

**LOUISIANA HOUSING CORPORATION**

**STAFF PLAN REPORT**



**DRAFT**

# LHC Staff Plan Report

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## 1. INTRODUCTION

### 1.1. Background

Act 408 (the Act) of the 2011 Regular Session of the Louisiana Legislature, effective July 5, 2011, created the Louisiana Housing Corporation (LHC). The intent of the Act was to consolidate the funding sources and programs of affordable housing throughout the state and provide for a coordinated approach to overall state housing policy to ensure an adequate supply of affordable and accessible housing for all the residents of the state.

The transition phase of the merger of these various agencies into the LHC is designed to facilitate a smooth transition of program and personnel so as to not disrupt the vital services currently being provided to the citizens of the state through the ongoing programs.

### 1.2. Purpose

This Staffing Plan Report documents the functions, departments, and staff that will be appropriate to administer and operate the various housing programs under the LHC. This Staffing Plan Report will make certain that each program has sufficient staff possessing the correct skill sets and experience to ensure the successful continuation of the housing programs affected. While a Board of Directors has been established, the role, composition, and structure of the Board are not addressed in this document.

The LHC will essentially assume all the functions of the Louisiana Housing Finance Agency (LHFA), the disaster housing programs of the Office of Community Development's Disaster Recovery Unit (OCD-DRU), the Emergency Shelter Grant/Emergency Solutions Grant, Homelessness Prevention and Rapid Re-housing, and the Louisiana Interagency Action Council. This plan describes the staff merger of these agencies under the LHC and outlines the responsibilities assigned to each functional area.

This report documents the general functional responsibilities and areas including:

- Management
- Program Operations
- Compliance and Monitoring
- Planning and Development
- Administration, including accounting, human resources, information technologies.

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## 2. STAFF MANAGEMENT APPROACH

### 2.1. State Civil Service

In accordance with Article X, Section 1 of the Louisiana Constitution, the Department of State Civil Service is established and includes all persons holding offices and positions of trust or employment in the employ of the state, or any instrumentality thereof, and any joint state and federal agency, joint state and parochial agency, or joint state and municipal agency, regardless of the source of the funds used to pay for such employment.

The Department of State Civil Service has taken the position that the creation of the LHC is essentially a merger of various agencies. The LHC, however is a new entity and will require a new agency code within the Civil Service system.

#### 2.1.1. Classified Positions

Article X Section 2(A). The state and city civil service is divided into the unclassified and the classified service. Persons not included in the unclassified service are in the classified service.

There are currently 101 permanent classified positions under the LHFA and 2 permanent classified positions under the OCD-DRU (apart from the administrator) with the Permanent Supportive Housing Program. These two will be part of the Louisiana Housing Authority at the LHC. Once Civil Service establishes the new agency code, all classified positions under the LHFA and the OCD-DRU will immediately transfer to the LHC.

#### 2.1.2. Unclassified Positions

Article X Section 2(B). The unclassified service shall include the following officers and employees in the state and city civil service:

- (1) Elected officials and persons appointed to fill vacancies in elective offices;
- (2) The heads of each principal executive department appointed by the governor, the mayor, or the governing authority of a city;
- (3) City attorneys;
- (4) Registrars of voters;
- (5) Members of state and city boards, authorities, and commissions;
- (6) One private secretary to the president of each college or university;

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- (7) One person holding a confidential position and one principal assistant or deputy to any officer, board, commission, or authority mentioned in (1), (2), (4), or (5) above, except civil service departments;
- (8) Members of the military or naval forces;
- (9) Teaching and professional staffs, and administrative officers of schools, colleges, and universities of the state, and bona fide students of those institutions employed by any state, parochial, or municipal agency;
- (10) Employees, deputies, and officers of the legislature and of the offices of the governor, lieutenant governor, attorney gen general, each mayor and city attorney, of police juries, school boards, assessors, and of all offices provided for in Article V of this constitution except the offices of clerk of the municipal and traffic courts in New Orleans;
- (11) Commissioners of elections, watchers, and custodians and deputy custodians of voting machines; and
- (12) Railroad employees whose working conditions and retirement benefits are regulated by federal agencies in accordance with federal law.

Additional positions may be added to the unclassified service and those positions may be revoked by rules adopted by a commission.

There are currently 6 unclassified service positions under the LHFA and 10 unclassified service positions on job appointment under OCD-DRU. As the job appointments are specific to OCD-DRU, this plan proposes that the 10 OCD-DRU staff transfer to the LHC and remain unclassified. In addition, this plan proposes that the positions of the Chief Administration Officer and the Administrator of the Louisiana Housing Authority be unclassified.

This plan proposes a total of 46 unclassified staffing positions to the Board of Directors. Job descriptions for the unclassified positions being requested have been developed in conjunction with HR staff and justification for the unclassified authority will be provided with the request to civil service.

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## 2.1.3. Contract Staff

There are currently 11 contract staff positions under the OCD-DRU. This plan proposes the transfer of 11 contract staff to LHC. Written justification for those contract employees is presented in [Exhibit 1](#).

## 3. TIMELINE

The LHC will implement a 3 phased approach to its staffing plan as programs from various agencies transition into the corporation. These phases will allow for continuous updates as staff and programs are evaluated and process improvements are installed.

### 3.1. Phase I: Transitional and Functional Organizational Design

Phase I began January 1, 2012 and is scheduled to be completed no later than June 30, 2012. The first approach of Phase I replaces the Vice President position with the Chief Operating Officer position that reports directly to the Executive Director; whereas, the Vice Present reported directly to the Board of Commissioner. This establishes protocol and accountability under the Executive Director. In addition, a Transition Functional and Organizational Chart will be developed during this phase. This organizational chart will entail a consolidation of OCD and LHFA staff as well as initial projections of future staffing needs.

### 3.2. Phase II: Process Improvement Plan

Phase II will begin July 1, 2012 when the LHC assumes control of all housing programs in the State. This phase is scheduled to be completed no later than December 31, 2012. This phase will first consist of a migration of classified employees to unclassified positions. In addition, programs will be evaluated for efficiency and effectiveness and current OCD contracts will be evaluated to determine future requirements. A process improvement plan will be developed to identify, analyze, and improve business processes to ensure organizational goals are met.

The process improvement plan will work to enhance the processes, policies, and procedures of all LHC programs. Task will include but will not be limited to 1) evaluating processes for efficiency and effectiveness, 2) assisting with program/process changes that provide greater optimization of personnel and other resources, 3) evaluating impacts of investments with the objective of evaluating return on investment associated with projects and/or programs.

### 3.3. Phase III: Continuous Process Improvement

Phase III will begin January 1, 2013. This phase will not have an end date as it will consist of continuous monitoring of programs and improving the quality of the LHC. An official

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Operational Organizational Chart for the LHC will be published during this phase and updated annually. The LHC will continuously perform reconciliations including but not limited to resource improvement, business process reengineering, cost reductions, and profit and performance improvement, in accordance with the corporation's priorities.

## 3.4. Staff Transition Timeline

*See Exhibit 2.*

## 4. STAFF PLANNING

### 4.1. Staff Estimates

This plan involves the merger of LHFA, OCD, and DHH (Department of Health and Hospitals) staff. See *Exhibit 3* for a detailed staffing report. Exhibit 3 outlines the total number of management and line staff and anticipated functional areas. Note that there will not be any new hires submitted in this plan. It will consist solely of the merge of staff from existing agencies.

### 4.2. Required Skills and Skill Gap Plan

The LHC must have people with the right skill set and experiences. Each manager will be required to review the skill sets of each staff member against the required roles and responsibilities.

### 4.3. Proposed Transition Functional and Organizational Structure

*See Exhibit 4.*

## 5. LHC FUNCTIONAL AREAS

Each manager of the functional areas below will be included in the recommended transition to unclassified staff.

### 5.1. Executive Director (1 FTE)

The Executive Director (ED) reports directly to the Board of Directors and is responsible for all aspects of the housing corporation's operations including administration, management, development, and financial control.

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### 5.2. Internal Auditor (1 FTE)

The Internal Auditor is responsible for objectively reviewing the organization's business processes, evaluating the efficacy of risk management procedures that are currently in place, protecting against fraud and theft of the organization's assets, ensuring that the organization is complying with relevant laws and statutes, and making recommendations on how to improve internal controls and governance processes. The Internal Auditor will report to the Board of Directors and the Executive Director.

### 5.3. General/Executive Counsel (1 FTE)

The General/Executive Counsel is the chief lawyer of the legal department. The General/Executive Counsel will be responsible for providing a forum for practical and business focused input on key areas of program policy and operations of the LHC. The Counsel will report directly to the Executive Director.

### 5.4. Chief Operating Officer (1 FTE)

The Chief Operating Officer (COO) is responsible for the day to day operations of the corporation. This position will oversee all housing programs under the corporation in addition to the following functional areas: Design Construction and Review, Information Technology, and Policy, Planning, and Development, and Asset Management. The COO will report directly to the Executive Director.

### 5.5. Housing Directors (4 FTE)

The Housing Directors will be principally responsible for directing all housing programs including but not limited to HOME, Neighborhood Stabilization Programs, and the Community Development Block Grant programs. See [Exhibit 5](#) for the full list of programs transitioning to the LHC. This functional area will supervise and coordinate the activities of housing specialists, while interacting with numerous community leaders, stakeholders and others to implement projects and achieve visible results. The position requires a professional who is forward-thinking, innovative, creative and confident in making tough decisions. The individual must be a skillful motivator and negotiator in working with a wide variety of community and civic interests in the public, private, philanthropic and non-profit sectors. Housing Directors will report directly to the Chief Operating Officer.

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## 5.6. Information Technology (11 FTE)

The Information Technology (IT) team is responsible for providing, operating, and maintain computing and telecommunication facilities, equipment, and services that meet the needs of the LHC. The Director of IT is responsible for all aspects of information technology management and control, including supervision of information technology employees; budget preparation and management; recommendations for technical acquisitions; and development of guidelines, standards and procedures. The director is charged with strategic planning, tactical action, and operational decision-making to fulfill the mission of the IT department. The Director must possess initiative and drive, have broad relevant technical knowledge with good management expertise and have excellent written and verbal communication skills. This functional area will report directly to the Chief Operating Officer.

## 5.7. Design, Construction, and Review (6 FTE)

The Design, Construction, and Review functional area establishes one area for inspections, construction design, and cost evaluation. This team will be responsible for the review of project scope of work statements, the preparation of project budgets and schedules, development of schematic design, plans review, performance of HQS inspections, and management of consultant and contractor activities. The Director of this team will meet with and maintain liaison with contractors and in-house staff on a frequent basis to discuss and resolve issues related to ongoing construction projects of the LHC. Other responsibilities include analyzing construction conditions requiring unforeseen work and expenditure of contingency funds, determining best plan of action with input from program management, review contractor pricing and change orders, and monitor for compliance. The team will also be responsible for maintaining accuracy of project budgets and schedules, provides routine project status updates for reports and meetings, and prepares management narrative and/or statistical reports. This functional area will report directly to the Chief Operating Officer.

## 5.8. Policy Planning and Development (2 FTE)

The Policy, Planning, and Development functional area establishes one area for policy, reporting, program development, program planning, budget management, administration and the operational direction of the LHC. This area is also responsible for action plans, consolidated plans and grant writing. The manager of this functional area will plan, organize, control, integrate and evaluate the work of the LHC. This functional area is responsible for developing, implementing, and monitoring long-term plans, goals and objectives focused on achieving the mission and priorities of the LHC. This functional area will report directly to the Chief Operating Officer.

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## 5.9. Chief Financial Officer (1 FTE)

The Chief Financial Officer (CFO) will be responsible for oversight and management of the corporation's operating and capital budgets. Additional responsibilities will include directing and guiding the activities of the Finance Department, oversee all of LHC's accounts and reporting functions, providing departments with the necessary guidance and ensuring compliance with relevant regulations and/or guidelines, managing cash flow and forecasting, developing reliable projections that help establish minimum thresholds to meet the agency's operating needs, managing and monitoring the investment activity of the corporation, developing new and innovative financing mechanisms and identifying opportunities to generate additional income for the corporation, and overseeing long-term budgetary plans, ensuring they are in alignment with the corporation's long-term strategic plan. The CFO will report directly to the Executive Director.

## 5.10. Comptroller (1 FTE)

The comptroller position is responsible for the accounting operations of the LHC, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the LHC's reported financial results, and ensure that reported results comply with generally accepted accounting principles or international financial reporting standards. A comptroller's work includes reviewing all accounting information, financial statements, payroll, investments and other financial dealings. Comptrollers must set financial goals and closely follow a budget to ensure financial order. They also attend meetings to offer input on how business dealings may affect the financial situation of the LHC. This position will report directly to the Chief Financial Officer.

## 5.11. Compliance and Monitoring (6 FTE)

The Program Compliance team functions as an independent and objective body that reviews and evaluates compliance issues/concerns within the corporation. This team will consist of a combination of program compliance and monitoring with the Section 8 Performance Based and Contract Administration teams. The Compliance and Monitoring functional area ensures the Board of Directors that management and employees are in compliance with the rules and regulations of the corporation, that company policies and procedures are being followed, and that behavior in the organization meets the corporation's Standards of Conduct. This functional area will report directly to the Chief Financial Officer.

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### 5.12. Asset Management ( 1 FTE)

The Asset Management team will establish one area for property and facility oversight and will focus on maximizing real estate profit for the LHC. The asset manager's primary function is to research different strategies for investing in and developing residential and commercial real estate. The asset manager evaluates zoning and tax laws, demographics, property values and traffic patterns to determine whether a property is a good investment for the LHC. The asset manager will also negotiate the terms and conditions for real estate contracts. This team will work closely with property managers, lenders and other third-party groups to track and maximize the LHC's profit by periodically reviewing leasing contracts, business plans, budgets and forecasts. This functional area will report directly to Chief Operating Officer.

### 5.13. Financial Analyst (17 FTE)

The Financial Analyst is responsible for supporting the Chief Financial Officer by managing and tracking program budget/costs, coordinating/Preparing budgetary documents, monitoring investments, reviewing budget and contract expenditures, and collecting and reporting financial metrics. This includes reconciling the accounting and cost management processes and developing financial management policies and procedures. The Financial Analyst also provides support in project solicitations, evaluations, and award processes - assisting in the evaluation of the cost and administrative sections of the proposal. This functional area will report directly to the Chief Financial Officer.

### 5.14. Human Resource Director (1 FTE)

The Director of Human Resources (HR) is responsible for implementing HR policies and programs, and managing all aspects of employee relations and development. LHC's Director of HR will manage staffing and recruiting, organizational development, performance management, training, compensation and benefits administration, and employee counseling services. The ideal candidate will be resourceful, and have excellent communication and leadership skills.

### 5.15. Public Relations (2 FTE)

The Public Relations (PR) team will act as the spokespersons of the LHC. The role of a public relations officer is to convey the policies and interests of the LHC to the public through various forms of media. The primary job of the PR team would be to develop and keep the status of the LHC, advertise the items or services of the LHC by organizing press conferences, displays, posting articles within the newspaper or around the official LHC website. Whenever the LHC needs to launch something new, it's the job from the

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PR team to create advertisement plans. This functional area will report directly to the Executive Director.

## 5.16. Louisiana Housing Authority (7 FTE)

The Louisiana Housing Authority will be a new addition to the LHC with Public Housing and Section 8 housing and homeless initiative programs. The authority's administrator is responsible for planning, directing, monitoring and evaluating the services and activities of the authority. The administrator is also responsible for continuously evaluating, planning, strategizing, assessing, and monitoring all aspects of the authority. This team will work in close collaboration with internal and external staff and partners to carry out organizational goals. This functional area will report directly to the Executive Director.

## 6. Conclusion

The staffing plan for LHC is designed not to have any disruptions to the current delivery of all housing programs. The approach is therefore captured into 3 distinctive phases. Currently, the corporation is managing under Phase I. This phase is to maintain continuity while multiple agencies' staff and programs merge into one housing entity. Phase I enables the Board of Directors and executive management the ability to ensure that on July 1, 2012 all program and support functions are intact.

Phase II is simply the beginning of the LHC's operations and does not establish the final organizational structure for the corporation. This phase provides an opportunity to assess procedures and protocols and determine the best alignment of staff to carry-out the corporation's policies. Phase II will involve staff reorganization and a communication plan based upon process improvement assessments. The goal of process improvement is to establish an effective and efficient organization that is accountable and transparent to our stakeholders.

Phase III will be an ongoing part of the LHC's culture. Upon the initiation of this final phase, the corporation will have established that change needs to be encouraged to achieve positive results. Change not just for the sake of changing; however a deliberate focused attitude for the corporation to continuously work toward its mission, goals, and objectives. Phase III is the acknowledgement that positive change depends greatly on having a corporate culture that not only accepts change, but is an active participant.

# Louisiana Housing Corporation Staff Plan Report

## Exhibit 1

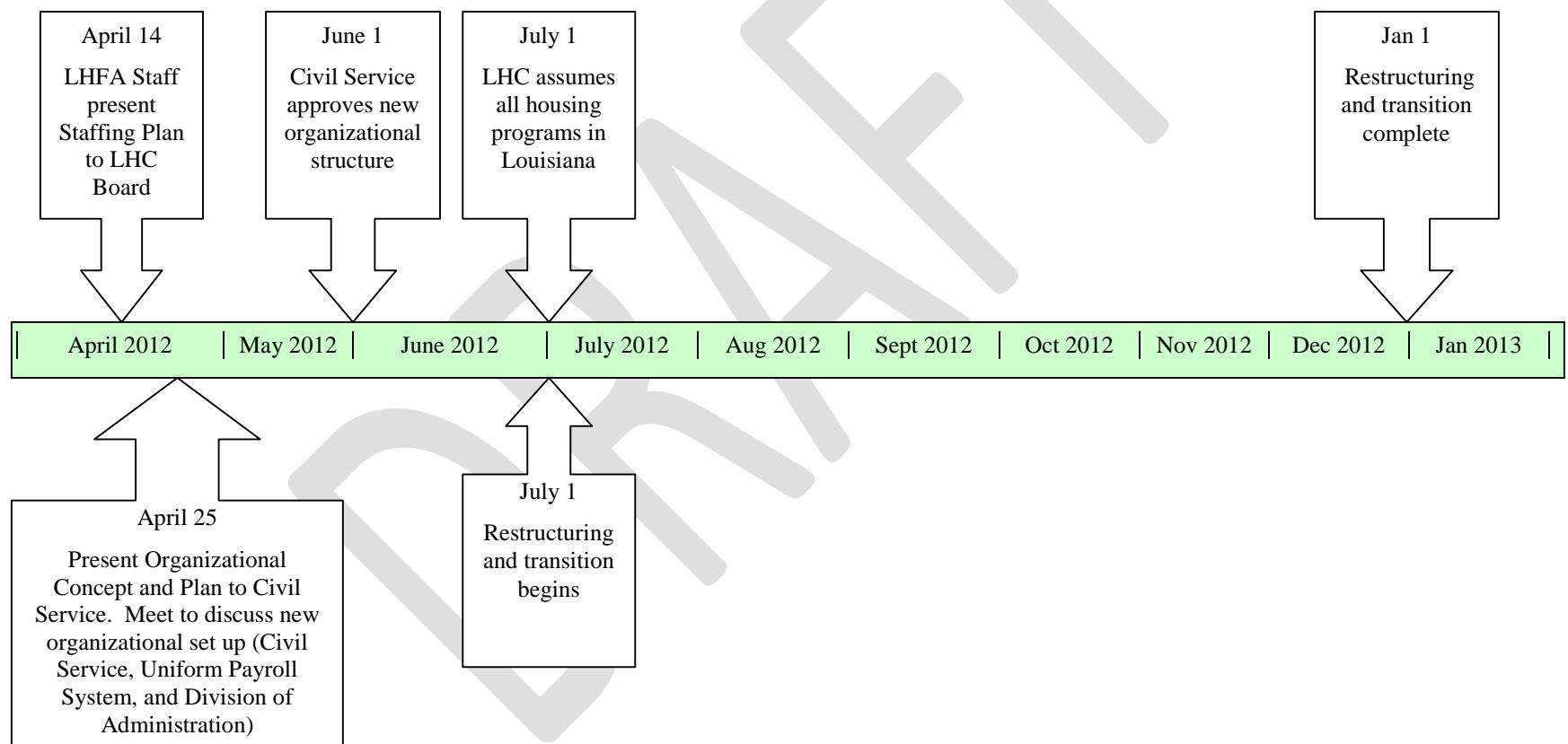
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The following employees are currently under a supplemental staff contract for the Office of Community Development. These employees are essential to the current operations of the delivery of these housing programs. Their knowledge and experience are specific to the daily operation of these housing programs. It would detrimental to the programs if these employees are not transitioned.

	Functional Areas	Employee Name	Merging Agency	Contracted Through
1	COMMUNITY DEVELOPMENT	MELANIE THOMAS	OCD-DRU	Supplemental Staff
2	COMMUNITY DEVELOPMENT	MICHELLE SMALL	OCD-DRU	Supplemental Staff
3	COMMUNITY DEVELOPMENT	DIANAH HANSON	OCD-DRU	Supplemental Staff
4	COMMUNITY DEVELOPMENT	LEACY ROWE	OCD-DRU	Supplemental Staff
5	COMMUNITY DEVELOPMENT	CHAQUITA MCKINLEY	OCD-DRU	Supplemental Staff
6	COMMUNITY DEVELOPMENT	DAVID MARQUETTE	OCD-DRU	Supplemental Staff
7	COMMUNITY DEVELOPMENT	ADOLPH BYNUM	OCD-DRU	Supplemental Staff
8	COMMUNITY DEVELOPMENT	MELVIN WILLIAMS	OCD-DRU	Supplemental Staff
9	PERMANENT SUPPORTIVE HOUSING	LAETOYA BLACK	OCD-DRU	Supplemental Staff

# Louisiana Housing Corporation Staff Plan Report

## Exhibit 2



# Louisiana Housing Corporation Staff Plan Report

## Exhibit 3

	Functional Area	Position	Employee Name	Merging Agency
1	ADMINISTRATION	EXECUTIVE DIRECTOR	DON HUTCHINSON	LHFA
2	ADMINISTRATION	CHIEF OPERATING OFFICER	BRADLEY SWEAZY	LHFA
3	ADMINISTRATION	HOUSING DIRECTOR	LORETTA WALLACE	LHFA
4	ADMINISTRATION	HOUSING DIRECTOR	BRENDA EVANS	LHFA
5	ADMINISTRATION	HOUSING DIRECTOR	CHARLETTE MINOR	LHFA
6	ADMINISTRATION	HOUSING DIRECTOR	JANEL YOUNG	OCD-DRU
7	ADMINISTRATION	HOUSING AUTHORITY ADMINISTRATOR	NICOLE SWEAZY	OCD-DRU
8	ADMINISTRATION	CONSTRUCTION OVERSIGHT DIRECTOR	ROGER TIJERINO	LHFA
9	ADMINISTRATION	ADMINISTRATIVE ASSISTANT	PATRICIA HAMPTON	LHFA
10	ADMINISTRATION	POLICY PLANNER	STARR MOORE	LHFA
11	ADMINISTRATION	POLICY ADVISOR	VACANT	LHFA
12	ADMINISTRATION	ADMINISTRATIVE ASSISTANT	MARY BROOKS	LHFA
13	ADMINISTRATION	ADMINISTRATIVE ASSISTANT	AMY YORK	LHFA
14	ADMINISTRATION	CONFIDENTIAL ASSISTANT	BARRY BROOKS	LHFA
15	ADMINISTRATION	ADMINISTRATIVE ASSISTANT	NATASHA JOSEPH	LHFA
16	ADMINISTRATION	ADMINISTRATIVE COORDINATOR	REBEKAH WARD	LHFA
17	CONSTRUCTION COMPLIANCE	HOUSING FINANCE MANAGER	JOSEPH DURNIN	LHFA
18	CONSTRUCTION COMPLIANCE	HOUSING FINANCE SPECIALIST	VELMA WESLEY	LHFA
19	CONSTRUCTION COMPLIANCE	BUILDING PLANS EXAMINER	IVY DAVIS	LHFA
20	CONSTRUCTION COMPLIANCE	BUILDING PLANS EXAMINER	TODD FOLSE	LHFA
21	CONSTRUCTION COMPLIANCE	BUILDING PLANS EXAMINER	JERRY TICHENOR	LHFA
22	S/8 CONTRACT ADMINISTRATION	HOUSING FINANCE SPECIALIST	ARIEION BARTHELEMY	LHFA
23	S/8 CONTRACT ADMINISTRATION	HOUSING FINANCE MANAGER	LAUREN HOLMES	LHFA
24	S/8 CONTRACT ADMINISTRATION	ADMINISTRATIVE COORDINATOR	LATESHA MUMPHERY	LHFA

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## Exhibit 3

	Functional Area	Position	Employee Name	Merging Agency
25	S/8 CONTRACT ADMINISTRATION	HOUSING FINANCE SPECIALIST	LOKI ELLIS	LHFA
26	S/8 CONTRACT ADMINISTRATION	HOUSING FINANCE SPECIALIST	COLLETTE OGLESBY	LHFA
27	S/8 CONTRACT ADMINISTRATION	HOUSING FINANCE SPECIALIST	KELLY HOGAN	LHFA
28	S/8 CONTRACT ADMINISTRATION	HOUSING FINANCE SPECIALIST	ANGELICA PEARSON	LHFA
29	S/8 CONTRACT ADMINISTRATION	HOUSING FINANCE SPECIALIST	SANDRA FIELDS	LHFA
30	S/8 CONTRACT ADMINISTRATION	HOUSING FINANCE SPECIALIST	VACANT	LHFA
31	S/8 CONTRACT ADMINISTRATION	HOUSING FINANCE SPECIALIST	VACANT	LHFA
32	S/8 CONTRACT ADMINISTRATION	HOUSING FINANCE SPECIALIST	ALTHEA NEFF	LHFA
33	S/8 CONTRACT ADMINISTRATION	HOUSING FINANCE SPECIALIST	VACANT	LHFA
34	S/8 CONTRACT ADMINISTRATION	HOUSING FINANCE SUPERVISOR	VACANT	LHFA
35	S/8 CONTRACT ADMINISTRATION	HOUSING FINANCE SUPERVISOR	VICTORIA HILTON	LHFA
36	ENERGY	HOUSING FINANCE SPECIALIST	ANGELA KING	LHFA
37	ENERGY	HOUSING FINANCE MANAGER	DARLEEN OKAMMOR	LHFA
38	ENERGY	HOUSING FINANCE SPECIALIST	CAROLYN MCQUAIRTER	LHFA
39	ACCOUNTING	ACCOUNTANT	TRACY ROBERTS	LHFA
40	ACCOUNTING	ACCOUNTANT	ROBIN JOHNSON	LHFA
41	ACCOUNTING	ACCOUNTANT	SYDNEY EDMONSTON	LHFA
42	ACCOUNTING	ADMINISTRATIVE ASSISTANT	VACANT	LHFA
43	ACCOUNTING	ACCOUNTING TECHNICIAN	VANISHA ALEXANDER	LHFA
44	ACCOUNTING	ACCOUNTING TECHNICIAN	ANDREW SENECA	LHFA
45	ACCOUNTING	ACCOUNTANT	SHANTEL POOL	LHFA
46	ACCOUNTING	ACCOUNTANT	RAMONA ROBINSON	LHFA
47	ACCOUNTING	ACCOUNTANT	A'SHLI MITCHELL	LHFA
48	ACCOUNTING	ACCOUNTANT ADMINISTRATOR	RENE' LANDRY	LHFA
49	ACCOUNTING	ACCOUNTANT MANAGER	KIP ANDERSON	LHFA

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## Exhibit 3

	Functional Area	Position	Employee Name	Merging Agency
50	ACCOUNTING	ACCOUNTANT MANAGER	MELISSA MAYERS	LHFA
51	ACCOUNTING	ACCOUNTANT MANAGER	JATIS HARRINGTON	LHFA
52	ACCOUNTING	ACCOUNTANT	DANAE BILLINGSLEY	LHFA
53	ACCOUNTING	ACCOUNTANT	NICOLE MACK	LHFA
54	ACCOUNTING	ACCOUNTANT MANAGER	ANN FULTON	LHFA
55	ACCOUNTING	ACCOUNTANT	VICKIE JACKSON	LHFA
56	HUMAN RESOURCES	ADMINISTRATIVE COORDINATOR	DONNA WRAY	LHFA
57	HUMAN RESOURCES	HUMAN RESOURCES DIRECTOR	TERRY HOLDEN	LHFA
58	HUMAN RESOURCES	ADMINISTRATIVE COORDINATOR	MARVA PERKINS	LHFA
59	HUMAN RESOURCES	HUMAN RESOURCES ANALYST	JUON WILSON	LHFA
60	HUMAN RESOURCES	HUMAN RESOURCES SUPERVISOR	TARYN MICELI	LHFA
61	HUMAN RESOURCES	HUMAN RESOURCES ANALYST	EVELYN ACKOURY	LHFA
62	FACILITIES	ADMINISTRATIVE PROGRAM MANAGER	DONALD SEISER	LHFA
63	FACILITIES	MAINTENANCE REPAIRER	VACANT	LHFA
64	FACILITIES	GUARD	ROBERT CLARK	LHFA
65	INFORMATION TECHNOLOGY	IT TECH SUPPORT SPECIALIST	MARIANNE DENKER	LHFA
66	INFORMATION TECHNOLOGY	IT DIRECTOR	DANNY VEALS	LHFA
67	INFORMATION TECHNOLOGY	IT APPL PROG/ANALYST	VACANT	LHFA
68	INFORMATION TECHNOLOGY	IT TECH SUPPORT SPECIALIST	KEVIN JACKSON	LHFA
69	INFORMATION TECHNOLOGY	IT TECH SUPPORT SPECIALIST	VACANT	LHFA
70	INFORMATION TECHNOLOGY	IT APPL PROG/ANALYST	VACANT	LHFA
71	INFORMATION TECHNOLOGY	IT TECH SUPPORT SUPERVISOR	CALVIN HUMBLE	LHFA
72	INFORMATION TECHNOLOGY	IT APPL PROJECT LEADER	JOHN AMPIM	LHFA
73	INFORMATION TECHNOLOGY	IT TECH SUPPORT ANANLYST	ANNIE ROBINSON	LHFA
74	INFORMATION TECHNOLOGY	IT EQUIPMENT OPERATOR	CRISTOBAL CASTRO	LHFA
75	INTERNAL AUDIT	AUDITOR SUPERVISOR	KONCHETTA BRINGIER HARRIS	LHFA
76	INTERNAL AUDIT	AUDITOR	VACANT	LHFA

# Louisiana Housing Corporation Staff Plan Report

## Exhibit 3

	Functional Area	Position	Employee Name	Merging Agency
77	INTERNAL AUDIT	AUDITOR	DIONE MILTON	LHFA
78	INTERNAL AUDIT	COORDINATOR	KAREN THOMAS	LHFA
79	INTERNAL AUDIT	COORDINATOR	KALVIN PRICE	LHFA
80	INTERNAL AUDIT	AUDIT DIRECTOR	COLLETTE MATHIS	LHFA
81	LEGAL	ADMINISTRATIVE COORDINATOR	MELANIE BROCATO	LHFA
82	LEGAL	ATTORNEY-GENERAL COUNSEL	EDSELLE CUNNINGHAM	LHFA
83	LEGAL	ATTORNEY	VACANT	LHFA
84	LEGAL	ATTORNEY	CHRISTINE BRATKOWSKI	LHFA
85	LEGAL	ATTORNEY	LESLIE STRAHAN	LHFA
86	LEGAL	ATTORNEY	JESSICA GUINN	LHFA
87	HOME PROGRAM	ADMINISTRATIVE COORDINATOR	YOULNDRA STRIPLIN	LHFA
88	HOME PROGRAM	HOUSING FINANCE MANAGER	ROBERT MCNEESE	LHFA
89	HOME PROGRAM	HOUSING FINANCE SPECIALIST	STERLING COLOMB	LHFA
90	HOME PROGRAM	HOUSING FINANCE SPECIALIST	JOYCE JACKSON	LHFA
91	HOME PROGRAM	HOUSING FINANCE SPECIALIST	CASCA PAYNE	LHFA
92	HOME PROGRAM	HOUSING FINANCE SPECIALIST	DESIREE ARMSTEAD	LHFA
93	HOME PROGRAM	HOUSING FINANCE SPECIALIST	DEMETRIA FARVE	LHFA
94	HOME PROGRAM	HOUSING FINANCE SPECIALIST	CURTIS FERRARA	LHFA
95	HOME PROGRAM	HOUSING FINANCE SPECIALIST	YOLANDA ELLIS	LHFA
96	HOME PROGRAM	ADMINISTRATIVE COORDINATOR	VACANT	LHFA
97	HOME PROGRAM	HOUSING FINANCE SUPERVISOR	ALVIN JOHNSON	LHFA
98	HOME PROGRAM	ENVIRONMENTAL IMPACT MANAGER	VACANT	LHFA
99	TAX CREDITS	HOUSING FINANCE SPECIALIST	NICOLE CARTER	LHFA
100	TAX CREDITS	HOUSING FINANCE SPECIALIST	URSHALA HAMILTON	LHFA
101	TAX CREDITS	HOUSING FINANCE SPECIALIST	WENDY HALL	LHFA

# Louisiana Housing Corporation Staff Plan Report

## Exhibit 3

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	Functional Area	Position	Employee Name	Merging Agency
102	TAX CREDITS	HOUSING FINANCE MANAGER	MARJORIANNA WILLMAN	LHFA
103	TAX CREDITS	HOUSING FINANCE SPECIALIST	RONALD BURROUGH	LHFA
104	TAX CREDITS	HOUSING FINANCE SPECIALIST	JOHNESE ROBERSON	LHFA
105	TAX CREDITS	HOUSING FINANCE SPECIALIST	KEVIN HARVEY	LHFA
106	TAX CREDITS	HOUSING FINANCE SPECIALIST	AUGUST MAKEISHA JOHNSON	LHFA
107	TAX CREDITS	ADMINISTRATIVE COORDINATOR	LATOSHA OVERTON	LHFA
108	TAX CREDITS	EXECUTIVE MANAGEMENT OFFICER	LOUIS RUSSELL	LHFA
109	NEIGHBORHOOD STABILIZATION	NSP ADMINISTRATOR	DANA HENRY	OCD-DRU
110	NEIGHBORHOOD STABILIZATION	HOUSING FINANCE SPECIALIST	FELICIA MCCLAY	LHFA
111	NEIGHBORHOOD STABILIZATION	HOUSING FINANCE SPECIALIST	JANELLE DICKEY	LHFA
112	NEIGHBORHOOD STABILIZATION	HOUSING FINALIST SPECIALIST	NAKEISHA CLEVELAND	LHFA
113	NEIGHBORHOOD STABILIZATION	HOUSING FINANCE SPECIALIST	INGRID MCCOY	LHFA
114	NEIGHBORHOOD STABILIZATION	ADMINISTRATIVE COORDINATOR	TERINA STRIPLING	LHFA
115	NEIGHBORHOOD STABILIZATION	HOUSING FINANCE SUPERVISOR	EDWARD FALGOUST	LHFA
116	NEIGHBORHOOD STABILIZATION	HOUSING FINANCE MANAGER	AGNES CHAMBERS	LHFA
117	COMPLIANCE	HOUSING FINANCE SPECIALIST	JONATHAN WESLEY	LHFA
118	COMPLIANCE	HOUSING FINANCE SPECIALIST	JEFFREY HEVEY	LHFA
119	COMPLIANCE	HOUSING FINANCE SPECIALIST	TONIKA JACKSON	LHFA
120	COMPLIANCE	HOUSING FINANCE SPECIALIST	FRANKLINE KIMBENG	LHFA
121	COMPLIANCE	HOUSING FINANCE SPECIALIST	CARNISHA THOMAS	LHFA
122	COMPLIANCE	HOUSING FINANCE SUPERVISOR	RICKY PATTERSON	LHFA
123	PUBLIC RELATIONS	PUBLIC INFORMATION OFFICE	EVA MARTINEZ	LHFA
124	PUBLIC RELATIONS	PUBLIC INFORMATION DIRECT	JEFFREY DEGRAFF	LHFA
125	SINGLE FAMILY PROGRAM	ACCOUNTANT	ALEX STEWART	LHFA

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	Functional Area	Position	Employee Name	Merging Agency
126	SINGLE FAMILY PROGRAM	HOUSING FINANCE SPECIALIST	LAURA WOMACK	LHFA
127	SINGLE FAMILY PROGRAM	HOUSING FINANCE MANAGER	MARY ANTOON	LHFA
128	SINGLE FAMILY PROGRAM	HOUSING FINANCE SPECIALIST	ALISSA JAMES	LHFA
129	SINGLE FAMILY PROGRAM	ADMINISTRATIVE COORDINATOR	KESHA CLARK	LHFA
130	SINGLE FAMILY PROGRAM	HOUSING FINANCE SPECIALIST	CODY HENDERSON	LHFA
131	SINGLE FAMILY PROGRAM	HOUSING FINANCE SUPERVISOR	SONJA ANDREWS	LHFA
132	SINGLE FAMILY PROGRAM	HOUSING FINANCE SUPERVISOR	MARY BOUDREAUX	LHFA
133	SPECIAL PROGRAMS	HOUSING FINANCE SPECIALIST	ROBYN MESCHKE	LHFA
134	SPECIAL PROGRAMS	HOUSING FINANCE SPECIALIST	BRIDGET MCGEE	LHFA
135	SPECIAL PROGRAMS	HOUSING FINANCE MANAGER	VACANT	LHFA
136	COMMUNITY DEVELOPMENT	DISASTER RECOVERY SPECIALIST	RAY RODRIQUEZ	OCD-DRU
137	COMMUNITY DEVELOPMENT	DISASTER RECOVERY SPECIALIST	LISA BERGERON	OCD-DRU
138	COMMUNITY DEVELOPMENT	DISASTER RECOVERY SPECIALIST	DANNY DRAGG	OCD-DRU
139	COMMUNITY DEVELOPMENT	DISASTER RECOVERY SPECIALIST	MELANIE THOMAS	OCD-DRU
140	COMMUNITY DEVELOPMENT	DISASTER RECOVERY SPECIALIST	MICHELLE SMALL	OCD-DRU
141	COMMUNITY DEVELOPMENT	DISASTER RECOVERY SPECIALIST	DIANAH HANSON	OCD-DRU
142	COMMUNITY DEVELOPMENT	DISASTER RECOVERY SPECIALIST	LEACY ROWE	OCD-DRU
143	COMMUNITY DEVELOPMENT	DISASTER RECOVERY SPECIALIST	CHIQUITA MCKINLEY	OCD-DRU
144	COMMUNITY DEVELOPMENT	DISASTER RECOVERY SPECIALIST	DAVID MARQUETTE	OCD-DRU
145	COMMUNITY DEVELOPMENT	PIGGYBACK ADMINISTRATOR	TOMMY LATOUR	OCD-DRU
146	COMMUNITY DEVELOPMENT	DISASTER RECOVERY SPECIALIST	ADOLPH BYNUM	OCD-DRU
147	COMMUNITY DEVELOPMENT	DISASTER RECOVERY SPECIALIST	MELVIN WILLIAMS	OCD-DRU
148	PERMANENT SUPPORTIVE HOUSING	FINANCIAL ANALYST	ROBIN WRIGHT	OCD-DRU

## Louisiana Housing Corporation Staff Plan Report

### Exhibit 3

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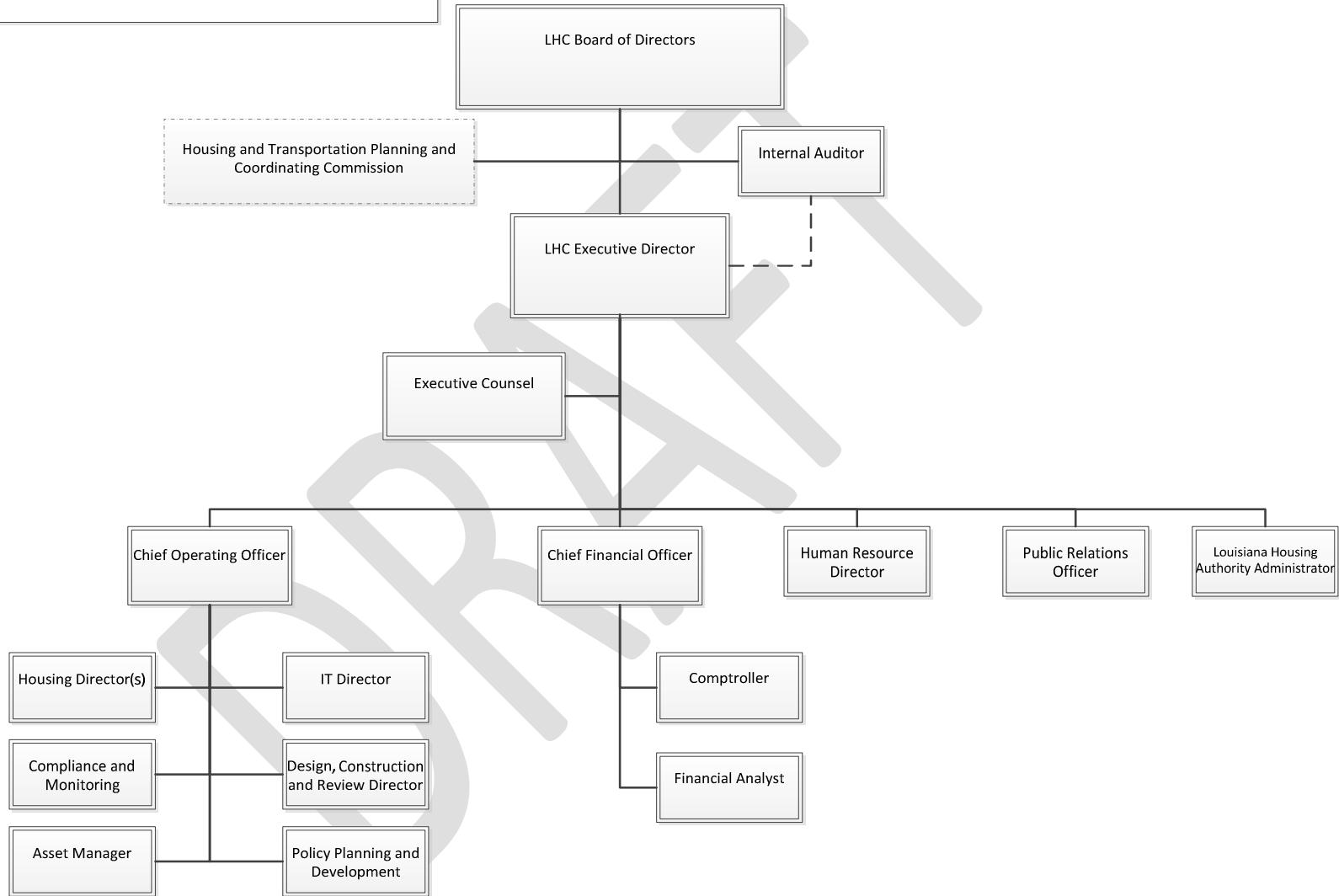
	Functional Area	Position	Employee Name	Merging Agency
149	PERMANENT SUPPORTIVE HOUSING	PROGRAM SPECIALIST	JAMES YOUNG	OCD-DRU
150	PERMANENT SUPPORTIVE HOUSING	PROGRAM SPECIALIST	EILEEN FISHER	OCD-DRU
151	PERMANENT SUPPORTIVE HOUSING	PROGRAM SPECIALIST	LAETOYA BLACK	OCD-DRU
152	PERMANENT SUPPORTIVE HOUSING	ADMINISTRATIVE ASSISTANT	ANGELA DAVIS	OCD-DRU
153	EMERGENCY SOLUTIONS GRANT	PROGRAM MANAGER	WINONA CONNER	DHH

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# Louisiana Housing Corporation Staff Plan Report

## Exhibit 4

Draft Louisiana Housing Corporation Organization Chart



# Louisiana Housing Corporation Staff Plan Report

## Exhibit 5

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### **1. Louisiana Housing Finance Agency**

Single Family  
Low-Income Housing Tax Credit Program  
Foreclosure Programs  
Grants for Grads  
HOME Program  
Multi-Family Mortgage Revenue Bond  
Weatherization Assistance Program  
Low Income Home Energy Assistance Program  
Risk Sharing Program  
Louisiana Housing Trust Fund  
Section/8 Performance Based Contract Administration

### **2. Office of Community Development**

Katrina/Rita First-Time Homebuyer  
Katrina/Rita Soft Second Programs  
Gustav/Ike First Time Homebuyer  
Affordable Rental Program  
Non-profit Rebuilding Pilot Program  
Neighborhood Stabilization Programs - 1 and 3  
Gustav/Ike Homeowner Rehab Program  
Gustav/Ike Minor Repair Program  
Small Rental Property Program  
Short-Term Assistance for Rental Services  
Katrina/Rita Piggyback  
Gustav/Ike Piggyback  
Supportive Housing Services  
Homelessness Supports and Housing Program  
Louisiana Services Network Data Consortium  
Permanent Supportive Housing – Voucher and Shelter Plus Care Programs

### **3. Department of Health and Hospitals**

Emergency Shelter Grant