
Louisiana Housing Finance Agency



Human Resources

Tim Gilmore, Director

April 11, 2007

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MEMORANDUM

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: April 11, 2007

Re: Human Resources Committee

Please be advised there will be a Human Resources Committee meeting prior to the Full Board meeting on Wednesday, April 18, 2007, 10:45 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.

April 11, 2007

HUMAN RESOURCE COMMITTEE MEETING

A regular meeting of the Human Resource Committee will be held on Wednesday, April 18 at 10:45 AM, at Louisiana Housing Finance Agency, in the 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. Policy Revisions
3. Positions and Budget FY 07
4. President and Vice-President Evaluations
5. Other Business
6. Adjournment

Milton J. Bailey, President

If you require special services, please call Lourie Brown at (225) 763-8700 by Monday, April 16, 2007.

LOUISIANA HOUSING FINANCE AGENCY
Updated 12/21/06

PERSONNEL POLICY NO. 2

SUBJECT: AMERICANS WITH DISABILITIES ACT

I. POLICY:

It is the policy of the Louisiana Housing Finance Agency to comply with the provisions of the Americans with disabilities Act (ADA) to ensure there is no discrimination in application for or in terms and conditions of employment of persons with disabilities as defined in the Act.

II. PURPOSE:

To ensure that all individuals are provided an equal employment opportunity.

III. PROCEDURE:

1. 1. The Louisiana Housing Finance Agency will not discriminate against a qualified individual with a disability in regard to job application procedures, hiring, advancement, discharge, compensation and training (Title I).
2. 2. No qualified individual with a disability shall, by reasons of that disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity or be subjected to discrimination by such entity (Title II).
3. 3. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any person who owns, leases, or operates a place of public accommodation (Title III).

The Louisiana Housing Finance Agency complies with all ADA provisions. Specific regulations can be found in the Americans with Disabilities Act, (Titles I-III).

IV. APPLICABILITY:

This policy shall be applicable to all employees of the Agency.

V. EXCLUSIONS:

There will be no exceptions to this policy.

VI. QUESTIONS:

All questions regarding this policy should be directed to the Human Resources Section.

VII. VIOLATIONS:

Employees found to have violated this policy will be subjected to disciplinary action.

**LOUISIANA HOUSING FINANCE AGENCY
POLICY NO. 3
Rev. Date 12/21/2006**

SUBJECT: STUDENT APPOINTMENTS

I. POLICY

It is the policy of the Louisiana Housing Finance Agency that the employment of student workers shall serve to enhance services and accomplish the mission of the agency. This policy shall serve to ensure equity and compliance in all student employment practices in accordance with federal and state laws and Civil Service rules.

The Human Resources Department will manage a "pool" of student workers for the agency. To be employed by this agency, a student must meet the definition of "Bona Fide Student" as defined by Civil Service Rule 1.5.1: "Bona Fide Student means a person enrolled in an accredited high school, college, or university in the State, or a person enrolled in a State-operated vocational-technical school, in a sufficient number of courses and classes in such institution in which he is enrolled; or a person enrolled in an off-campus college work-study program in a proprietary institution of higher education as defined in Section 461(b) of the Higher Education Act of 1965, as amended. A bona fide student shall not lose his status as such because of vacations during the academic year or because of his failure to attend summer school."

II. Selection and Appointment

Students may not be employed in the same organizational unit as another family member who is also an employee of the agency, as follows: sister, brother, son, daughter, mother, father, grandchild, grandparent, aunt, uncle, niece, nephew, stepchild, stepparent.

Final employment approval is contingent upon receipt and verification of eligibility as certified by the following documentation:

- A certified Application for Student Employment (SF-10D);
- A current official school transcript;
- A work permit for students under the age of 18;
- Proof of selective service registration for all males between the ages of 18 and 26;
- A satisfactory pre-employment drug test.

III. Termination of Employment

Student employment is categorized as unclassified serviced under Civil Service Rule 4.1©8. As such, an Appointing Authority may terminate student employment at any time. Students who voluntarily choose to terminate employment must provide written notice to their supervisor and complete an Exit Interview Form prior to the last day of employment.

IV. Recertification of Student Status

Each student must present a new and current Application for Student Employment (SF 10-D) each September and February. The college, university, or school must certify the document. Failure to present a current application may result in termination of student employment. By signature on the SF10-D, the student agrees to promptly notify the Human Resources office of any change in status as a student, including reduction in courses taken, termination of student status, or scholastic probation. A student who is a

Bona Fide Student in the spring semester and plans to be a Bona Fide Student in the fall semester is not required to attend summer school in order to work during the summer.

V. Secondary Employment

Secondary employment is sanctioned if it does not interfere with the regular work of the employee and if it does not represent a conflict of interest. Conducting work of a secondary employment while on the job with the Louisiana Housing Finance Agency is strictly prohibited.

VI. WORK HOURS

The number of hours worked by a student shall be limited to 20 hours a week. Any work schedule resulting in work hours over the established limit must be pre-approved, in writing, by the Human Resources Director. Students may work an approved schedule for any period between 8:00am and 4:30 pm on a regular workday. Students are not permitted to work overtime unless the President receives authorization in writing, in advance. Students under the age of 18 shall not work for any five-hour period without one interval of at least 30 minutes within such period for meals. This interval shall not be included as part of the working hours of the day and shall never be reduced to less than 30 minutes.

VII. PAY

Student employees shall be paid on an hourly basis, and only for those hours actually worked. Student pay shall be determined by education level, job duties, college curriculum, and the number of years employed by the agency. Please refer to the chart at the end of this policy.

- I. Students shall be eligible for a pay increase on the annual anniversary date of their employment with the department. A satisfactory Student Worker Evaluation Form completed by the supervisor and an official school transcript must support recommendations for annual pay increases. For purposes of establishing an anniversary date, a student shall be credited with service in the agency on a semester basis. (e.g., 1st semester-fall, 2nd semester-spring, 3rd semester-summer; three semesters= 1 year of service). For example: A student who works three semesters for the Louisiana Housing Finance Agency will receive credit for one year of service and be eligible for a pay increase on the anniversary date of hire, and annually thereafter-provided there is no break in service.

CLASSIFICATION	0 to 1 year	1 year	2 years	3 years	4 years	5 years	6 years
High School	\$5.15	\$5.40	\$5.65				
College freshman*	\$5.60	\$5.85	\$6.10				
College sophomore*	\$5.85	\$6.10	\$6.35	\$6.60			
College Junior	\$6.10	\$6.35	\$6.60	\$6.85	\$7.10		
College Senior	\$6.35	\$6.60	\$6.85	\$7.20	\$7.45	\$7.70	
Graduate Student	\$7.00	\$7.35	\$7.70	\$8.05	\$8.40	\$8.75	\$9.10
Professional Student	\$9.00	\$9.50	\$10.00	\$10.50	\$11.00	\$11.50	\$12.00

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*Technical students are included in this category

A professional student is a college junior or senior, or graduate student who will perform entry/journeyman level professional duties related to the student's major. The agency will work with professional students to apply what they have been studying in the classroom in a real work setting, thereby developing professional skills and strengthening self-confidence, which will make the student more marketable in the post-graduate job market.

To warrant professional student pay, the student's official transcript must reflect relevant coursework in the career field the student will be employed and a job description must be provided by the supervisor reflecting job duties related to the student's major (e.g., ITS, Finance, Business Administration, Accounting, Economics).

**LOUISIANA HOUSING FINANCE AGENCY
PERSONNEL POLICY NO. 17
REVISED 12/21/2006
SUBJECT: DRESS CODE POLICY**

I. PURPOSE

To set forth basic guidelines for appropriate attire in the work place.

II. POLICY

All employees are expected to dress in a manner which is professional and suitable for a business office and which promotes a positive image of the Agency.

While it is not the purpose of this policy to dictate style and fashion, employees are expected to dress neatly and in good taste and in a manner that does not offend others or cause distraction in the workplace. Clothing that does not completely cover the midsection of the body shall not be appropriate.

No policy can address every possible situation; accordingly, perceived non-compliance with the letter or spirit of this policy will be dealt with on a case-by-case basis by supervisor/managers.

III. RESPONSIBILITIES

A. EMPLOYEES

All LHFA employees (permanent or temporary) shall adhere to the requirements of this policy.

A. EMPLOYEES

Employees are expected to dress appropriately for the activities they will engage in during the day. Casual attire may be worn if appropriate. Business attire will be required if the employee will be meeting with individuals from outside of the Agency. All clothing worn must be neat and whole.

B. SUPERVISORS/MANAGERS

Supervisors/managers are responsible for ensuring that the employees under their supervision comply with the dress code requirements, and they must handle violations and grievances in a fair and consistent manner. When in doubt about a possible violation of the dress code, the supervisor may consult with his/her supervisor/manager or appointing authority for an additional opinion.

IV. INAPPROPRIATE CLOTHING

The following clothing is inappropriate. This list is not all-inclusive. If an employee has any questions regarding the appropriateness of a certain type of clothing, he/she should consult the supervisor/manager.

Footwear – slippers, flip flop “beach style” sandals, Birkenstock or Slacks – Shorts, bib overalls, spandex, lycra or any type of form-fitting pants, leggings, jeans that are tight, excessively worn, faded, or cut-off.

Shirts – T-shirts, tank tops, halter tops, shirts with messages/graphics, low-cut or see-through blouses.

Dresses/skirts – Ultra-short skirts or dresses, skorts, spaghetti-strap dresses, tank dresses, tight spandex or spandex-like dresses.

Sportswear – Jogging suits, wind suits, sweat suits or sweat pants, biking pants or shorts, baseball caps.

Jewelry – Visible jewelry attached directly to the body by means of body piercing or otherwise, with the exception of earrings for female employees.

This prohibition does not include jewelry such as bracelets, necklaces, finger rings, etc., which do not directly attach to the body.

V. VIOLATIONS and ENFORCEMENT

If, in the judgment of the supervisor, an employee is inappropriately dressed, the issue should be addressed with the employee in private. The supervisor/manager should explain what is unacceptable about the employee's attire according to the policy standard and instruct the employee not to wear the outfit to the office in the future.

Disciplinary action may be taken against employees who violate the policy and supervisors/managers who fail to enforce the policy.

VI. EXCEPTIONS

Exceptions to the above policies may be approved by the supervisors for medical reasons or unusual working conditions such as working in a warehouse, extensive moving of files or offices, etc. The Appointing Authority may also approve exceptions to this policy in connection with charitable or other activities.

VIII. QUESTIONS

Questions concerning appropriate dress within the Agency should be directed to your supervisor/manager.

LOUISIANA HOUSING FINANCE AGENCY

POLICY NO. 25

REVISED

SUBJECT: ATTENDANCE, CALL-IN AND TARDINESS POLICY

This policy is intended to ensure that each employee understands his/her responsibility in the area of attendance and to the extent possible, to allow employees more control over his/her working hours while maintaining an effective operation.

1. All employees are to document their arrivals, departures, time and attendance by signing in and out in their respective sections.
2. Each supervisor, manager and administrator shall approve leave for those employees they directly supervise.
3. Each supervisor, manager, and administrator shall ensure that each employee's timesheet accurately reflects his or her attendance and has all supporting documentation regarding leave taken or overtime earned. The supervisor's signature on the timesheet is a certification that it has been reviewed and is in compliance with all rules, regulations and policies.
4. Employees are required to call their manager, and in the absence of their manager, up through the chain of command if they are to be late or absent for work. The employee must speak to someone, leaving a voicemail will not be acceptable. Documentation of the reason for the tardiness or absence may be required.
5. Normal work hours are 8-4:30 PM, Monday thru Friday with ½ hour for lunch. Each section may use flex times where the employees are able to work the following:
 - a. Extend their workday by 30 minutes in order to take a 1-hour lunch.
 - b. Begin their workday at a time no earlier than 6:30 AM and no later than 6:30 PM in order to work their 8 hours. For example, an employee may work from 7:00 AM to 3:30 PM or 9:00 AM to 5:30 PM. Schedules must be set in 30-minute increments on the hour and half-hour.
6. Each section would be responsible to ensure that there is adequate staff to perform its mission and meet deadlines.
7. Schedules must be documented and consistent. An employee may not elect to work an alternate schedule and then change it to a different schedule on a recurring basis.

8. A list of employees and their schedules will be maintained by the section's manager and forwarded to Human Resources for entry into the ISIS system.
9. This policy does not preclude the use of Policy # 41, "Unscheduled Absenteeism Policy" which may be used accordingly.

LOUISIANA HOUSING FINANCE AGENCY

PROJECTED REVENUE AND EXPENSES FOR FY 2007 AND BUDGET FOR FY 2008

Total Human Resources	Fiscal '05 Actuals	Fiscal '06 Actuals	FY 06/07 BUDGET	FY 06/07 PROJECTED ACTUALS	FY 07/08 REQUESTED BUDGET	% INCREASE (DECREASE) OVER FY07
Salaries - Regular	\$ 3,017,371	\$ 3,829,983	\$ 5,297,424	\$ 4,232,445	\$ 6,076,184	14.70%
Salaries - Overtime	82,399	129,858	101,773	143,730	191,127	87.80%
Salaries - Termination	226,890	114,414	25,000	62,673	25,000	0.00%
Salaries - Restricted	1,483	64,007	500	4,071	500	0.00%
Salaries - Student Labor	22,332	18,580	47,575	13,978	58,240	22.42%
Board Members Compensation	6,800	6,700	9,231	7,714	9,231	0.00%
State Retirement Contributions	542,829	720,549	1,011,809	846,381	1,160,893	14.73%
FICA plus Medicare Taxes	46,097	60,741	80,452	65,175	92,560	15.05%
Group Insurance Contribution	376,495	522,264	760,213	663,668	838,800	10.34%
Total Human Resources	\$ 4,322,695	\$ 5,467,096	\$ 7,333,977	\$ 6,039,835	\$ 8,452,535	15.25%

By Section

EXECUTIVE	\$ 1,109,482	\$ 1,294,030	\$ 851,803	\$ 826,633	\$ 1,494,812	75.49%
INTERNAL AUDIT	124,265	168,259	227,707	176,363	292,464	28.44%
HR			340,117	333,678	624,282	83.55%
LEGAL			198,237	204,840	440,472	122.19%
LRA/RELIEF COORDINATORS		65,062	493,753	234,272	168,950	(65.78%)
COMPLIANCE	197,894	222,963	313,236	284,302	452,012	44.30%
ACCOUNTING	735,728	771,091	1,260,704	960,443	1,359,238	7.82%
INFORMATION SYSTEM	324,021	481,663	523,690	421,734	569,755	8.80%
HOME	228,708	442,224	647,323	451,074	716,672	10.71%
TAX CREDIT	215,949	330,962	498,255	401,031	540,261	8.43%
SINGLE FAMILY	265,701	265,884	485,677	343,026	476,333	(1.92%)
ENERGY PROGRAMS	305,095	410,866	412,532	506,338	0	(100.00%)
SECTION 8, CONTRACT ADMIN	544,637	647,802	707,310	678,658	934,392	32.10%
SPECIAL PROGRAMS	190,907	271,588	250,893	106,219	260,152	3.69%
BOARD MEMBERS/RETIREES	80,307	94,703	97,240	111,224	97,240	0.00%
TOTAL	\$ 4,322,695	\$ 5,467,096	\$ 7,308,477	\$ 6,039,835	\$ 8,427,035	15.30%

Y 2007 BUDGET - SALARIES and BENEFIT													
Employee	CIVIL SERVICE JOB TITLE	Jun-07 Monthly Salary	Next Anniversary	No. of Mos. @ Old Rate	No. of Mos. @ New Rate	New Monthly Salary	Annual Straight-time Salary	Retirement 19.1%	FICA 6.2%	Medicare 1.5%	Benefits	OT BY DEPT	SUM P-X
Executive													
Armstead, Desiree	Admin Asst. 4	2,155	4/10/2007	(2.70)	14.7	2,241	27,125	5,181		393	-		
Bailey, Milton	President	14,584	2/9/2008	7.47	4.533	15,168	177,657	33,933		2,576	8,075		
Brooks, Mary	Admin. Asst. 5	2,987	1/29/2008	7.10	4.9	3,106	36,424	6,957		528	4,721		
Brown, Lourie	Admin. Asst. 5	3,649	11/21/2007	4.80	7.2	3,795	44,838	8,564		650	8,919		
Vacant	Public Info Officer 3	2,829	3/15/2007	(3.57)	15.567	2,942	35,708	6,820		518	9,350		
Evans, Brenda	Hsg Fin Deputy Admin	6,667	6/6/2007	(0.80)	12.8	6,933	83,409	15,931		1,209	4,969		
Gilmore, James	Vice President	7,500	2/9/2007	(4.70)	16.7	7,800	95,009	18,147		1,378	4,663		
Levy, Kimberly	Public Info Officer 3	2,751	6/4/2007	(0.87)	12.867	2,861	34,428	6,576		499	4,476		
Stewart, Alex	Accountant 3	3,999	6/1/2007	(0.97)	12.967	4,159	50,063	9,562		726	8,323		
Wallace, Loretta	Hsg Fin Deputy Admin	6,667	4/20/2007	(2.37)	14.367	6,933	83,826	16,011		1,215	4,721		
Vacant	Hsg Fin Prg/Comp Mgr.					4,328	51,938	9,920		753	5,000		
Vacant	Admin Asst. 3					2,077	24,918	4,759		361	5,000		
Vacant	Economist 2					4,082	48,984	9,356		710	5,000		
Vacant	Main Oper Officer					5,834	70,013	13,372		1,015	5,000		
Vacant	Admin Asst. 4					2,376	28,517	5,447		413	5,000		
Vacant	Relief Coordinator					3,335	40,019	7,644		580	5,000		
Vacant	Relief Coordinator					3,335	40,019	7,644		580	5,000		
Vacant	Hsg Fin Deputy Admin					6,668	80,018	15,283		1,160	5,000		
Vacant	Management Intern					3,361	40,331	7,703		585	5,000		
Vacant	Admin Mgr 3					2,305	27,664	5,284		401	5,000		
20							1,120,908	214,093		16,253	108,218	35,340	1,494,812
Internal Audit													
Bringier-Harris, Konchetta	Auditor 3	3,744	10/10/2007	3.40	8.6	3,894	46,218	8,828		670	4,721		
Mathis, Collette	Audit Director 1	5,325	11/15/2007	4.60	7.4	5,538	65,475	12,506		949	5,917		
Milton, Dione D	Auditor 3	2,803	5/3/2007	(1.93)	13.933	2,915	35,197	6,723		510	4,721		
Vacant	Auditor 3						31,678	6,051		459	5,000		
Vacant	Audit Supervisor						42,000	8,022		609	5,000		
5							220,569	42,129		3,198	25,359	1,210	292,464
LRA													
Dunn, Shantelle	Coordinator	3,342	12/19/2007	5.73	6.267	3,476	40,943	7,820		594	4,476		
Mims, Angie	Coordinator	3,342	1/17/2008	6.70	5.3	3,476	40,813	7,795		592	4,476		
Thomas, Karen	Coordinator	3,342	11/1/2007	4.13	7.867	3,476	41,158	7,861		597	8,517		
3							122,914	23,477		1,782	17,470	3,307	168,950
HR													
Ackoury, Denise	Admin Coord. 3	2,550	10/1/2007	3.10	8.9	2,652	31,507	6,018		457	5,131		
Atkins, Brian	Maintenance Repairer 2	3,401	7/29/2007	0.97	11.033	3,537	42,312	8,082		614	-		
Clark, Robert	Guard	1,929	2/26/2008	8.03	3.967	2,006	23,455	4,480		340	245		
Colomb, Sterling	Housing Finance Specialist 1	2,413	4/23/2007	(2.27)	14.267	2,509	30,326	5,792		440	5,585		
Gilmore, Tim	HR Director 2	4,943	7/5/2007	0.17	11.833	5,141	61,659	11,777		894	5,131		
Miceli, Taryn E.	HR Analyst 3	3,224	7/9/2007	0.30	11.7	3,353	40,197	7,678		583	4,476		
Mumphrey, Latesha	Admin Coord. 3	1,957	3/6/2007	(3.87)	15.867	2,035	24,722	4,722		358	4,663		
Perkins, Marva	Admin. Coord. 2	2,056	2/28/2007	(4.07)	16.067	2,138	25,991	4,964		377	-		
Seiser, Donald	Admin Asst. 4	3,327	1/18/2007	(5.43)	17.433	3,460	42,243	8,068		613	8,075		
Wray, Donna	Admin Coord. 3	1,711	3/16/2007	(3.53)	15.533	1,779	21,589	4,123		313	4,476		
York, Amy L.	Admin. Coord. 3	1,553	2/8/2007	(4.73)	16.733	1,615	19,673	3,758		285	-		
Vacant	Housing Finance Specialist 1						28,954	5,530		420	5,000		
Vacant	HR Analyst 1						27,06	5,510		392	5,000		
13							419,689	80,502		6,085	47,783	7,527	561,586

Y 2007 BUDGET - SALARIES and BENEFIT													
Employee	CIVIL SERVICE JOB TITLE	Jun-07 Monthly Salary	Next Anniversary	No. of Mos. @ Old Rate	No. of Mos. @ New Rate	New Monthly Salary	Annual Straight-time Salary	Retirement 19.1%	FICA 6.2%	Medicare 1.5%	Benefits	OT BY DEPT	SUM P-X
Legal													
Bratkowski, Christine	Attorney 3	4,333	8/3/2007	1.13	10.867	4,507	53,887	10,292		781	4,663		
Brocato, Melanie	Admin. Coord. 4	2,739	4/14/2007	(2.57)	14.567	2,848	34,457	6,581		500	4,721		
Cunningham, Edselle	Attorney 3	4,147	4/15/2007	(2.53)	14.533	4,313	52,176	9,966		757	5,293		
Vacant	Attorney-Gen Couns 1						72,647	13,876		1,053	5,000		
Proposed	Attorney 3						52,416	10,011		760	5,000		
Proposed	Attorney 3	4,147		12.00	0	-	52,416	10,011		760	5,000		
6							318,000	60,738		4,611	29,677	27,447	440,472
Total Executive: 47							2,202,079	420,938		31,930	228,507	74,830	2,958,285
COMPLIANCE													
Grace, Kelley	Hsg Fin Prg/Comp Spec 1	2,413	12/15/2007	5.60	6.4	2,510	29,577	5,649		429	4,721		
Granata, Terri	Admin Coord. 3	2,146	12/7/2007	5.33	6.667	2,232	26,325	5,028		382	9,010		
Jackson, Tonika	Hsy Fin Prg/Comp Spec 1	2,413	4/16/2007	(2.50)	14.5	2,509	30,349	5,797		440	4,476		
Johnson, Jr., Alvin	Hsg Fin Mgr	4,082	2/3/2008	7.27	4.733	4,245	49,755	9,503		721	9,010		
McCoy, Ingrid	Hsy Fin Prg/Comp Spec 1	2,413	3/6/2007	(3.87)	15.867	2,509	30,480	5,822		442	4,476		
Piha-Paul, Roger A.	Hsg Fin Prg/Comp Spec 3	3,065	4/30/2007	(2.03)	14.033	3,187	38,493	7,352		558	4,721		
Rodrigue III, A. Peter	Hsg Fin Prg/Comp Spec 2	3,574	5/1/2007	(2.00)	14	3,717	44,890	8,574		651	4,721		
Vacant	Hsg Fin Prg/Comp Spec 2						33,280	6,356		483	5,000		
Vacant	Hsg Fin Supervisor						42,786	8,172		620	5,000		
9							325,934	62,253	0	4,726	51,135	7,964	452,012
ACCOUNTING													
Anderson, Kip	Accountant III	3,073	6/20/2007	(0.33)	12.333	3,196	38,393	7,333		557	4,721		
Bankston, Katherine	Accounting Tech	2,234	8/26/2007	1.90	10.1	2,324	27,718	5,294		402	5,131		
Cook, Kevin	Accountant III	3,117	1/25/2008	6.97	5.033	3,241	38,025	7,263		551	4,716		
Fulton, Anne H.	Accountant Manager I	4,481	6/20/2007	(0.33)	12.333	4,660	55,980	10,692		812	5,309		
Harrington, Jatis G.	Accounting Manager 1	4,671	12/22/2007	5.83	6.167	4,858	57,207	10,927		830	4,721		
Jackson, Vickie	Accountant II	2,241	6/14/2007	(0.53)	12.533	2,331	28,020	5,352		406	4,663		
Jordan, Danae	Accounting Technician	2,775	11/26/2007	4.97	7.033	2,886	34,081	6,509		494	5,131		
Landry, Rene	Accountant Administrator 4	6,250	3/30/2007	(3.07)	15.067	6,500	78,767	15,044		1,142	4,721		
Manuel, Brent E.	Accounting Manager I	4,742	11/27/2007	5.00	7	4,932	58,236	11,123		844	4,721		
Mayers, Melissa	Accountant III	3,836	9/4/2007	2.20	9.8	3,989	47,531	9,078		689	-		
Vacant	Admin. Coord. 3						24,918	4,759		361	5,000		
Roberts, Tracy	Accountant III	3,073	10/24/2007	3.87	8.133	3,196	37,877	7,235		549	8,157		
Robinson, Ramona L	Accountant III	3,073	10/7/2007	3.30	8.7	3,196	37,947	7,248		550	4,721		
Seneca, Andrew	Accountant Tech	2,598	3/15/2007	(3.57)	15.567	2,702	32,794	6,264		476	8,650		
Smith, Angela	Accounting Tech	2,595	9/30/2007	3.07	8.933	2,699	32,068	6,125		465	4,476		
Tedesco Jr., Wayne B.	Accountant III	3,416	12/10/2007	5.43	6.567	3,553	41,894	8,002		607	4,476		
Vacant	Accountant III						35,464	6,774		514	5,000		
Vacant	Accountant Manager I						33,904	6,476		492	5,000		
Vacant	Accounting Tech						22,589	4,314		328	5,000		
Vacant	Accountant III						35,464	6,774		514	5,000		
Vacant	Accountant Manager 3						44,450	8,490		645	5,000		
Vacant	Accountant Supervisor 2						42,786	8,172		620	5,000		
Vacant	Accountant Supervisor 2						42,786	8,172		620	5,000		
Vacant	Accountant Supervisor 2						42,786	8,172		620	5,000		
Vacant	Budget Manager						33,904	6,476		492	5,000		
25							1,005,587	192,067	0	14,581	124,315	22,688	1,359,238

Y 2007 BUDGET - SALARIES and BENEFIT													
Employee	CIVIL SERVICE JOB TITLE	Jun-07 Monthly Salary	Next Anniversary	No. of Mos. @ Old Rate	No. of Mos. @ New Rate	New Monthly Salary	Annual Straight-time Salary	Retirement 19.1%	FICA 6.2%	Medicare 1.5%	Benefits	OT BY DEPT	SUM P-X
Info Tech													
Ampim, John	I/T Appl Program Analyst 2	4,063	1/14/2008	6.60	5.4	4,226	49,636	9,480		720	4,721		
Babin, Bryan J.	I/T Tech Supp Spec 2	3,964	12/6/2007	5.30	6.7	4,123	48,634	9,289		705	4,476		
Evans, Marsha	I/T Appl Program Analyst 2	3,750	7/8/2007	0.27	11.733	3,900	46,760	8,931		678	8,177		
Harrison, Clarence	I/T Tech Supp Spec 2	3,727	12/14/2007	5.57	6.433	3,876	45,681	8,725		662	4,476		
Linden, Lance C	I/T Supp. Spec 2	4,137	9/3/2007	2.17	9.833	4,303	51,277	9,794		744	4,476		
Vacant	I/T Tech Supp Spec 2						45,000	8,595		653	5,000		
Robinson, Annie M	I/T Office Spec 1/2	2,402	3/15/2007	(3.57)	15.567	2,499	30,333	5,794		440	4,907		
Vacant	IT Equip Operator						17,368	3,317		252	5,000		
Vacant	Admin Coord 3			12.00	0	-	24,918	4,759		361	5,000		
Veals, Danny E	I/T Director 1	5,184	4/16/2007	(2.50)	14.5	5,392	65,223	12,458		946	5,309		
10							424,830	81,142	0	6,160	51,543	6,080	569,755
HOME													
Baham, Steven	Hsg Fin Prg/Comp Spec 1	2,413	7/3/2007	0.10	11.9	2,509	30,098	5,749		436	8,414		
Ferrara, Curtis M.	Hsg Fin Prg/Comp Spec 3	3,876	7/9/2007	0.30	11.7	4,031	48,325	9,230		701	4,721		
Hevey, Jeffrey	Hsg Fin Prg/Comp Spec 1	2,413	5/20/2007	(1.37)	13.367	2,509	30,240	5,776		438	4,663		
Jackson, Joyce	Hsg Fin Prg/Comp Spec 2	2,808	3/17/2007	(3.50)	15.5	2,920	35,432	6,768		514	4,907		
King, Angela	Admin. Coord. 3	1,745	3/2/2007	(4.00)	16	1,815	22,058	4,213		320	4,476		
McQuairter, Carolyn	Hsg Fin Prg/Comp Spec 2	3,841	2/2/2007	(4.93)	16.933	3,995	48,699	9,302		706	4,721		
Mena, Shaun	Hsg Fin Prg/Comp Spec 2	2,413	4/9/2007	(2.73)	14.733	2,509	30,371	5,801		440	4,721		
St. Romain, Jason	Hsg Fin Prg/Comp Spec 1	2,413	3/26/2007	(3.20)	15.2	2,509	30,416	5,809		441	8,177		
Vacant	Hsg Fin Prg/Comp Spec 1						30,118	5,753		437	5,000		
Vacant	Hsg Fin Manager						54,018	10,317		783	5,000		
Vacant	Hsg Fin Prg/Comp Spec 3						35,464	6,774		514	5,000		
Vacant	Hsg Fin Prg/Comp Spec 3						35,464	6,774		514	5,000		
Vacant	Housing Finance Supervisor						42,786	8,172		620	5,000		
Vacant	Housing Finance Supervisor						42,786	8,172		620	5,000		
14							516,275	98,608	0	7,486	74,800	19,503	716,672
SINGLE FAMILY													
Boudreaux, Mary J.	Hsg Fin Prg/Comp Spec 3	3,555	12/5/2007	5.27	6.733	3,697	43,616	8,331		632	8,323		
Dickey, Janelle	Hsg Fin Prg/Comp Spec 1	2,413	1/19/2008	6.77	5.233	2,509	29,457	5,626		427	4,721		
Duffin, Morise	Hsg Fin Prg/Comp Mgr.	4,687	11/23/2007	4.87	7.133	4,874	57,578	10,997		835	4,500		
James, Alissa	Hsg Fin Prg/Comp Spec 1	2,413	3/11/2007	(3.70)	15.7	2,509	30,464	5,819		442	4,501		
Johnson-August, Makeisha	Admin. Coord. 3	2,253	7/3/2007	0.10	11.9	2,344	28,119	5,371		408	4,502		
Leglue, Nicole	Hsg Fin Prg/Comp Spec 1	2,413	11/30/2007	12.00	0	-	28,956	5,531		420	4,391		
Smith, Sonja	Hsg Fin Prg/Comp Spec 1	2,510	9/3/2007	2.17	9.833	2,610	31,103	5,941		451	5,965		
Williams, Dacia	Hsg Fin Prg/Comp Spec 1	2,413	3/11/2007	(3.70)	15.7	2,509	30,464	5,819		442	5,345		
Vacant	Hsg Fin Prg/Comp Spec 3						35,464	6,774		514	5,000		
Vacant	Admin. Coord. 3						24,918	4,759		361	5,000		
10							340,139	64,967	0	4,932	52,248	14,046	476,333

Y 2007 BUDGET - SALARIES and BENEFIT													
Employee	CIVIL SERVICE JOB TITLE	Jun-07 Monthly Salary	Next Anniversary	No. of Mos. @ Old Rate	No. of Mos. @ New Rate	New Monthly Salary	Annual Straight-time Salary	Retirement 19.1%	FICA 6.2%	Medicare 1.5%	Benefits	OT BY DEPT	SUM P-X
CONTRACT ADMIN.													
Boyd, Kristi D	Hsg Fin Prg/Comp Spec 2	3,103	4/28/2007	(2.10)	14.1	3,227	38,985	7,446		565	833		
Durnin, Joseph	Hsg Fin Prg/Comp Spec 1	3,189	11/3/2007	4.20	7.8	3,317	39,268	7,500		569	1,499		
Fields, Sandra	Hsg Fin Prg/Comp Spec 1	2,685	12/14/2007	5.57	6.433	2,792	32,908	6,285		477	5,703		
Hartley, Lauren R	Hsg Fin Prg/Comp Spec 2	3,075	9/20/2007	2.73	9.267	3,198	38,040	7,266		552	4,907		
Hilton, Victoria R.	Hsg Fin Prg/Comp Spec 3	3,065	12/14/2007	5.57	6.433	3,187	28,955	5,530		420	5,363		
Hogan, Kelly	Hsg Fin Prg/Comp Spec 1	3,066	2/28/2007	5.57	6.433	3,187	28,955	5,530		420	5,363		
Lockwood, Victor N.	Hsg Fin Prg/Comp Mgr.	4,507	7/17/2007	0.57	11.433	4,687	56,142	10,723		814	8,670		
Munson, Collette M	Hsg Fin Prg/Comp Spec 1	2,782	10/30/2007	4.07	7.933	2,893	34,265	6,545		497	5,703		
Neff, Althea J	Hsg Fin Prg/Comp Spec 1	3,259	12/16/2007	5.63	6.367	3,389	39,934	7,627		579	5,235		
Pearson, Angelica R	Hsg Fin Prg/Comp Spec 1	3,396	11/19/2007	4.73	7.267	3,532	41,738	7,972		605	4,721		
Poland, Loki	Hsg Fin Prg/Comp Spec 1	2,685	1/16/2008	6.67	5.333	2,792	32,790	6,263		475	4,476		
Vacant	Admin. Coord. 3						24,918	4,759		361	5,000		
Shackelford, Timothy	Hsg Fin Prg/Comp Spec 3	3,435	3/25/2007	(3.23)	15.233	3,573	43,321	8,274		628	9,010		
Wesley, Velma	Hsg Fin Prg/Comp Spec 1	3,189	12/15/2007	5.60	6.4	3,317	39,089	7,466		567	4,969		
Vacant	Hsg Fin Prg/Comp Spec 3						35,464	6,774		514	5,000		
Vacant	Hsg Fin Prg/Comp Spec 3						35,464	6,774		514	5,000		
Vacant	Housing Finance Supervisor						42,786	8,172		620	5,000		
Vacant	Housing Finance Supervisor						42,786	8,172		620	5,000		
18							675,806	129,079	0	9,799	91,453	28,254	934,392
SPECIAL PROG.													
Droddy, James	Hsg Fin Prg/Comp Spec 3	4,160	10/23/2007	3.83	8.167	4,326	51,276	9,794		743	4,969		
McGee, Bridget	Hsg Fin Prg/Comp Spec 1	2,510	12/30/2007	6.10	5.9	2,610	30,709	5,865		445	5,703		
Meschke, Robyn V	Hsg Fin Prg/Comp Spec 1	2,664	12/31/2007	6.13	5.867	2,771	32,597	6,226		473	245		
Vacant	Housing Finance Manager						54,018	10,317		783	5,000		
Vacant	Admin Coordinator 3						24,918	4,759		361	5,000		
5							193,518	36,962	0	2,806	20,917	5,949	260,152
Tax Credit													
Burrough, Ronald	Hsg Fin Prg/Comp Spec 1	2,510	8/9/2007	1.33	10.667	2,610	31,187	5,957		452	4,476		
Carter, Nicole	Hsg Fin Prg/Comp Spec 1	2,413	1/25/2008	6.97	5.033	2,509	29,438	5,623		427	4,721		
Hall, Wendy L.	Hsg Fin Prg/Comp Spec 1	2,510	10/17/2007	3.63	8.367	2,610	30,956	5,913		449	5,131		
Hamilton, Urshala	Hsg Fin Prg/Comp Spec 2	2,713	12/3/2006	(6.97)	18.967	2,821	34,607	6,610		502	4,721		
Harvey, Kevin	Hsg Fin Prg/Comp Spec 1	2,413	12/4/2006	(6.93)	18.933	2,509	30,775	5,878		446	4,476		
Overton, Latosha	Admin Coord 3	1,882	4/16/2007	(2.50)	14.5	1,958	23,685	4,524		343	4,476		
Pearce, Wendy	Hsg Fin Prg/Comp Spec 1	2,413	11/8/2007	4.37	7.633	2,509	29,688	5,670		430	7,830		
Roberson, Johnese	Hsg Fin Prg/Comp Spec 2	3,323	12/5/2007	5.27	6.733	3,456	40,770	7,787		591	4,907		
Russell, Louis	Hsg Fin Manager	4,515	12/15/2007	5.60	6.4	4,696	55,340	10,570		802	5,131		
Vacant	Hsg Fin Supervisor						42,786	8,172		620	5,000		
Vacant	Hsg Fin Supervisor						42,786	8,172		620	5,000		
11							392,017	74,875	5,684	55,872	11,813	540,261	
Retirees													
											88,009		
Sub - TOTAL - STAFF		339,660					6,076,184	1,160,893	0	88,105	838,800	191,127	8,355,109
Count of Job Titles		147											

Y 2007 BUDGET - SALARIES and BENEFIT													
Employee	CIVIL SERVICE JOB TITLE	Jun-07 Monthly Salary	Next Anniversary	No. of Mos. @ Old Rate	No. of Mos. @ New Rate	New Monthly Salary	Annual Straight-time Salary	Retirement 19.1%	FICA 6.2%	Medicare 1.5%	Benefits	OT BY DEPT	SUM P-X
STUDENTS													
Hook, Cynthia	Student	Hourly 5.60					5,824		361	84			
Vacant	Student	5.60					5,824		361	84			
Vacant	Student	5.60					5,824		361	84			
Vacant	Student	5.60					5,824		361	84			
Vacant	Student	5.60					5,824		361	84			
Vacant	Student	5.60					5,824		361	84			
Vacant	Student	5.60					5,824		361	84			
Vacant	Student	5.60					5,824		361	84			
Vacant	Student	5.60					5,824		361	84			
Vacant	Student	5.60					5,824		361	84			
TOTAL - STUDENTS							58,240	-	3,611	844	-	0	62,695
STAFF COUNT - LHFA													
Sub-total		8,226,677					6,134,424	1,160,893	3,611	88,949	838,800	191,127	8,417,804
Board Members		9,231											
Grand Total		191,127											
Total Vacancies 58													
Total Proposed 159													
Total Active Employees 101 (less board members)													