



Board of Directors

Agenda Item

Administrative and Finance Committee

Chairman: Elton Lagasse

March 15, 2017

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Louisiana Housing Corporation

March 10, 2017

ADMINISTRATIVE AND FINANCE COMMITTEE MEETING

PRELIMINARY AGENDA

Notice is hereby given of an **Administrative and Finance Committee ("AFC") Meeting** of the Louisiana Housing Corporation ("LHC/Corporation") Board of Directors ("Board"), to be held on **Wednesday, March 15, 2017 at 9:00 A.M.**, at Louisiana Housing Corporation Building, **V. Jean Butler Board Room**, 2415 Quail Drive, Baton Rouge, Louisiana, by order of the Chairman.

1. Call to Order and Roll Call.
2. Approval of the **Minutes of the January 11, 2017 AFC Meeting**.
3. Resolution authorizing the LHC to **terminate JEFFCAP as a subcontractor for the Weatherization Assistance Program ("WAP") in the Parish of Jefferson**; and to provide for other matters in connection therewith. Staff recommends approval.
4. **Executive Session** – Pursuant to La. R.S. 42:16, executive session may be entered upon an affirmative two-thirds vote of the Board taken during the open meeting and limited to matters exempted from discussion during open meetings under, La. R.S. 42:17(2), to discuss strategies concerning:
 - Discussion regarding **HUD Notice of Complaint regarding the LHC's Administration of the HOME Investment Partnerships ("HOME") Program**.
5. Other Business.
6. Adjournment.



Edselle Keith Cunningham, Jr.
LHC Executive Director

If you require special services or accommodations, please contact Board Coordinator and Secretary Barry E. Brooks at (225) 763 8773, or via email bbrooks@lhc.la.gov.



Louisiana Housing Corporation

Administrative and Finance Committee Meeting Minutes
Wednesday, January 11, 2017
2415 Quail Drive
V. Jean Butler Board Room
Baton Rouge, Louisiana 70808
10:00 A.M.

Committee Members Present

Chairman Elton Lagasse
Willie Rack
Gillis R. Windham

Committee Members Absent

Nancy Montoya
Donald B. Vallee
Ron J. Henson

Board Members Present

Lloyd S. "Buddy" Spillers
Michael T. Anderson
Larry Ferdinand

Board Members Absent

Tammy P. Earles
Jennifer Vidrine

Staff Present

E. Keith Cunningham, Jr.
Christine Bratkowski
Leslie Strahan
Miriam Bowie
Barry Brooks
Sarah Mulhearn
Loretta Wallace
Collette Mathis

Natasha Joseph-Anderson
Liza Bergeron
Ray Rodriguez
Brad Sweazy
Marjorianna Willman
Rene Landry
Kevin Brady
Brenda Evans

Others Present

See sign-in sheet

Minutes

Call to Order and Roll Call

The Administrative and Finance Committee Meeting was called to order by Committee Chairman Elton Lagasse at 10:01 a.m. The roll was called and a quorum was established.

Approval of Minutes

On a motion by Mr. Willie Rack, which was seconded by Mr. Larry Ferdinand, the minutes from the November 9, 2016 committee meeting were approved without correction.

On a motion by Mr. Willie Rack, which was seconded by Mr. Lloyd S. “Buddy” Spillers, the minutes from the December 15, 2016 committee meeting were approved without correction.

Discussion and Resolution Items:

- *A resolution authorizing the Louisiana Housing Corporation (“LHC” or “Corporation”) staff to evaluate and make final determination on the Contract of National Housing Consultant Services and to make final payment; and providing for other matters in connection therewith,*

Mr. Lagasse introduced the resolution and an explanation of the resolution was provided by E. Keith Cunningham, Jr., Interim Executive Director. Mr. Cunningham explained that the final report was reviewed and recommended the final payment be made. Additional discussion followed. A motion was made by Mr. Ferdinand and seconded by Mr. Rack to favorably recommend the resolution to the Full Board for approval. The motion passed unanimously.

- *Discussion regarding Long-Term Compliance,*

E. Keith Cunningham, Jr., Interim Executive Director presented a report on Long-Term Compliance, he answered questions from the Board and additional discussion followed.

Adjournment

There being no other business to discuss, Mr. Lagasse adjourned the meeting at 10:11 a.m.

Committee Secretary

The following resolution was offered by _____ and seconded by _____:

RESOLUTION

A resolution authorizing the Louisiana Housing Corporation (“LHC” or “Corporation) to terminate JEFFCAP as a subcontractor for the Weatherization Assistance Program (WAP) in the Parish of Jefferson; and providing for other matters in connection therewith.

WHEREAS, pursuant to the provisions of Chapter 3-G of Title 40 of the Louisiana Revised Statutes of 1950 (R.S. 40:600.86 through R.S. 40:600.111, inclusive), as amended, the Louisiana Housing Corporation (“LHC” or “Corporation”) is granted the power to effectuate the Department of Energy Weatherization Assistance Program (“WAP”) for the State of Louisiana; and

WHEREAS, the WAP State Plan provides that the Corporation may elect to contract with a third party to serve as a primary contractor for the administration of the statewide WAP Program; and

WHEREAS, JEFFCAP has failed to comply with DOE and State regulations as identified by LHC during monitoring visits, and has failed to perform the activities in its contract in a timely manner. LHC risks losing the funds for performing these activities unless immediate action is taken.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Louisiana Housing Corporation (the “Board”), acting as the governing authority of said Corporation, that:

SECTION 1. The Corporation’s staff and counsel are authorized and directed to prepare such documents as may be necessary to terminate JEFFCAP as a subcontractor for the Weatherization Program for Jefferson Parish, the terms of which are to be

consistent with the provisions of this resolution, and other related documents as may be necessary to terminate JEFFCAP's contract.

SECTION 2. Staff and counsel are hereby authorized, empowered, and directed the ability as may be necessary to create, change, amend, and revise any existing documents and/or commitments as may be necessary to terminate JEFFCAP's contract for Weatherization services in Jefferson Parish and to reallocate funds that were formerly directed to JEFFCAP to other performing subcontractors for the Weatherization Program; and to perform any other necessary actions, the terms of which are to be consistent with the provisions of this resolution.

SECTION 3. The Chairman, Vice Chairman, and/or the Appointing Authority of the Corporation are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed in the terms of which are to be consistent with the provisions of this resolution.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 15th day of March 2017.

Chairman

Secretary

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation, do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution entitled, “A resolution authorizing the Louisiana Housing Corporation (“LHC” or “Corporation”) to terminate JEFFCAP as a subcontractor for the Weatherization Assistance Program (“WAP”) in the Parish of Jefferson; and providing for other matters in connection therewith.”

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Corporation on this, the 15th day of March 2017.

Secretary

(SEAL)