

**LOUISIANA
HOUSING
CORPORATION**

BOARD OF DIRECTORS

Agenda Item #14

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FULL BOARD MEETING MATERIALS

June 13, 2012

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Staffing Plan Three Phases

The staffing plan for LHC is designed to provide continuous delivery of all housing programs. The approach is captured into 3 phases. Currently, the corporation is managing under the LHFA Transition Phase. This phase maintains continuity while the agency prepares for the July 1, 2012 roll over to LHC. The LHC Board is operational; however, Civil Service, and Office of Financial Support and Services (OFSS), a Division of Administration, will recognize the LHC upon the sunset of LHFA (July 1, 2012).

Based on legal review and feedback from Civil Service, a staffing plan is not required for Civil Service or OFSS to initiate the LHC organization. On July 1, 2012 all classified employees and 4 unclassified employees will automatically roll over into the LHC. The staffing plan will become a product of the Board's Strategic Plan. By statute, the Executive Director is required to submit a staffing plan to the board. The final staffing plan will be derived as a product following the adoption of our Agency's Strategic Plan.

In summary, the phases are delineated below:

Phase I (February 1, 2012 through June 30, 2012) enables the Board of Directors and executive management the ability to ensure that on July 1, 2012 all program and support functions are intact. LHC management will work with Civil Service and OFSS to determine the steps that are needed in order for operations to continue after the LHFA organizationally ends and LHC begins.

Phase II (July 1, 2012 through December 31, 2012) is the beginning of the LHC's operations. It is important to note that this phase **does not** establish the final organizational structure for the corporation. Phase II provides an opportunity to assess procedures and protocols and determine the best alignment of staff to carry-out the Corporation's policies. A strategic plan will be established that drives the organizational structure at the beginning of this phase. Phase II will involve staff reorganization and a communication plan based upon the outcome of the strategic plan and process improvement assessments. The goal of process improvement is to establish an effective and efficient organization that is accountable and transparent to our stakeholders.

Phase III (January 1, 2013 and continuous) will be an ongoing part of the LHC's culture. Upon the initiation of this final phase, the Corporation will have established that change needs to be encouraged to achieve positive results. The anticipated change is not just for the sake of changing. The change will be based on a focused attitude for the Corporation to continuously work toward its mission, goals, and objectives. Phase III is the acknowledgement that positive change depends greatly on having a corporate culture that not only accepts change, but embraces "continuous improvements" as the norm.