

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, August 13, 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
Willie Rack

Committee Members Absent

Christian Gil

Board Members Present

Board Chairman Stephen I. Dwyer
Board Vice-Chairwoman Tonya P. Mabry
Sarah E. Collier
Wendy D. Gentry
Alfred E. Harrell, III
Steven J. Hattier
Kristen C. O'Keefe (arrived at 2:47pm)
Richard A. Winder

Board Members Absent

Brandon O. Williams

Staff Present

Barry E. Brooks
Marjorianna Willman
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
Carlos Dickerson

Others Present

See Sign-In Sheet

CALL TO ORDER

Administration Committee Chairwoman Jennifer Vidrine called the meeting to order at 2:43 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 July 09, 2024 Administration Committee Meeting.

On a motion by Committee Chairwoman Jennifer Vidrine and seconded by Board Committee Member Alfred E. Harrell, III, the Minutes of the July 09, 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.

Madam Chair discussed the recent CHDO Tours, and thanked all of those participating and coordinating the various locations visited; she noted that CHDOs “..give hope to the hopeless”, and are “dispelling the myth of affordable housing”; and that 11 of the 20 CHDOs had been visited, with more events being planned.

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AGENDA ITEM #5 – 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 Madam Chair.

Board Member Alfred E. Harrell, III noted his concern regarding the broad language in the request.

Additional information was provided by LHC Director of Technology Services John Ampim, noting more dialogue was needed to ensure that the needs of the Board were acknowledged whilst also adhering to Best Practices; and that he was reviewing the current LHC insurance policies.

LHC Executive Director Marjorianna Willman requested that Board Counsel from Sexton Law Firm confer with LHC staff and help develop the policy such to address issues of privacy, cyber-threats, and confidentiality.

Additional comments were provided by Grey Sexton and Alesia Ardoine from Sexton Law Firm, noting that the records of LHC were public records but that the Board should not have to do public records requests; and that there should be a primary employee designated to receive and process any records requests from the Board; and that he did not see any legal impairment with the aforementioned request.

Committee Member Renee' Fontenot Free noted that some type of training would be needed because all files and records are not maintained the same; that she was concerned about cybersecurity insurance applicability; and that she feels access was "necessary".

Board Chairman Stephen I. Dwyer noted that access by other Boards to their company's files was standard practice.

There were further discussions on the matter, with the resolve that additional research on the matter was needed.

Madam Chair requested that future records requests be provided in PDF, and to minimize the forwarding of Excel documents and/or documents with a lot of color graphics.

Additional information was provided by Plezetta West, LHC General Counsel and Procurement Officer, regarding PPI federal protocols and that she was concerned about access for "consultants", and how the request intertwined with the LHC Procurement Policy.

Madam Chair noted that requests currently would primarily be for “Program Reports”.

It was Moved by Board Member Alfred E. Harrell, III and seconded by Board Member Wendy D. Gentry, that the Resolution regarding establishing protocols to allow Board access to LHC internal network files and documents, be REFERRED back to the Administration Committee for further analysis and discussion; and providing for other matters in connection with the foregoing; be submitted as PENDING to the Full Board at the August 14, 2024 BODM for future approval.

AGENDA ITEM #6 – HOME Program Administration Policy.

Next item discussed was regarding approving HOME Program Administration Policy Changes.

The matter were introduced by Secretary Brooks.

Additional information was provided by Committee Chairwoman Vidrine, noting for the Record that she was concerned about “...the injustices CHDOs have experienced.”

ED Willman provided additional information regarding past/current/future CHDOs funds and expenditures.

There were additional discussions on the specifics of the Resolution, with a resolve that item c. would prioritize HOME funds to be invested in LHC’s Jurisdiction first, and that item d. would require quarterly CHDO trainings and workshops with technical assistance.

Board Member Steven J. Hattier suggested a concise CHDO Program Guide, especially as related to awarding and administering of HOME funds.

On a motion by Committee Chairwoman Jennifer Vidrine and seconded by Committee Member Willie Rack, the resolution authorizing and directing the Louisiana Housing Corporation (“LHC” or “Corporation”) to approve HOME Program Administration Policy Changes; and providing for other matters in connection with the foregoing; be submitted **FAVORABLY to the Full Board at the August 14, 2024 BODM for approval.**

Administration Policy changes as follows:

- a) **Approve 5% of the \$11,118,104 2023 HOME Program funds for CHDO Operating. Making available \$555,905.20 out of \$7,133,344.73 of 2023 HOME Funds available to commit.**
- b) **Requiring Board approval on HOME Program Policy and Budget**

- c) Approve LHC's HOME Program to invest HOME funds in LHC's Jurisdiction first.
- d) Requiring LHC to hold CHDO Meetings/Orientation/Training workshops quarterly, with technical assistance and information provided.
- e) Requiring LHC HOME Program staff to conduct onsite field visits at least once per year on active Projects.

AGENDA ITEM #7 – 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 Risa Muller from Franklin Associates, noting that there would not be an NOFD Report since there was no further investigation; that 16 households had been relocated, 5 households were staying with family, and that the status of 2 households was currently unknown.

Todd Folse, LHC Compliance and Construction Monitor Administrator, noted that the anticipated “build back phase” would be around January 31, 2025.

AGENDA ITEM #8 – 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 LHC Human Resources Director Nakesla Blount.

Madam Chair requested the “current official hierarchy chart”.

Committee Member Free volunteered her assistance in updating the LHC Organizational Chart.

AGENDA ITEM #9 – LHC Employees Handbook

Next item discussed was regarding the LHC Employees Handbook.

The matter were introduced by Secretary Brooks.

Additional information was provided by Madam Chair.

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There were further discussions between Chairwoman Vidrine and HR Director Blount regarding the LHC Grievance Policy, Ethics Hotline, etc.

AGENDA ITEM #10 – LHC 2024 Louisiana Housing Conference

The matter were introduced by Secretary Brooks.

Additional information was provided by Jarvis Lewis, LHC Director of Governmental Affairs and Primary Coordinator for the Housing Conference.

Director Lewis noted that the Keynote Speakers would be Shaun Donovan, Tim Teeple, and the USDA Area Director; that there were currently 21 Sessions; that there were 648 in attendance in 2023; that LHC was holding registrations at 400 for 2024 – with 223 current registrants; and that there were 61 Sponsors in 2023 – with 31 current Sponsors for 2024; and that there was a \$105K profit from the 2023 event.

ADJOURNMENT

There being no other matters to discuss, Board Member Alfred E. Harrell, III offered a motion for adjournment. There being no discussion or opposition, the motion passed unanimously.

The Administration Committee Meeting adjourned at 4:26 P.M.

Board Secretary, Barry E. Brooks