



Louisiana Housing Corporation

An audio-video recording of these proceedings is available upon request by contacting the LHC

LHC Board of Directors

Administration Committee Meeting Minutes

Tuesday, June 11, 2024

LHC Building, V. Jean Butler Board Room
2415 Quail Drive
Baton Rouge, LA 70808
3:00 P.M.

Committee Members Present

Board Vice-Chairwoman Tonya P. Mabry
Willie Rack

Committee Members Absent

Administration Committee Chairwoman Jennifer Vidrine

Board Members Present

Board Chairman Stephen I. Dwyer
Official Delegate Karen Loftin obo Louisiana State Treasurer John M. Schroder
Alfred E. Harrell, III
Wendy D. Gentry
Christian Gil
Steven J. Hattier
Kristen C. O'Keefe
Brandon O. Williams
Richard A. Winder
Sarah E. Collier

Board Members Absent

None

Staff Present

Barry E. Brooks
Marjorianna Willman
Brenda Evans
Leslie R. Chambers

Donna Deculus
Bridgette Richard
Thomas Bates
Plezetta M. West
Nakesla Blount
Tasha Joseph
Darlene Fields
Dione Milton
Collette Mathis
John Ampim
Michael Vice
Breanne Bizette

Others Present

See Sign-In Sheet

CALL TO ORDER

In the absence of Administration Committee Chairwoman Jennifer Vidrine, Board Chairman Stephen I. Dwyer called the meeting to order at 3:00 P.M.; Board Secretary Barry E. Brooks called the Roll; there was a quorum.

APPROVAL OF MINUTES

Next item discussed was the approval of the Minutes from the December 12, 2023 Administration Committee Meeting.

On a motion by Board Member Alfred E. Harrell, III and seconded by Board Vice-Chairwoman Tonya P. Mabry, the Minutes of the December 12, 2023 LHC BOD Administration Committee Meeting were unanimously approved, as distributed.

PUBLIC COMMENTS

None.

ADMINISTRATION COMMITTEE CHAIRMAN'S REPORT

Board Chairman Dwyer welcomed everyone and thanked them for attending the Administration Committee Meeting.

AGENDA ITEM #5 – Contract with RayBrad, LLC

Next item discussed was regarding a contract with RayBrad, LLC for Consulting Services.

The matter were introduced by Secretary Brooks.

On a Motion by Board Member Alfred E. Harrell, III and seconded by Board Member Brandon O. Williams, it was moved to ADD to the Agenda a request for Executive Session, per La. R.S. 42:17, as related to Agenda Item # 5 regarding a Confidential Investigation as related to RAYBRAD, LLC.

There being a Roll Call, the matter passed UNANIMOUSLY.

YES (Dwyer, Mabry, Loftin, Gentry, Gil, Harrell, Hattier, O'Keefe, Rack, Williams, Winder, Collier).

NO (None).

ABSENT (Vidrine).

ABSTAIN (None).

The Administration Committee entered into Executive Session at 3:15pm.

Motion to Exit Executive Session by Board Member Alfred E. Harrell, III and seconded by Board Member Brandon O. Williams.

There being a Roll Call, the matter passed UNANIMOUSLY.

YES (Dwyer, Mabry, Loftin, Gentry, Gil, Harrell, Hattier, O'Keefe, Rack, Williams, Winder, Collier).

NO (None).

ABSENT (Vidrine).

ABSTAIN (None).

The Administration Committee exited from Executive Session at 3:38pm.

Thereafter, Secretary Brooks read into the Record an email ([available upon request](#)) received from Administration Committee Chairwoman Jennifer Vidrine noting her full support for the matter regarding entering into a contract with RAYBRAD, LLC.

On a motion by Board Member Alfred E. Harrell, and seconded by Board Member Willie Rack, it was moved that the LHC Executive Director, Board Chairman, LHC Staff, and Board Counsel develop a contract with RAYBRAD, LLC for Consulting Services for review by the Board prior to the Wednesday, June 12, 2024 @ 10:30am Board Regular Monthly Meeting; and providing for other matters in connection therewith, was moved to debate. There being no further discussion, opposition, or public comment, a vote was taken, and the motion passed unanimously.

AGENDA ITEM #6 – The Law Offices of R. Gray Sexton

Next item discussed was regarding entering into a contract with The Law Office of R. Gray Sexton to represent the LHC Board of Directors.

The matter were introduced by Secretary Brooks.

On a motion by Board Member Alfred E. Harrell, III and seconded by Board Chairman Stephen I. Dwyer, the resolution to approve and authorize the Louisiana Housing Corporation (“Corporation”) to enter into a contract with The Law Offices of R. Gray Sexton to represent the LHC Board of Directors in matters as needed; and providing for other matters in connection with the foregoing; be submitted **FAVORABLY to the Full Board at the June 12, 2024 BODM for approval.**

The Administration Committee, via request initiated by Board Member Alfred E. Harrell, III, approved that Agenda Items #7, #8, and #9 given their germaneness be processed *In Globo*.

AGENDA ITEM #7 – Village de Jardin Apartments

Next item discussed was regarding Property Management Services for Village de Jardin Apartments located in New Orleans.

The matter were introduced by Secretary Brooks.

Additional information was provided by LHC Procurement Officer and Attorney Supervisor Plezetta West; she discussed the submittal, review, scoring, and selection procedures for the matters, noting that there had been four (4) submissions, two (2) of which were disqualified, and two (2) were scored and ranked; and, noted that the Review Team was recommending Rampart Management Services as Property Manager for all three (3) LHC-owned properties.

Additional information was proved by LHC Asset Management Administrator Dione Milton, she noted that Willowbrook Apartments was at 97% occupancy, Village de Jardin Apartments was at 99.5 % occupancy, and Mid-City Gardens Apartments was at 95 % occupancy; that she was not aware of any compliance issues at the properties; that she was not aware of any complaints regarding Rampart Management Services; etc.

On a motion by Board Member Alfred E. Harrell, III and seconded by Board Member Wendy D. Gentry, the resolution to approve and authorize the Louisiana Housing Corporation (“Corporation”) to select and contract with selected proposer Rampart Management Services to the Request for Proposals Property Management Services of Village de Jardin Apartments, located at 8801 Lake Forest Boulevard, New Orleans, LA 70127; and providing for other matters in connection with the foregoing; be submitted **FAVORABLY to the Full Board at the June 12, 2024 BODM for approval.**

AGENDA ITEM #8 – Willowbrook Apartments

Next item discussed was regarding Property Management Services for Willowbrook Apartments located in New Orleans.

The matter were introduced by Secretary Brooks.

On a motion by Board Member Alfred E. Harrell, III and seconded by Board Member Wendy D. Gentry, the resolution to approve and authorize the Louisiana Housing Corporation (“Corporation”) to select and contract with selected proposer Rampart Management Services to the Request for Proposals Property Management Services of Willowbrook Apartments, located at 7001 Bundy Road, New Orleans, LA 70127; and providing for other matters in connection with the foregoing; be submitted **FAVORABLY to the Full Board at the June 12, 2024 BODM for approval.**

AGENDA ITEM #9 – Mid-City Garden Apartments

Next item discussed was regarding Property Management Services for Mid-City Gardens Apartments located in Baton Rouge.

The matter were introduced by Secretary Brooks.

On a motion by Board Member Alfred E. Harrell, III and seconded by Board Member Wendy D. Gentry, the resolution to approve and authorize the Louisiana Housing Corporation (“Corporation”) to select and contract with selected proposer Rampart Management Services to the Request for Proposals Property Management Services of Mid-City Gardens Apartments, located at 1690 North Boulevard, Baton Rouge, LA 70802; and providing for other matters in connection with the foregoing; be submitted **FAVORABLY to the Full Board at the June 12, 2024 BODM for approval.**

AGENDA ITEM #10 – LHC Staffing Plan

The matter were introduced by Secretary Brooks.

Additional information was provided by ED Willman, she discussed the current LHC Org Chart, noted recent promotions of Todd Folse, pending retirement of Leslie Strahan, etc.

Board Member Harrell inquired how often the LHC Org Chart is reviewed.

ED Willman noted a review is done frequently every month.

There was a discussion by Board Member Gentry and ED Willman regarding the aspects of CDBG functions, LHC Compliance Department versus Audit Compliance Department, etc.

AGENDA ITEM #11 –LHC Strategic Plan (“SP”) 2023-2026.

The matter were introduced by Secretary Brooks.

Additional information was provided by ED Willman, she discussed how the SP had been previously coordinated by former ED Joshua Hollins and staff; she discussed the Values; noted the input received from internal and external focus groups; she discussed the Goals; etc.

Board Member Harrell noted his participation in development of the SP with former ED Hollins; and he suggested adding a Score Card with quarterly updates.

Board Chairman Dwyer inquired if staff meets regularly to monitor and evaluate the SP.

ED Willman noted that there are quarterly periodic reviews of the SP.

AGENDA ITEM #12 – LHC Bylaws Amendments

The matter were introduced by Secretary Brooks, advising that such was **Notice of Intent** of the LHC Board of Directors regarding a **Proposed Amendment to the LHC Bylaws pursuant to Senate Bill No. 462 of the 2024 Louisiana Legislative Regular Session, regarding how the LHC Board of Directors selects a Chair (LHC Bylaws Article III, - Board of Directors Section 8; and Article V – Meetings, Section 2);** and providing for other matters in connection with the foregoing.

Secretary Brooks advised that a request for approval of the aforementioned would be on the July 10, 2024 LHC BOD Monthly Meeting Agenda.

ADJOURNMENT

There being no other matters to discuss, Board Chairman Stephen I. Dwyer offered a motion for adjournment that was seconded by Board Member Alfred E. Harrell, III. There being no discussion or opposition, the motion passed unanimously.

The Administration Committee Meeting adjourned at 4:20 P.M.

Board Secretary, Barry E. Brooks