

JEFF LANDRY
GOVERNOR



STEPHEN I. DWYER
CHAIRMAN, LHC BOARD OF DIRECTORS

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, November 12, 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
Official Delegate Renee' Fontenot Free obo Louisiana State Treasurer John C. Fleming
Christian Gil
Willie Rack

Committee Members Absent

None

Board Members Present

Sarah E. Collier
Wendy D. Gentry
Steven J. Hattier
Kristen C. O'Keefe
Brandon O. Williams
Richard A. Winder

Board Members Absent

Board Chairman Stephen I. Dwyer
Board Vice-Chairwoman Tonya P. Mabry
Alfred E. Harrell, III

Staff Present

Barry E. Brooks
Leslie Chambers
Jarvis Lewis
Brenda Evans

Donna Deculus
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
Jatis Harrington
Winona O'Connor
Todd Folse
Michelle Redler

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 – October 29, 2024

Next item discussed was the approval of the Minutes from the October 29, 2024 Special Administration Committee Meeting.

On a motion by Committee Member Official Designee Renee' Fontenot Free and seconded by Committee Member Willie Rack, the Minutes of the October 29, 2024 LHC BOD Special Administration Committee Meeting were unanimously approved, as distributed.

APPROVAL OF MINUTES – August 13, 2024

Next item discussed was the approval of the Minutes from the August 13, 2024 Administration Committee Meeting.

On a motion by Committee Member Willie Rack and seconded by Board Member Brandon O. Williams, the Minutes of the August 13, 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.

AGENDA ITEM #6 – CFO Task Force

Next item discussed was an update by regarding the Task Force overseeing hiring of the LHC Chief Financial Officer.

The matter were introduced by Secretary Brooks.

Additional information on the matter was provided by Board Member Sarah Collier, Chairwoman of the Task Force, noting her concern that the salary of the CFO is limited by State Civil Service; that the Task Force would be requesting that the CFO be an Unclassified Position via approval of the SCS at their upcoming December 4th meeting; and that they would like the new LHC Executive Director involved in the selection of the CFO.

AGENDA ITEM #6A

It was Moved by Committee Chairwoman Jennifer Vidrine and seconded by Committee Member Willie Rack, to Suspend the Rules to Add to the Agenda a discussion regarding protocols for handling LHC signatures electronically; 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.

Additional information was provided by Madam Chair.

Additional information was provided by LHC Information Technology Director John Ampim.

Additional information was provided by LHC Consultant Bradley Sweazy and LHC Chief of Staff Leslie Chambers advising that an internal working group was reviewing the matter to ensure the protocols and guidelines thereof were in sync with all applicable State, Federal, or Administrative parameters.

AGENDA ITEM #7 – Board Access to LHC Internal Network Files and Documents

Next item discussed was regarding the request from Board Chairman Stephen I. Dwyer for Board Members to have access to LHC internal network files and documents.

The matter were introduced by Secretary Brooks.

Additional information on the matter was provided by LHC Consultant Bradley Sweazy

Additional information was provided by LHC Director of Information Technology John Ampim, noting he would coordinate a tutorial for the Board Members on the protocols and guidelines thereof. Such would be done initially via Zoom and thereafter via one-on-one web-based training. And, that the access would be Read-Only restricted.

AGENDA ITEM #8 – LHC Staffing Plan and Vacant Positions

Next item discussed was regarding the LHC Staffing Plan and Current Vacant Positions

The matter were introduced by Secretary Brooks.

Additional information was provided by Madam Chair.

Additional information was provided by LHC Human Resources Director Nakesla Blount, noting that there were currently 24 vacancies – of which 9 were being recruited for hiring; that there were 152 current regular employees, and 2 part-time employees.

HR Director Blount noted that she was working on a current LHC Org Chart.

On a motion by Committee Member Willie Rack and seconded by Committee Member Christian Gil, effective as of November 02, 2024, the Committee hereby designates LHC's Executive Management Team ("EMT") as follows:

EMT Leslie Chambers, Chief of Staff and Executive Counsel to oversee: Legal, Technology Services, Human Resources, Accounting, and Constituent Services

EMT Brenda Evans, Chief Programs Officer to oversee: Homeownership, Performance Based Contract Administration ("PBCA") & Energy Assistance Programs, Rental Assistance, Homelessness Solutions, and Internal Audit and Community Development Block Grant ("CDBG") Compliance.

EMT Jarvis Lewis, Director of Government Affairs/Development and Operations to oversee: Government Relations, Policy & Public Affairs, Construction & Compliance, Development, and Environmental & Section 3 Compliance.

And, and providing for other matters in connection with the foregoing; be submitted FAVORABLY to the Full Board at the November 13, 2024 BODM for approval.

AGENDA ITEM #9 – LHC Grievance Hotline for Employees

Next item discussed was regarding the LHC Grievance Hotline for Employees.

The matter were introduced by Secretary Brooks.

Additional information was provided by Madam Chair.

Additional information was provided by LHC HR Director Ms. Blount.

AGENDA ITEM #10 – HOME Program and HMS

Next item discussed was regarding the HOME Program NOAH, CHAAP, and CSAR and the use of HMS versus spreadsheets.

The matter were introduced by Secretary Brooks.

Additional information was provided by Jarvis Lewis, LHC Director of Governmental Affairs, noting that the CHDOs were using the HMS -- but not to its full potential.

LHC Consultant Mr. Sweazy noted that "...HMS is a good tracking tool."

AGENDA ITEM #11 – CHDO

Next item discussed was regarding CHDO disbursement of operating funds, re-certification, and quarterly meetings.

The matter were introduced by Secretary Brooks.

Additional information was provided by Jarvis Lewis, LHC Director of Governmental Affairs, noting that he was working on guidelines to create a "CHDO University"; that the quarterly meetings should begin in early Year 2025 – and such would include training, orientation, and mentoring; and that the Operating Funds have begun disbursements.

Mr. Louis Russell, LHC Chief of Multifamily Production, noted that \$300K had been disbursed to eligible CHDO projects to date.

AGENDA ITEM #12 – LHC Environmental Department

Next item discussed was regarding the LHC Environmental Department.

The matter were introduced by Secretary Brooks.

Additional information was provided by Madam Chair.

Additional information was provided by Michelle Redler, LHC Director of Environmental and Labor Compliance, discussing the impact of not having a full staff, that she was extremely proud of her current staff and the quantity and quality of their workloads; she stressed the need to have an efficient environmental review process; that the tasks are not easily transferrable to an external consultant; and that the primary issues were with "tracking and follow-up".

Ms. Redler noted that the average completion time is about ninety (90) days from receipt of the records to be reviewed; one (1) week to review; then Public Notice on the LHC website for fifteen (15) days; then routing for LHC signatures; then HUD holds for fifteen (15) days; that she finds the "tiered reviews" are efficient; and she suggested better communications at the beginning of the environmental review process..

Board Member Richard A. Winder noted his concerns about "lack of succession" in most critical LHC senior employee positions; and he noted his support for cross-training and better compensation in an effort to maximize retention.

Madam Chair noted the good and productive dialogue on the aforementioned matters.

AGENDA ITEM #13 – Willowbrook Apartment

Next item discussed was regarding an update on the recent fire incident at Willowbrook Apartments.

The matter was introduced by Secretary Brooks.

Additional information was provided by Todd Folse, LHC Compliance and Construction Monitor Administrator, noted that on October 22nd a contract was issued and that there was currently an "undetermined completion date".

Ms. Brenda Evans, LHC Chief Programs Officer, noted that Franklin Associates was no longer working on tasks related to the fire incident, and that she'd confer with the property management company for an update on the conditions and status of the affected tenants.

AGENDA ITEM #14 – Mid-City Apartments Facility

Next item discussed was regarding an update on the rental occupancy at the Mid-City Gardens Apartments complex in Baton Rouge.

The matter was introduced by Secretary Brooks.

Additional information was provided by Ms. Brenda Evans, LHC Chief Programs Officer, noting that the first rental payment had been received, that the term lease would end on February 28, 2027; and that she'd provide a copy of the lease to the Board.

Madam Chair noted that there would be future discussions on how contracts are executed, evaluated, and maintained at LHC.

ADJOURNMENT

There being no other matters to discuss, Committee Member Official Designee Renee' Fontenot Free moved for adjournment, seconded by Committee Chairwoman Jennifer Vidrine. There being no discussion or opposition, the motion passed unanimously.

The Administration Committee Meeting adjourned at 4:03 P.M.

Board Secretary, Barry E. Brooks