
Louisiana Housing Finance Agency



Human Resources

Terry R. Holden, Director

January 7, 2011

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To: Commissioner Tyrone A. Wilson, Chairman
Commissioner Elsenia Young
Commissioner Jerome Boykin, Sr.
Commissioner Frank H. Thaxton, III.
Commissioner Guy T. Williams
Commissioner Adena R. Boris

From: Terry R. Holden, Director of Human Resources

Date: January 7, 2011

Re: Human Resource Committee

Please be advised a Human Resources Committee meeting will be held on **Wednesday, January 19, at 11:30 a.m.**, Louisiana Housing Finance Agency, Committee Room 1, 2415 Quail Drive, Baton Rouge, LA 70808, to discuss Evaluations and processes for President and Vice President .If you have any questions or concerns, please contact us.

January 7, 2010

HUMAN RESOURCES COMMITTEE MEETING

Notice is hereby given of a Human Resources Committee meeting to be held on **Wednesday, January 19, at 11:30 a.m., 2011**, Louisiana Housing Finance Agency, Committee Room 2, located at 2415 Quail Drive, Baton Rouge LA.

AGENDA

- 1. Call to order, roll call, and introduction of guests.**
- 2. Approval of minutes of December 8, 2010 Human Resource Committee.**
- 3. Discussion and Decision on timeline for evaluations of President and Vice President.**
- 4. Other Business.**
- 5. Adjournment.**

Milton J. Bailey, LHFA President

**If you require special services or accommodations, please contact Barry E. Brooks
at
(225) 763 8773, or via email bbrooks@lhfa.state.la.us**

Pursuant to the provisions of LSA-R.S. 42:6.1, upon two-thirds vote of the members present, the Board of Commissioners of the Louisiana Housing Finance Agency may choose to enter executive session, and by this notice, the Agency reserves its right to go into executive session as provided by law.

Louisiana Housing Finance Agency
Human Resource Department
Wednesday, December 8, 2010
2415 Quail Drive
Committee Room 1
Baton Rouge, LA 70808
9:00 A.M.

Commissioners Present

Tyrone A. Wilson, Chairman
Allison Jones
Donald Vallee
Mayson Foster
Michael Airhart
Frank Thaxton
Neal P. Miller

Commissioners Absent

Jerome Boykin
Walter O. Guillory

Staff Present

Milton Bailey
Alesia Braxton
Terry R. Holden
E.K. Cunningham
Christine Bratkowski
Juon Wilson
Denise Ackoury
Taryn Miceli
Rene Landry
Leslie Strahan

Commissioner Tyrone A. Wilson- called the meeting to order. The roll was called and a quorum established. Motion to approve December 8, 2010 minutes was requested. Allison Jones seconded the motion to accept the minutes. Commissioner asked the record to reflect Commissioner Vallee has just joined the meeting. He began with the first item on the agenda. A first item agenda discussion to address resolution about the LHFA Board contact policy.

Commissioner Donald Vallee- Asked to speak on three items he wanted to discuss. He stated that originally and in the past, they would received detailed information and packages in seven days in advance, this has not been the case; secondly (inaudible) and; thirdly this could be a change to our bylaws and should have been posted 30 days in the previous board meeting; with full disclosure as, any changes and that he would like the record to reflect that.

Commissioner Tyrone A. Wilson- stated, let the record reflect those three items. Commissioner Wilson went on to say that before the retreat, it was brought to his attention that staff has been spending an overwhelming amount of time on gathering commissioner requests. This appears to be conflicting with their normal work duties.

Commissioner Wilson went on to say that, they sent a memo to the chairman suggesting they direct Milton to implement a commissioner contact policy, that would ensure the staff runs every request through the Vice President before responding . He said since that time at the retreat Mr. Wagner came in and talked about the best policies and board policies. In trying, to keep with the spirit of what he suggested and draft a policy that would help alleviate the problem, problem. He came up with a solution to the problem. Commissioner then fielded questions.

Commissioner Michael Airhart- stated years ago when he first got on the board he was surprised that we did not get enough information in advance to read thru it , to understand it, documentation and resolutions. I spoke to Mr. Foster, he and I were both new at that time and; we were concerned that we were being asked to make multi-million dollar decisions without having enough time to review the information. Back then, Wayne Woods was the Chairman and we approached him to make sure we were able to get information, i.e., resolutions in a timely manner. I do not know why we cannot get resolutions in a timely manner or seven days in advance. “This is the first time I’ve seen this”.

Discussion

Commissioner Michael Airhart- stated , “I think it is just good policy if we read things”. If we as a board are going to make decisions, we need to be able to read things and what we are going to consider.

Commissioner Tyrone A. Wilson- agreed with Commissioner Airhart. He stated the reason this resolution was not submitted seven days in advance is that they were still working on the wording of the document and taking other commissioners comments. There were some items that were not contained in the document and he did make some changes; he not get to finalize the document until yesterday. He added that the resolution is very simple and in essence contains the same information that he had written in the memo a month and a half ago.

Commissioner Allison Jones: clarified that the resolution requires the President to “apprize”, give notice” of the resolution to the board, which has been done. There have been numerous actions from departments that have been acted upon by the board since the adoption of this resolution; there have been numerous resolutions that have not been submitted in seven days. The affect of the seven-day notice was to put commissioners on notice as to the subject matters. If they had a question, they could inquire to the appropriate committee chair and provide input. It was not to have a copy of the resolution circulation in seven days, which has never been done. If you applied that rule at this point, we would have to do it retroactively.

Commissioner Michael Airhart- stated, maybe we should do that.

Commissioner Allison Jones - stated maybe we should do it in the future and we can do it in the future, but the question is do you undo what you have done? The 24-hour meeting rule is in compliance as long as you have placed it on the agenda. Request legal provide an opinion on those issues in full board if questioned.

Commissioner Michael Airhart- stated he was very clear of what his request was when he discussed this with Mr. Foster two years ago. He wanted to look at “all” information. He does not feel comfortable on voting on a two million dollar decision in other committee’s without reading it.

Commissioner Mayson Foster- stated at the time was asking that information be submitted in seven days. If we have not done it in the past, it is done. He would like us to do so, in moving forward, establish this as a policy from this time on. He really does not see a problem with getting it seven days in advance.

Commissioner Allison Jones – stated she did not disagree with the policy, but that has not been the policy in the past. We can adopt as a policy.

Discussion

Commissioner Mayson Foster- stated, in the past commissioners were getting the information on the same day, decisions needed to be made and the purpose of the seven day rule to commission enough time to see what was being proposed. Stated he did not see a problem developing a seven-day resolution and allow Legal to work on it. There is nothing that says it cannot be established. He concurred that he would like to have enough time to review documents and that if seven days is too long, let us make it on the Friday before. We can review on the weekends.

Commissioner Michael Airhart- stated Ms. Evans meets the seven-day rule for his committees.

Commissioner Allison Jones- stated there have been resolutions that have not been submitted seven days in advance.

Commissioner Donald Vallee- stated, when he got on the board he was made to believe that he would receive everything seven days in advance. We are a committee of 15 and made up of sub-committees and we should be able to do our due diligence and have ample data and sufficient time, so that we can talk amongst ourselves so that we can approve business decisions. That has not been the case. He has had numerous discussions, in the past and he is still not in receipt of the resolutions.

We get “jammed up in the corner” to make decisions, such as with the QAP. However, because of timelines, we do not have the information. It is available, it is just not being produced, and it is not being explained.

Discussion

Commissioner Tyrone Wilson- stated let us get back to the issue. What we are discussing is out of the scope of this committee meeting. The resolution is simple, it is not rocket science. We can proceed with this resolution today.

Commissioner Michael Airhart- stated we should get all information, need no further discussion.

Commissioner Donald Vallee- stated staff, outside commissioners, public has all provided him with good information. Rene Landry has done an outstanding job explaining the numbers and programs. Staff is quite aware there is only one boss. Alesia is well aware of comments I have made about getting information. We should not be impaired from communication with senior staff. We set policy. An attempt to limit that communication should not occur. It goes against any board or any organization and we are a state agency.

Commissioner Allison Jones- stated, if you need information, you can make a request to the chair of the committee then they will contact the staff. You yield better results and can keep a better record of transfer of information. Not, comfortable with not being able to track communication. Mr. Wagner clearly stated board should not speak directly with staff.

Discussion

Commissioner Tyrone Wilson- stated his memo was prompted because staff had a problem getting work done because they were heavily involved in fulfilling commissioner request. This policy does not inhibit communication. It just asks requests are done in writing and that they go through management. This will avoid confusion with staff, avoids staff getting mixed signals.

Commissioner Donald Vallee- stated, staff has fear of Milton, they do not fear him. There are some problems within the agency.

Commissioner Allison Jones- asked, if we could we adopt the resolution on an interim basis and in two months let it come back before the board?

Commissioner Tyrone Wilson- stated, he is opposed to that.

Discussion

Commissioner Michael Airhart- used Allison's commute as an example. It would be timely or her to drive four hours home and have to call back and go through a system to get an answer to a very important issue, is she to drive home , type an email and wait on an answer when she could just call staff and get the answerer she needs.

Commissioner Allison Jones - stated she could just call Milton to get or the chair of that committee.

Commissioner Tyrone Wilson- stated requests should be run through a process instead of staff. He stated he is not married to the written request. Staff should be responding to Milton not a commissioner. Milton is their boss.

Commissioner Donald Vallee- stated, "Milton is hardly here".

Commissioner Allison Jones- stated," that is why there is a Vice-President".

Discussion

Commissioner Allison Jones- motioned to adopt the policy

Commissioner Mayson Foster- motioned to second the motion

Commissioner Neal Miller- agreed that everything should go through Milton, but felt people did not have a whole lot of time to submit written requests. He motioned to take the written piece out of the resolution.

Commissioner Tyrone Wilson- motioned to accept amendment

Commissioner Mayson Foster- accepted as a friendly amendment

Commissioner Tyrone Wilson - explained all board contact would be run thru President and/or Vice President. Question of legality regarding board action can be discussed with legal.

Commissioner Tyrone Wilson - motion passed, roll call requested

Christine Bratkowski - explained roll call and voting procedures

Denise Ackoury- conducted roll call

Commissioner Tyrone Wilson- explained next agenda item is the evaluations for President and Vice President. It was his understanding that the commissioners wanted to speed up timelines and change the evaluation process. Stated that he had gotten no recommendations from any commissioners, except the ones he got from Commissioner Vallee to interview stakeholders, board members. He asked Terry to look at some other ways to conduct evaluations after having talked to Commissioner Vallee.

Terry R. Holden- discussed proposal prepared by Christel Slaughter.

Commissioner Allison Jones- what did she do different?

Terry R. Holden- wants to develop a different tool, stated not much difference in the outcome already in place.

Commissioner Tyrone Wilson - current evaluations were sent out to all board members. Responses received noted the current evaluation form looks fine.

Commissioner Donald Vallee - discussed the President's evaluation. Felt we needed to we should broaden the pool of opinions on Milton. The idea was to get a broaden idea on a larger, unbiased scale and he felt Dr. Slaughter would be the best person to gather the evaluation data.

Commissioner Michael Airhart- stated during the strategic planning session at their board meeting it was discussed that we get a stakeholder opinion of how good of a job we are doing.

Commissioner Donald Vallee- stated Milton's contract expired in August and that Milton is operating without a valid contract. We could probably review his evaluation in February in anticipation of the April contract date. Milton has stated to staff that he intends to remain with us. However, the November 15 and 18th issues of the Washington Post state Milton is in the running for Deputy Mayor in D.C. with his friends there. "Milton, "you need to clarify that, are you still in the running"?"

Milton Bailey-said he was not going to clarify anything about that. However, he would like to say this, he has been the President of LHFA for 4 ½ years. If the you are going to hold him to a higher standard than they have in the last four years, he needs to know what the justification is? Milton proceeded to ask what is the justification for changing a re-evaluation process that has been in place for 41/2 years, a process that you have not subjected anyone else to.

Commissioner Donald Vallee – agreed with Milton. He stated the end result of any evaluation with be held in a sit down conversation with Milton and he will be able to discuss and make proposals and at this point any evaluation is premature.

Commissioner Tyrone Wilson- we already have a process in place for evaluating Milton. This meeting is a result of board wanting to speed the evaluation process up, they wanted to evaluate earlier and change the way they evaluate Milton. This meeting is a result of wanting to accommodate that request. Commissioner Wilson stated he felt the past process evaluation process has worked, however he was open to suggestions, but he have not gotten any. Ultimately, 15 members of the board would evaluate Milton. Stated he will not leave the evaluation results and comments to someone else.

Milton Bailey- stated he does have a valid contract. Looking at the contract it reads that upon expiration of contract and re-appointment by the board, his contract extends. Milton said, “please, do not think that I do not have a contract”.

Commissioner Donald Vallee- said a question was posed to general counsel, about the status of Milton’s contract. The wording may read as so but the question is still pending, is it a valid contract?

Christine Bratkowski- stated she would follow –up and provide an answer.

Commissioner Allison Jones- state she felt if further discussion is going to proceed about Milton’s evaluation, than she is going to suggest they go into executive session.

Discussion

Commissioner Frank Thaxton- agrees with Commissioner Vallee that outside information is a good tool to help evaluate Milton and it would cut out the gossip. The customer satisfaction information could be used as a weigh-in on a well-rounded evaluation.

Terry R. Holden –a customer satisfaction piece is a part of Christel’s proposal.

Commissioner Tyrone Wilson- stated he is not opposed to outside information from stakeholders, but what he is opposed to is to allow external recommendation over ride the internal evaluation process and ultimately, it is our responsibility to effectively evaluate Milton.

Commissioner Donald Vallee – stated he felt input from senior staff should be considered in the evaluation process.

Commissioner Tyrone Wilson- asked how do we want to proceed with the evaluation process?

Commissioner Donald Vallee – proposed get the preliminary report compiled by Dr. Slaughter from Commissioner Allison submit; any items and questions we would like to see in the evaluation.

Commissioner Tyrone Wilson- would like to have a recommendation for an alternative evaluation process.

Commissioner Frank Thaxton- it is important that we know what the perception of the agency is. It does not matter what the people on the inside of the building.

Commissioner Tyrone Wilson- How do we want to move with evaluation the process for Alesia?

Commissioner Michael Airhart- recommended tabling and taking up the discussion in January 2011, as we are going to lose a quorum in about five minutes.

Discussion

Commissioner Tyrone Wilson-asked any other business, motioned to adjourn. Motion seconded, meeting adjourned.