

JEFF LANDRY
GOVERNOR



MARJORIANNA WILLMAN
LHC EXECUTIVE DIRECTOR

Louisiana Housing Corporation

An audio-video recording of these proceedings is available upon request by contacting the LHC

LHC Board of Directors

Administration Committee Meeting Minutes

Tuesday, July 09, 2024

**LHC Building, V. Jean Butler Board Room
2415 Quail Drive
Baton Rouge, LA 70808
2:00 P.M.**

Committee Members Present

Administration Committee Chairwoman Jennifer Vidrine
Board Vice-Chairwoman Tonya P. Mabry
Richard A. Winder

Committee Members Absent

Willie Rack

Board Members Present

Official Delegate Renee' Fontenot Free obo Louisiana State Treasurer John M. Schroder
Sarah E. Collier
Wendy D. Gentry (arrived at 2:12pm)
Christian Gil (arrived at 2:07pm)
Steven J. Hattier (arrived at 2:10pm)
Brandon O. Williams (arrived at 2:20pm)

Board Members Absent

Board Chairman Stephen I. Dwyer
Kristen C. O'Keefe
Alfred E. Harrell, III

Staff Present

Barry E. Brooks
Marjorianna Willman
Brenda Evans
Leslie R. Chambers
Donna Deculus

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Bridgette Richard

Thomas Bates

Plezetta M. West

Nakesla Blount

Tasha Joseph

Darlene Fields

Lauren Holmes

Dione Milton

Collette Mathis

John Ampim

Michael Vice

Breanne Bizette

Others Present

See Sign-In Sheet

CALL TO ORDER

Administration Committee Chairwoman Jennifer Vidrine called the meeting to order at 2:05 P.M.; Board Secretary Barry E. Brooks called the Roll; there was a quorum.

APPROVAL OF MINUTES

Next item discussed was the approval of the Minutes from the June 11, 2024 Administration Committee Meeting.

On a motion by Board Vice-Chairwoman Tonya P. Mabry and seconded by Board Committee Member Richard A. Winder, the Minutes of the June 11, 2024 LHC BOD Administration Committee Meeting were unanimously approved, as distributed.

PUBLIC COMMENTS

None.

ADMINISTRATION COMMITTEE CHAIRMAN'S REPORT

AC Chairwoman Vidrine welcomed everyone and thanked them for attending the Administration Committee Meeting.

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Madam Chair also thanked Board Chairman Dwyer for her appointment as Chair of the Administration Committee; thereafter, she read into the Record the Administration Committee Tasks and Responsibilities.

AGENDA ITEM #5 – Discussion with Rampart Property Management

Next item discussed was regarding the LHC-owned Properties (Willowbrook Apartments, Village de Jardin Apartments, and Mid-City Gardens Apartments).

The matter were introduced by Secretary Brooks.

Present from Rampart Property Management were Chris Riggs, Joseph Pappalardo, Jr., and Frank Sagnibene.

Chairwoman Vidrine noted for the Record that the aforementioned guests were requested by the Committee to appear, had been sent questions in advance, and that they had provided written responses thereof.

Mr. Sagnibene noted that “...we feel we are doing a good job; we treat the residents as our customers; we implement your directives and mandates.”

Chairwoman Vidrine requested a synopsis of the recent fire at Willowbrook Apartments, noting she wanted to ensure that the needs of the tenants were being met.

Mr. Sagnibene noted that there were 24 units damaged and related displaced tenants.

Mr. Chris Riggs advised that the “medical needs” of the tenants were being met.

LHC Executive Director Marjorianna Willman advised that LHC had contracted with Franklin Associates to provide “on-site” assistance to the tenants.

LHC Director of Assets Management Dione Milton advised that of the 24 units damaged that four (4) tenants had been relocated to other units on the property; and that deposits had been returned to the tenants affected.

Chairwoman Vidrine requested that Franklin Associates be contacted and requested to appear at the Wednesday, July 10th Board Meeting to provide an update.

Mr. Riggs noted that the fire detection system worked well, and that the fire had been primarily in one unit isolated in one building.

There were extensive further discussions between RPM and the Board as related to their managing the LHC-owned properties, including but not limited to, the types of reports

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maintained, occupancy rates, tenant demographics, rent payment methods, financials, personnel, operating expenses, tenant recertifications, reserves, procurement protocols, etc.

Thereafter, Chairwoman Vidrine requested that RPM provide quarterly updates to the Committee, and she thanked the representatives for being so responsive and participatory.

AGENDA ITEM #6 – Disposition of LHC-owned Vacant Property

Next item discussed was regarding LHC-owned vacant property located on Eddie Robinson Street in Baton Rouge adjacent to Mid-City Apartments.

The matter were introduced by Secretary Brooks.

LHC General Counsel Plezetta West gave a brief overview of the matter.

Additional information was provided by Chairwoman Vidrine.

There were discussions regarding the initial purchase purpose of the property, HUD restrictions on use of the land, etc.

GC West advised that a lease-option was the most optimal HUD deed restriction mode.

ED Willman suggested that a non-profit might be a good fit, noting the aspects of prohibitive donations.

Board Member Steven J. Hattier noted that leased land is difficult to finance.

Chairwoman Vidrine requested LHC explore options via a Notice of Intent and report back to the Committee.

AGENDA ITEM #7 – CMD and Associates

Next item discussed was regarding a contract with Cook, Moore, Davenport & Associates to complete appraisals for LHC-owned properties.

The matter were introduced by Secretary Brooks.

Additional information was provided by GW West.

ED Willman advised that LHC did not have any appraisers on staff.

Board Member Designee Renee' Fontenot Free suggested waiting until the FY25 Operating Budget was approved before moving forward on the matter.

BM Hattier suggested pausing the matter until “general market conditions” are addressed.

Mr. Craig Davenveport addressed the Committee, and gave an overview on the appraisal process.

It was moved by Board Member Wendy D. Gentry and seconded by AC Chairwoman Jennifer Vidrine to DEFER the matter until after the FY25 Operating Budget is approved; and providing for other matters in connection therewith, was moved to debate. There being no further discussion, opposition, or public comment, a vote was taken, and the motion passed unanimously.

AGENDA ITEM #8 – Moran Construction Consultants, LLC

Next item discussed was regarding contracting with Moran Construction Consultants, LLC to complete capital needs assessments for LHC-owned properties.

The matter were introduced by Secretary Brooks.

GC West provided additional information.

It was moved by Board Member Wendy D. Gentry and seconded by AC Chairwoman Jennifer Vidrine to DEFER the matter until after the FY25 Operating Budget is approved; and providing for other matters in connection therewith, was moved to debate. There being no further discussion, opposition, or public comment, a vote was taken, and the motion passed unanimously.

AGENDA ITEM #9 – Amendment to LHC Bylaws

Next item discussed was regarding amending the LHC Bylaws as related to how the Board Chair is elected.

The matter were introduced, and specifics thereof provided by Secretary Brooks.

On a motion by Board Member Brandon O. Williams and seconded by Board Member Official Designee Renee' Fontenot Free, the resolution to Amend the LHC Bylaws pursuant to Senate Bill No. 462 of the 2024 Louisiana Legislative Regular Session regarding how the LHC Board of Directors selects a Chair (LHC Bylaws Article III, - Board of Directors Section 8; and Article V – Meetings, Section 2); and providing for other matters in connection with the foregoing; be submitted FAVORABLY to the Full Board at the July 10, 2024 BODM for approval.

AGENDA ITEM #10 – LHC Annual Sensitivity Training

The matter were introduced by Secretary Brooks.

Additional information was provided by LHC Human Resources Director Nakesla Blount, with follow-up information provided by ED Willman, both noting the matter was only requesting budgetary approval, and that there were no contracts in place to facilitate the training currently.

On a motion by Board Member Sarah E. Collier and seconded by Board Member Brandon O. Williams, the resolution to approve and authorize the Louisiana Housing Corporation (“LHC” or “Corporation”) to require LHC employees to attend an annual sensitivity training; and providing for other matters in connection with the foregoing; be submitted **FAVORABLY to the Full Board at the July 10, 2024 BODM for approval.**

AGENDA ITEM #11 –LHC FY25 Staffing Plan.

Next item discussed was regarding the LHC FY25 Staffing Plan.

The matter were introduced by Secretary Brooks.

Additional information was provided by ED Willman, noting that there was no intent to fill three (3) vacant positions currently.

Chairwoman Virdrine noted for the Record that the AC was adhering to the “no new hires nor pay increases’ restrictions in place per the Budget and Finance Committee.

Board Member Gentry encouraged more “cross-trainings” of LHC staff.

Board Member Williams noted his support for emergency hiring, but that he also wants LHC to be more proactive in job successions and cross-trainings.

Board Member Official Designee Free noted that given the particulars of State Civil Service it is oftentimes difficult for a small agency to compete with larger agencies to fill vacancies wherein there is little room for advancement in specialized positions; and she advised MW Willman to communicate better with the Board when there are extraordinary personnel and hiring decisions.

AGENDA ITEM #12 – Quarterly AC Meeting

Next item discussed was regarding Quarterly Meetings of the Administration Committee.

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The matter were introduced by Secretary Brooks, noting that per request from Chairwoman Vidrine he would annually pre-schedule Quarterly Meetings of the AC, and that such would not thwart or minimize the need for monthly occurring events of the AC wherein needed.

ADJOURNMENT

There being no other matters to discuss, AC Chairwoman Jennifer Vidrine offered a motion for adjournment that was seconded by Board Member Wendy D. Gentry. There being no discussion or opposition, the motion passed unanimously.

The Administration Committee Meeting adjourned at 4:17 P.M.

Board Secretary, Barry E. Brooks