



Board of Directors

Agenda Item

Administrative and Finance Committee

Chairman: Elton Lagasse

January 11, 2017

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Louisiana Housing Corporation

January 6, 2016

LHC BOARD OF DIRECTORS MEETING

AGENDA

Notice is hereby given of an Administrative and Finance Committee ("AFC") Meeting of the Louisiana Housing Corporation ("LHC/Corporation") Board of Directors, to be held on Wednesday, January 11, 2017 at 10:00 A.M., at Louisiana Housing Corporation Building, Committee Room 2, 2415 Quail Drive, Baton Rouge, Louisiana, by order of the Chairman.

1. Call to Order and Roll Call.
2. Approval of the Minutes of the November 9, 2016 AFC Meeting.
3. Approval of the Minutes of the December 15, 2016 AFC Meeting.
4. Discussion and Resolution regarding contract between LHC and National Housing Consultant Services.
5. Discussion regarding Long-Term Compliance.
6. Other Business.
7. Adjournment.



Edselle Keith Cunningham, Jr.
LHC Interim Executive Director

If you require special services or accommodations, please contact Board Coordinator and Secretary Barry E. Brooks at (225) 763 8773, or via email bbrooks@lhc.la.gov.

****Pursuant to the provisions of LSA-R.S. 42:16, upon two-thirds vote of the members present, the Board of Directors of the Louisiana Housing Corporation may choose to enter Executive Session, and by this notice, the Board reserves its right to go into Executive Session, as provided by law.****



Louisiana Housing Corporation

Administrative and Finance Committee Meeting Minutes
Wednesday, November 9, 2016
2415 Quail Drive
V. Jean Butler Board Room
Baton Rouge, Louisiana 70808
10:00 A.M.

Committee Members Present

Chairman Elton Lagasse
Nancy Montoya
Willie Rack
Donald B. Vallee
Gillis R. Windham

Committee Members Absent

Treasurer John Kennedy

Board Members Present

Lloyd S. "Buddy" Spillers
Tammy P. Earles
Jennifer Vidrine

Board Members Absent

Michael T. Anderson
Larry Ferdinand

Staff Present

E. Keith Cunningham, Jr.
Nicole Sweazy
Christine Bratkowski
Leslie Strahan
Barry Brooks
Sarah Mulhearn
Loretta Wallace
Collette Mathis

Natasha Joseph-Anderson
Liza Bergeron
Ray Rodriguez
Brad Sweazy
Marjorianna Willman
Rene Landry
Kevin Brady
Brenda Evans

Others Present

See sign-in sheet

Minutes

Call to Order and Roll Call

The Administrative and Finance Committee Meeting was called to order by Committee Chairman Elton Lagasse at 10:01 a.m. The roll was called and a quorum was established.

Approval of Minutes

On a motion by Mr. Donald B. Vallee, which was seconded by Mr. Lloyd "Buddy" Spillers, the minutes from the October 12, 2016 committee meeting were approved without correction.

Discussion Items

➤ *Louisiana Legislative Audit Report*

E. Keith Cunningham, Jr., Interim Executive Director introduced Becky Hammond, CRI with the Louisiana Legislative Auditors who presented the Audit Report at the October 12, 2016. Ms. Hammond returned to answer questions from the Board and additional discussion followed.

➤ *LHC and National Housing Consultant Services.*

Mr. Cunningham stated that a communication was received from National Housing Consultant Services and a supplemental report was sent. A review and final report is needed before discussing with the Board.

Other Business

Mr. Donald B. Vallee raised a question regarding RFP's to Mr. Cunningham and a discussion followed.

Adjournment

There being no other business to discuss, Mr. Lagasse adjourned the meeting at 10:31 a.m.

Committee Secretary



Louisiana Housing Corporation

Administrative and Finance Committee Meeting Minutes
Wednesday, December 15, 2016
2415 Quail Drive
V. Jean Butler Board Room
Baton Rouge, Louisiana 70808
1:00 P.M.

Committee Members Present

Chairman Elton Lagasse
Willie Rack
Donald B. Vallee
Gillis R. Windham

Committee Members Absent

Treasurer John Kennedy
Nancy Montoya

Board Members Present

Lloyd S. "Buddy" Spillers

Board Members Absent

Michael T. Anderson
Larry Ferdinand
Tammy P. Earles
Jennifer Vidrine

Staff Present

E. Keith Cunningham, Jr.
Christine Bratkowski
Leslie Strahan
Barry E. Brooks
Sarah Mulhearn

Natasha Joseph-Anderson
Brad Sweazy
Rene Landry
Kevin Brady
Barbara Stoetzner

Others Present

See sign-in sheet

CALL TO ORDER AND ROLL CALL

The Administrative and Finance Committee (“AFC”) Meeting was called to order by Committee Chairman Elton Lagasse at 1:00 p.m. The roll was called by Board Secretary Barry E. Brooks, and a quorum was established.

RESOLUTION REGARDING APPOINTMENT OF LHC EXECUTIVE DIRECTOR

Next item discussed was the matter regarding the appointment of a permanent LHC Executive Director. Chairman Lagasse asked for comments from the Board Members on the matter.

Board Member Donald B. Vallee noted that he had sent to everyone via email his thoughts on the matter. He noted that he’d prefer to hire an outside consultant and do a national search in order to get the brightest and most innovative candidates; and, that the AFC should negotiate the Executive Director’s salary, duties, and terms of employment.

Board Member Willie Rack opined that current IED Keith Cunningham was doing an excellent job and had made many accomplishments in his position as IED; and that if “...something is not broke, why try to fix it.”

Board Chairman Spillers noted he did not wish to do a long arduous search process, as there was enough talent in Louisiana. And, that was very proud of the accomplishments of IED Cunningham and most of the LHC staff.

Board Member Vallee noted that he felt by following a process of advertising that the process would be more open and transparent, given that he was not aware of any urgency in making a decision on the matter.

On a motion by Board Member Willie Rack and seconded by Board Member Elton Lagasse, the AFC approved the appointing of Edselle Keith Cunningham, Jr. as LHC Executive Director; to separate the duties as Executive Director from those of Executive Counsel; and to advertise for a new Executive Counsel; and providing for other matters in connection therewith, was moved to debate.

There being no further discussion, opposition, or public comments, a Roll Call Vote was taken and the motion PASSED via 4(YES) to 1(NO). The votes were as follows:

YES (Elton M. Lagasse, Willie Rack, Lloyd S. Spillers, and Gillis R. Windham)

NO (Donald B. Vallee).

OTHER BUSINESS

Board Member Vallee requested that the National Housing Consultant Services matter be discussed at the January 2017 AFC Meeting.

AFC Chairman Lagasse noted that perhaps the matter should be taken up in Executive Session.

IED Cunningham advised that he would have an Executive Report prepared for the Board with recommendations thereof on how to resolve the matter.

ADJOURNMENT

There being no other matters to discuss, Board Chairman Spillers offered a motion for adjournment that was seconded by Board Member Rack. There being no discussion or opposition, the motion passed unanimously.

The AFC Meeting adjourned at 1:15 pm.

Board Secretary

A verbatim transcript as well as an audio recording of these proceedings is available upon request by contacting the LHC

LOUISIANA HOUSING CORPORATION

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

RESOLUTION

A resolution authorizing the Louisiana Housing Corporation ("LHC" or "Corporation) staff to evaluate and make final determination on the Contract of National Housing Consultant Services and to make final payment; and providing for other matters in connection therewith.

WHEREAS, a Contract was entered into between the previous Board of Directors of the Louisiana Housing Corporation and National Housing Consultant Services on or about May 11, 2015; and

WHEREAS, the Louisiana Housing Corporation Board of Directors' ("Board") purpose in entering into the Contract was to gain an organizational and financial assessment and to identify all critical issues effecting the operations of Louisiana Housing Corporation; and

WHEREAS, the prior Board has received and reviewed the draft documents delivered by National Housing Consultant Services, paying the vendor in part for services which had been rendered at that time; and

WHEREAS, the vendor submitted the final report and request for payment in August 2016 and a supplemental report on November 8, 2016; and

WHEREAS, Executive staff was assigned the responsibility of reviewing the final and supplemental report and advising the Board regarding final payment; and

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Louisiana Housing Corporation, acting as the governing authority of said Corporation, that:

SECTION 1. The Board hereby recommends that all funds determined by Executive staff to be due of the remaining total billed of \$40,000 shall be paid, to the vendor on the Contract of National Housing Consultant Services; and providing for other matters in connection therewith.

SECTION 2. Staff and counsel are hereby authorized, empowered, and directed the ability as may be necessary to create, change, amend, and revise any existing documents and/or commitments as may be necessary, the terms of which are to be consistent with the provisions of this resolution.

SECTION 3. The Chairman, Vice Chairman, and/or the Executive Director of the Corporation are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed in 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:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 11th day of January 2017.

Chairman

Secretary

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation, do hereby certify that the foregoing three (3) pages constitute a true and correct copy of a resolution entitled, "A resolution authorizing the Louisiana Housing Corporation ("LHC" or "Corporation) staff to evaluate and make final determination on the Contract of National Housing Consultant Services and to make final payment; and providing for other matters in connection therewith.

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Corporation on this, the 11th day of January 2017.

Secretary

(SEAL)