

JEFF LANDRY
GOVERNOR



KEVIN J. DELAHOUSAYE
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, December 10, 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

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

Board Members Absent

Board Vice-Chairwoman Tonya P. Mabry
Alfred E. Harrell, III

Staff Present

Barry E. Brooks
Leslie Chambers
Jarvis Lewis
Brenda Evans

Jacques Ambers
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 2:56 P.M.; Board Secretary Barry E. Brooks called the Roll; there was a quorum.

APPROVAL OF MINUTES – November 12, 2024

Next item discussed was the approval of the Minutes from the November 12, 2024 Administration Committee Meeting.

On a motion by Committee Member Willie Rack and seconded by Board Member Kristen C. O'Keefe, the Minutes of the November 12, 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.

On a motion by Committee Member Christian Gil and seconded by Committee Member Willie Rack, the Committee entered Executive Session at 3:00pm.

On a Motion by Committee Member Christian Gil and seconded by Committee Member Willie Rack, the Committee exited Executive Session at 3:48pm.

AGENDA ITEM #5 – Appointment of LHC Executive Director

Next item discussed was regarding the appointment of the LHC Executive Director.

The matter were introduced by Secretary Brooks.

Additional information on the matter was provided by Madam Chair recommending the appointment of Mr. Kevin J. Delahoussaye as LHC Executive Director, with an effective date of Thursday, December 12, 2024.

On a motion by Committee Member Willie Rack and dual-seconded by Board Member Richard A. Winder and Board Member Brandon O. Williams, the resolution authorizing the appointment of **KEVIN J. DELAHOUSSEY as the Executive Director of the Louisiana Housing Corporation; and providing for other matters in connection with the foregoing; be submitted **FAVORABLY** to the Full Board at the December 11, 2024 BODM for approval. There being no further discussion, opposition, or public comment, a vote was taken, and the motion passed unanimously.**

AGENDA ITEM #6 – LHC Executive Director Signatory Authority

Next item discussed was regarding the Signatory Authority of the LHC Executive Director.

The matter were introduced by Secretary Brooks, noting that such was an administrative matter that is required to be filed with the Secretary of State Office.

On a motion by Committee Member Christian Gil and seconded by Committee Member Willie Rack, the resolution abolishing all previous delegations or authority and recognizing **KEVIN J. DELAHOUSSEY Executive Director of the Louisiana Housing Corporation, as the Authorized Signatory for the Louisiana Housing Corporation; be submitted **FAVORABLY** to the Full Board at the December 11, 2024 BODM for approval. There being no further discussion, opposition, or public comment, a vote was taken, and the motion passed unanimously.**

AGENDA ITEM #7 – Salary of the LHC Executive Director

Next item discussed was regarding the LHC Executive Director's Salary.

The matter were introduced by Secretary Brooks.

Additional information on the matter was provided by Madam Chair, noting that the salary would be \$225,000.00 per annum, effective Thursday, December 12, 2024.

On a motion by Committee Member Christian Gil and seconded by Committee Member Willie Rack, the resolution to authorize and approve the LHC Executive Director **KEVIN J. DELAHOUSSE salary at **\$225,000.00** per annum, effective as of **December 12, 2024**, and providing for any other related matters; be submitted **FAVORABLY** to the Full Board at the December 11, 2024 BODM for approval. There being no further discussion, opposition, or public comment, a vote was taken, and the motion passed unanimously.**

AGENDA ITEM #8 – Contract with RAYBRAD, LLC.

Next item discussed was regarding the contract with RAYBRAD, LLC.

The matter were introduced by Secretary Brooks.

Additional information was provided by Madam Chair.

On a motion by Committee Member Willie Rack and seconded by Committee Member Christian Gil, the resolution expanding Administrative Services for LHC Operations; and providing for any other related matters; be submitted **FAVORABLY to the Full Board at the December 11, 2024 BODM for approval. There being no further discussion, opposition, or public comment, a vote was taken, and the motion passed unanimously.**

AGENDA ITEM #9 – LHC BOD Electronic Meetings

Next item discussed was regarding Act 393 regarding conducting meetings via electronic means.

The matter were introduced by Secretary Brooks.

Additional information was provided by LHC Counsel Ms. Alesia Ardoin, noting that such would require an amendment to the LHC Bylaws, and as such Previous Notice was being provided thereof seeking approval at the January 08, 2025 BODM.

AGENDA ITEM #10 – Task Force regarding hiring of the LHC CFO

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

The matter were introduced by Secretary Brooks.

Additional information was provided by Task Force Chairwoman Sarah Collier, noting that eleven (11) applications had been received so far.

Additional information was proved by LHC Human Resources Director Nakesla Blount, noting the marketing and outreach efforts seeking applicants.

AGENDA ITEM #11 – LHC Staffing Plan

Next item discussed was regarding the LHC Staffing Plan.

The matter were introduced by Secretary Brooks.

Additional information was provided by Madam Chair.

Additional information was proved by LHC Human Resources Director Nakesla Blount, noting that the current FTE was 147, and that she'd be providing an updated Org Chart to the Committee.

ADJOURNMENT

There being no other matters to discuss, Committee Chairwoman Jennifer Vidrine moved for adjournment. There being no discussion or opposition, the motion passed unanimously.

The Administration Committee Meeting adjourned at 4:06 P.M.

Board Secretary, Barry E. Brooks