive Order BJ 2010-5, the authority to award merit increases for all unclassified employee, including the President and Vice President, of the Agency is frozen beginning on the effective date of this resolution except as authorized by the Board of Commissioners.

SECTION 3. This freeze shall not affect any performance planning and review requirement of the Civil Service Rules.

SECTION 4. This Resolution is effective upon adoption by the Board and will remain in effect until amended, modified, terminated or rescinded by the Board.

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

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 16th day of March, 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 (Board), do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution adopted by said Board on March 16, 2011, entitled: "A resolution regarding hiring of new employees, merit increases, and matters related thereto."

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Agency on this, the 16th day of March, 2011.

Secretary

(SEAL)

LOUISIANA HOUSING FINANCE AGENCY

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

RESOLUTION

A resolution regarding the expenditure of funds by the Louisiana Housing Finance Agency and matters related thereto.

WHEREAS, the Board of Commissioners (Board) is the governing authority for the Louisiana Housing Finance Agency (Agency), and as such establishes the policy for the Agency and controls and directs its activities. Louisiana Housing Finance Act, La. R.S. 40:600.1, et seq.; and

WHEREAS, the President is the chief executive officer of the Agency and responsible for the staff and the staffing plan for the Agency; and

WHEREAS, the President of the Agency is charged with the faithful execution of any policies and directions of the Board; and

WHEREAS, the projected budgets for the Agency show that operating revenues are expected to decline as the Agency transitions out of the special hurricane recovery activities of the past five years; and

WHEREAS, the Board believes that the Agency should begin preparation for the budget challenges in the ensuing years by limiting the expenditures of the Agency and prudent financial management practices dictate it would be in the best interest of the Agency to implement an expenditure freeze; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that:

SECTION 1. All departments of the Agency shall freeze expenditures as provided in this Resolution.

SECTION 2. Unless specifically exempt by a provision of this Resolution or with the authority of the Board, no department of the Agency shall make any expenditure related to the expenditure categories of travel, operating services, supplies, professional services, other charges, acquisition, and major repairs.

SECTION 3. The budget activities that are exempt from the prohibitions set forth in Section II of this Resolution are as follows:

- a. All budget activities which are financed directly by federal funds.

- b. Essential field travel and supplies related to compliance monitoring.
- c. Essential expenditures for supplies that total no more than seventy five (75) percent of the initial budget for supplies within the individual departments.
- d. Essential expenditures for maintenance and repairs for Agency owned properties.
- e. Each department head shall prepare and submit to the President within fifteen (15) days of the effective date of this Resolution a detailed list of all anticipated expenses, including but not limited to, contract payments, travel, supplies, maintenance, professional services, training, and insurance, covering the next one hundred twenty five (120) days of operations for his review. If acceptable to the President, he shall submit his recommendation to the Finance Committee for review and recommendation to the Board.

SECTION 4. This Resolution is effective upon adoption by the Board and will remain in effect until amended, modified, terminated or rescinded by the Board.

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

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 16th day of March, 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 (Board), do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution adopted by said Board on March 16, 2011, entitled: "A resolution regarding the expenditure of funds by the Louisiana Housing Finance Agency and matters related thereto."

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Agency on this, the 16th day of March, 2011.

Secretary

(SEAL)

**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 Thaxton
Guy Williams
Adena Boris

Committee Members Absent

Elsenia Young
Jerome Boykin, Sr.

Other Commissioners Present

Donald Vallee
Michael 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. There was not a quorum of regular committee members present. Commissioner 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 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, Mr. Thaxton clarified that the procedure may have been flawed, but the minutes were correct. Mr. 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 Williams entered in and a quorum of regular commissioners was established. Commissioner Wilson then pulled the discussion back to the agenda.

1. **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.
2. **Discussion and Decision on Timeline for evaluations of Vice-President and President.** Mr. Wilson proposed that the Vice-President and President be evaluated using the same process and document as last year and that the timeline includes having commissioners return their evaluation to him in February, having the evaluations compiled by the March 2011 meeting, and meeting with the President and Vice President to present the evaluations 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 being 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.

3. **Other Business.** No other business was presented before the Committee.
4. **Adjournment.** The committee adjourned by Commissioner Wilson, to which there was no objection. Committee adjourned at 12:01.