

JEFF LANDRY
GOVERNOR



KEVIN J. DELAHOUSAYE
LHC EXECUTIVE DIRECTOR

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, February 11, 2025

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

Committee Members Present

Administration Committee Chairwoman Jennifer Vidrine
Official Delegate Renee' Fontenot Free obo Louisiana State Treasurer John C. Fleming
Willie Rack

Committee Members Absent

None

Board Members Present

Board Chairman Stephen I. Dwyer
Sarah E. Collier
Wendy D. Gentry
Alfred E. Harrell, III
Steven J. Hattier
Kristen C. O'Keefe
Brandon O. Williams

Board Members Absent

Board Vice-Chairwoman Tonya P. Mabry
Richard A. Winder

Staff Present

Barry E. Brooks
Kevin Delahoussaye
Jacques Ambers
Leslie Chambers

Brenda Evans
Christine Rozas
Donna Deculus
Nakesla Blount
Lauren Holmes
John Ampim
Michael Vice
Breanne Bizette
Jatis Harrington
Winona O'Connor
Todd Folse
Michelle Redler

Others Present
See Sign-In Sheet

CALL TO ORDER

Administration Committee Chairwoman Jennifer Vidrine called the meeting to order at 3:02 P.M.; Board Secretary Barry E. Brooks called the Roll; there was a quorum.

APPROVAL OF MINUTES – January 07, 2025

Next item discussed was the approval of the Minutes from the January 07, 2025 Administration Committee Meeting.

On a motion by Committee Member Willie Rack and seconded by Board Member Kristen O'Keefe, the Minutes of the January 07, 2025 LHC BOD Administration Committee Meeting were unanimously approved, as distributed.

MOTION TO SUSPEND THE RULES:

It was moved by Board Member Kristen O'Keefe and seconded by Committee Member Willie Rack, to Suspend the Rules to Add to the Agenda a Discussion regarding LHC Layoff Avoidance Measures and Plan of Implementation. There being no further discussion, opposition, or public comment, a vote was taken, and the motion passed unanimously.

It was moved by Board Member Kristen O'Keefe and seconded by Committee Member Willie Rack, to Suspend the Rules to Add to the Agenda a Discussion regarding Amending the Contract for Professional Legal Services with the Law Office R. Gray Sexton. There being no further discussion, opposition, or public comment, a vote was taken, and the motion passed unanimously.

LAYOFF AVOIDANCE

Next item discussed was regarding the LHC Layoff Avoidance.

The matter was introduced by AC Chairwoman Vidrine.

Additional information was provided by LHC Executive Director Kevin J. Delahoussaye, noting the Board's directive to cut \$1.5M from the 2024-25 Operating Budget, noting the 10-years of continuous losses by LHC, noting that the Sherwood Forest location office lease had been terminated and staff was relocated back to the Quail Drive location, noting that 80% of LHC's budget is for employee salaries and benefits and 20% for expenses, etc.

Additional information was provided by Nakesla Blount, LHC Human Resources Director, noting for the Record that "...there is no official Layoff Plan", that any measures related thereof would need State Civil Service review and approval, that any potential layoffs would be based on tenure subject to SCS review and approval, etc.

Additional information was provided by ED Delahoussaye.

PROFESSIONAL LEGAL SERVICES CONTRACT AMENDMENT

Next item discussed was regarding amending the contract with Sexton Law Office.

The matter was introduced by Secretary Brooks.

Additional information was provided by attorney Alesia Ardoin from the Sexton Law Office, noting the current contract was near its maximum amount of funds and still had six (6) months until the June 30, 2025 termination date, she discussed the Scope of Services included handling of confidential Board matters as well as LHC personnel matters, etc.

Recently hired LHC Executive Counsel Christine Rozas noted that she would be able to handle items more rapidly for the Board with intent of bringing "...capacity in-house", she suggested keeping the SLO on a retainer for "as needed" services as opposed to a monthly billing cycle, etc.

Board Chairman Stephen I. Dwyer noted the expertise in handling Ethics matters that comes with SLO, and concurred that retaining them on an "as needed" basis would be the best recommendation, etc.

It was moved by Official Delegate Renee' Fontenot Free and seconded by Committee Member Willie Rack, to Amend the contract with Sexton Law Office such as to increase the funds by \$15K and to change the Scope of Services to "as needed" basis; and providing for other matters in connection with the foregoing; be submitted **FAVORABLY to the Full Board at the February 12, 2025 BODM for approval. There**

being no further discussion, opposition, or public comment, a vote was taken, and the motion passed unanimously.

PUBLIC COMMENTS

None.

ADMINISTRATION COMMITTEE CHAIRMAN'S REPORT

AC Chairwoman Vidrine welcomed everyone and thanked them for attending the Administration Committee Meeting.

AGENDA ITEM #5 – CHDOs

Next item discussed was regarding CHDOs matters.

The matter were introduced by Secretary Brooks.

Public Comments were received from Charles Tate.

Additional information on the CHDOs matters was provided by Madam Chair, encouraging everyone to attend the upcoming CHDO Quarterly Meeting on February 18, 2025

Additional information was provided by LHC Chief of Multifamily Production Louis Russell, noting that 14 of the CHDOs had received commitment agreements totaling \$430K, etc.

LHC Consultant Bradley Sweazy provided additional information, he discussed “open window allocation.”

AGENDA ITEM #6 – LHC ENVIRONMENTAL DEPARTMENT

Next item discussed was regarding LHC Environmental Department.

The matter were introduced by Secretary Brooks.

Additional information was provided by LHC HR Director Blount, noting that two (2) employees had been hired.

AGENDA ITEM #7 – LHC FACILITY AND PLANNING

Next item discussed was regarding LHC Facility and Planning.

The matter were introduced by Secretary Brooks.

Additional information on the matter was provided by Leslie R. Chambers, LHC Chief Administrative Officer.

Additional information was provided by Todd Folsie, LHC Director of Compliance.

Mr. Folsie also noted that he was waiting on New Orleans Permits to continue with the rehab of the Willowbrook Apartments from the fire incident of 2024.

AGENDA ITEM #8 – LHC FY25 STAFFING PLAN

Next item discussed was regarding the LHC Fiscal Year 2025 Staffing Plan

The matter were introduced by Secretary Brooks.

AGENDA ITEM #9 – LHC CFO

Next item discussed was regarding and update from the Task Force overseeing the hiring of the LHC Chief Financial Officer.

The matter were introduced by Secretary Brooks.

Additional information was provided by ED Delahoussaye, noting that a candidate had not been hired yet and that the search was still in effect.

It was noted by Secretary Brooks for the Record that the Task Force had been disbanded by the Administration Committee in January 2025, in lieu of the Resolution that recognized the authority of the LHC Executive Director to hire an LHC Chief Financial Officer, subject to Board approval.

ADJOURNMENT

There being no other matters to discuss, Committee Chairwoman Jennifer Vidrine moved for adjournment. There being no discussion or opposition, the motion passed unanimously.

The Administration Committee Meeting adjourned at 3:59 P.M.

Board Secretary, Barry E. Brooks