



# *Louisiana Housing Corporation*

July 15, 2020

## **MULTIFAMILY AND ASSETS COMMITTEE MEETING**

### **PRELIMINARY AGENDA**

Notice is hereby given of a **Multifamily and Assets Committee ("MAC") Meeting** of the Louisiana Housing Corporation ("LHC/Corporation") Board of Directors, to be held on **Wednesday, July 22, 2020 at 10:00 A.M., via GlobalMeet video/telephone conference (see access instructions attached)** from Louisiana Housing Corporation Building, 2415 Quail Drive, Baton Rouge, Louisiana, by order of the Chairman.

1. Call to Order and Roll Call.
2. Discussion providing for **Board Members Comments and Public Comments regarding approval of the State's 2021 Qualified Allocation Plan ("QAP")**; and providing for other matters in connection therewith.

Copies of the proposed 2021 QAP are available on the Corporation's website as follows: <http://www.lhc.la.gov/low-income-housing-tax-credit-lihtc-program>. Copies of the 2021 QAP are also available at approximately sixty-eight (68) libraries across the State of Louisiana. Please contact the Corporation for the library in your area.

### **Public Comments**

There are two (2) options to provide public comments, prior to or during the meeting. Below are the processes for both options.

- **In advance of the Meeting:** Written Comments may be received by the Corporation via email to: [QAPCOMMENTS@LHC.LA.GOV](mailto:QAPCOMMENTS@LHC.LA.GOV)
- **During the Meeting:** Within the meeting software (both web and app based), on the left side of the screen is a "Chat" section under the "Guest" section. To provide comments, you must include our name, and a brief statement. Please note that all comments submitted are visible to all participants. Oral statements during the meeting will be limited to no more than two (2) minutes per individual and not more than five (5) minutes per association representing a housing constituency.

3. Other Business.
4. Adjournment.

MAC Meeting  
July 22, 2020  
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/signed

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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](mailto:bbrooks@lhc.la.gov).**

**\*\*Pursuant to the provisions of LSA-R.S. 42:16, upon two-thirds vote of the members present, the Board of Directors of the Louisiana Housing Corporation may choose to enter Executive Session, and by this notice, the Board reserves its right to go into Executive Session, as provided by law.\*\***

## Instructions for joining the LHC Board of Directors Meeting

### **Web Access:**

**Link to Meeting:** <https://louisianahousingcorp.globalmeet.com/LHC>

*Note: You will be asked to enter your email address, first name, and last name.*

### **Telephone Access**

**Call: (605) 475-5613**

**GuestCode: 313574#**



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### **Only if accessing via web:**

1. After selecting link, you will be brought to a screen asking "How would you like to join the meeting?" Options are "Continue in Browser" or "Open App".

***If Using Your Browser and NOT the App, Proceed as Follows:***

2. Select "Continue in Browser".

*Note: Depending on the configuration of your device, a Plugin may need to be downloaded.*

3. In "Welcome to Global Meet" screen, enter Email Address and select "Continue".
4. In next screen, complete "First Name" and "Last Name" fields, then select "Continue".
5. In "How would you like to talk in the meeting?" screen, select applicable option: "Use My Computer" or "Use My Phone".

*Note: If you do not have a speaker/mic on your device, "Use My Phone" option should be selected. This option gives the functionality of the software on your computer while using your phone to listen and speak.*

6. If "Use My Phone" is selected,
  - a. In "Call Me" window, enter the phone number you would like to use for audio (listening and speaking).
  - b. You will receive an incoming call from an out of state number.
  - c. Answer call and follow audio prompts by entering 1 then #.

*Note: If you choose the "Use My Computer" option and no microphone is listed, select "Don't Connect Audio" to join the meeting. Upon joining the meeting, in left side of screen, a microphone with an exclamation mark will be in red. Select the microphone and you will be asked "How would you like to talk in the meeting"? See step 6a-c for completing setting up audio.*

7. After selecting applicable audio option, select "Connect Me".
8. The "Welcome to the Meeting" screen will now be visible.
9. All participants are visible in the "Guest" section.
10. **Once the meeting begins, the host will mute all users; however, you are encouraged to mute your microphone upon entry into the meeting.**
11. Upon conclusion of the meeting, to exit, select "Exit" button in the lower right of the screen.

If there are any questions regarding the above instructions, please contact Barry Brooks at (225) 763-8773. **You are encouraged to test your device prior to the meeting to ensure no connectivity problems.**