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# Louisiana Housing Finance Agency



## Human Resources

Tim Gilmore, Director

August 13, 2007

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## **M E M O R A N D U M**

**To:** Dr. Adell Brown, Chairman  
Commissioner Carolyn Burris  
Commissioner Allison Jones  
Commissioner Philip Miller  
Commissioner Lisa Woodruff-White  
Commissioner Greg Gachassin

From: Tim Gilmore, Director of Human Resources

Date: August 13, 2007

Re: Human Resources Committee

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Please be advised there will be a Human Resources Committee meeting prior to the Full Board meeting on Wednesday, August 22, 2007, 10:00 a.m., Louisiana Housing Finance Agency, 2415 Quail Drive, Baton Rouge, LA, in Committee Room 2.

If you have any questions or concerns, please contact us.

August 13, 2007

## **HUMAN RESOURCE COMMITTEE MEETING**

A regular meeting of the Human Resource Committee will be held on Wednesday, August 22, 2007 at 10:00 AM, at Louisiana Housing Finance Agency, in Committee Room 2, located at 2415 Quail Drive, Baton Rouge, LA by order of the Chairperson.

### **Preliminary Agenda**

1. Call to order, roll call, and introduction of guests
2. Approval of July 18, 2007 Meeting Minutes
3. Mark Falcon
4. Other Business
4. Adjournment

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Milton J. Bailey, President

If you require special services, please call Lourie Brown at (225) 763-8700 by Monday, August 20, 2007.

**Louisiana Housing Finance Agency  
Human Resources Committee Minutes  
Wednesday, July 11, 2007  
2415 Quail Drive  
V. Jean Butler Board Room  
Baton Rouge, LA 70808  
10:23 A.M.**

**Commissioners Present**

Adell Brown – Chairman  
Greg Gachassin  
Wayne Woods (Sitting in for Lisa Woodruff-White)

**Commissioners Absent**

Carolyn Burris  
Allison Jones  
Philip Miller

**Staff Present**

Tim Gilmore  
Amy York  
Christine Bratkowski  
Leslie Strahan

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Chairman Brown called the meeting to order at 10:28 AM, and asked that the roll be called.

The meeting was turned over to Commissioner Wayne Woods, whom then began a brief discussion on the Executive Staff Organizational Chart.

There also was a brief discussion on updates of the Overtime Policy Revisions, which were given by Tim Gilmore, Human Resource Director.

***Commissioner Gachassin motioned to adopt the revised Overtime Policy; it was second by Commissioner Woods.***

Next, there was a brief discussion on the Review Compensation and Contract for LHFA's President, Milton J. Bailey. The HR Committee requests that Mark Falcon be present at the August Committee Meeting.

Other Business

Since there were no other matters to be discussed, at 10:44 am Chairman Brown adjourned the meeting.