

JEFF LANDRY  
GOVERNOR



STEPHEN I. DWYER  
CHAIRMAN, LHC BOARD OF DIRECTORS

# *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, November 12, 2024**

**LHC Building, V. Jean Butler Board Room  
2415 Quail Drive  
Baton Rouge, LA 70808  
2:00 P.M.**

### **Committee Members Present**

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

### **Committee Members Absent**

None

### **Board Members Present**

Sarah E. Collier  
Wendy D. Gentry  
Steven J. Hattier  
Kristen C. O'Keefe  
Brandon O. Williams  
Richard A. Winder

### **Board Members Absent**

Board Chairman Stephen I. Dwyer  
Board Vice-Chairwoman Tonya P. Mabry  
Alfred E. Harrell, III

### **Staff Present**

Barry E. Brooks  
Leslie Chambers  
Jarvis Lewis  
Brenda Evans

Donna Deculus  
Bridgette Richard  
Thomas Bates  
Plezetta M. West  
Nakesla Blount  
Tasha Joseph  
Darlene Fields  
Lauren Holmes  
Dione Milton  
Collette Mathis  
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 2:05 P.M.; Board Secretary Barry E. Brooks called the Roll; there was a quorum.

**APPROVAL OF MINUTES – October 29, 2024**

Next item discussed was the approval of the Minutes from the October 29, 2024 Special Administration Committee Meeting.

**On a motion by Committee Member Official Designee Renee' Fontenot Free and seconded by Committee Member Willie Rack, the Minutes of the October 29, 2024 LHC BOD Special Administration Committee Meeting were unanimously approved, as distributed.**

**APPROVAL OF MINUTES – August 13, 2024**

Next item discussed was the approval of the Minutes from the August 13, 2024 Administration Committee Meeting.

**On a motion by Committee Member Willie Rack and seconded by Board Member Brandon O. Williams, the Minutes of the August 13, 2024 LHC BOD Administration Committee Meeting were unanimously approved, as distributed.**

**PUBLIC COMMENTS**

None.

**ADMINISTRATION COMMITTEE CHAIRMAN'S REPORT**

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

**AGENDA ITEM #6 – CFO Task Force**

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

The matter were introduced by Secretary Brooks.

Additional information on the matter was provided by Board Member Sarah Collier, Chairwoman of the Task Force, noting her concern that the salary of the CFO is limited by State Civil Service; that the Task Force would be requesting that the CFO be an Unclassified Position via approval of the SCS at their upcoming December 4<sup>th</sup> meeting; and that they would like the new LHC Executive Director involved in the selection of the CFO.

**AGENDA ITEM #6A**

**It was Moved by Committee Chairwoman Jennifer Vidrine and seconded by Committee Member Willie Rack, to Suspend the Rules to Add to the Agenda a discussion regarding protocols for handling LHC signatures electronically; 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.**

Additional information was provided by Madam Chair.

Additional information was provided by LHC Information Technology Director John Ampim.

Additional information was provided by LHC Consultant Bradley Sweazy and LHC Chief of Staff Leslie Chambers advising that an internal working group was reviewing the matter to ensure the protocols and guidelines thereof were in sync with all applicable State, Federal, or Administrative parameters.

**AGENDA ITEM #7 – Board Access to LHC Internal Network Files and Documents**

Next item discussed was regarding the request from Board Chairman Stephen I. Dwyer for Board Members to have access to LHC internal network files and documents.

The matter were introduced by Secretary Brooks.

Additional information on the matter was provided by LHC Consultant Bradley Sweazy

Additional information was provided by LHC Director of Information Technology John Ampim, noting he would coordinate a tutorial for the Board Members on the protocols and guidelines thereof. Such would be done initially via Zoom and thereafter via one-on-one web-based training. And, that the access would be Read-Only restricted.

**AGENDA ITEM #8 – LHC Staffing Plan and Vacant Positions**

Next item discussed was regarding the LHC Staffing Plan and Current Vacant Positions

The matter were introduced by Secretary Brooks.

Additional information was provided by Madam Chair.

Additional information was provided by LHC Human Resources Director Nakesla Blount, noting that there were currently 24 vacancies – of which 9 were being recruited for hiring; that there were 152 current regular employees, and 2 part-time employees.

HR Director Blount noted that she was working on a current LHC Org Chart.

**On a motion by Committee Member Willie Rack and seconded by Committee Member Christian Gil, effective as of November 02, 2024, the Committee hereby designates LHC's Executive Management Team (“EMT”) as follows:**

**EMT Leslie Chambers, Chief of Staff and Executive Counsel to oversee: Legal, Technology Services, Human Resources, Accounting, and Constituent Services**

**EMT Brenda Evans, Chief Programs Officer to oversee: Homeownership, Performance Based Contract Administration (“PBCA”) & Energy Assistance Programs, Rental Assistance, Homelessness Solutions, and Internal Audit and Community Development Block Grant (“CDBG”) Compliance.**

**EMT Jarvis Lewis, Director of Government Affairs/Development and Operations to oversee: Government Relations, Policy & Public Affairs, Construction & Compliance, Development, and Environmental & Section 3 Compliance.**

**And, and providing for other matters in connection with the foregoing; be submitted **FAVORABLY** to the Full Board at the November 13, 2024 BODM for approval.**

**AGENDA ITEM #9 – LHC Grievance Hotline for Employees**

Next item discussed was regarding the LHC Grievance Hotline for Employees.

The matter were introduced by Secretary Brooks.

Additional information was provided by Madam Chair.

Additional information was provided by LHC HR Director Ms. Blount.

**AGENDA ITEM #10 – HOME Program and HMS**

Next item discussed was regarding the HOME Program NOAH, CHAAP, and CSAR and the use of HMS versus spreadsheets.

The matter were introduced by Secretary Brooks.

Additional information was provided by Jarvis Lewis, LHC Director of Governmental Affairs, noting that the CHDOs were using the HMS -- but not to its full potential.

LHC Consultant Mr. Sweazy noted that "...HMS is a good tracking tool."

**AGENDA ITEM #11 – CHDO**

Next item discussed was regarding CHDO disbursement of operating funds, re-certification, and quarterly meetings.

The matter were introduced by Secretary Brooks.

Additional information was provided by Jarvis Lewis, LHC Director of Governmental Affairs, noting that he was working on guidelines to create a "CHDO University"; that the quarterly meetings should begin in early Year 2025 – and such would include training, orientation, and mentoring; and that the Operating Funds have begun disbursements.

Mr. Louis Russell, LHC Chief of Multifamily Production, noted that \$300K had been disbursed to eligible CHDO projects to date.

**AGENDA ITEM #12 – LHC Environmental Department**

Next item discussed was regarding the LHC Environmental Department.

The matter were introduced by Secretary Brooks.

Additional information was provided by Madam Chair.

Additional information was provided by Michelle Redler, LHC Director of Environmental and Labor Compliance, discussing the impact of not having a full staff, that she was extremely proud of her current staff and the quantity and quality of their workloads; she stressed the need to have an efficient environmental review process; that the tasks are not easily transferrable to an external consultant; and that the primary issues were with “tracking and follow-up”.

Ms. Redler noted that the average completion time is about ninety (90) days from receipt of the records to be reviewed; one (1) week to review; then Public Notice on the LHC website for fifteen (15) days; then routing for LHC signatures; then HUD holds for fifteen (15) days; that she finds the “tiered reviews” are efficient; and she suggested better communications at the beginning of the environmental review process..

Board Member Richard A. Winder noted his concerns about “lack of succession” in most critical LHC senior employee positions; and he noted his support for cross-training and better compensation in an effort to maximize retention.

Madam Chair noted the good and productive dialogue on the aforementioned matters.

#### **AGENDA ITEM #13 – Willowbrook Apartment**

Next item discussed was regarding an update on the recent fire incident at Willowbrook Apartments.

The matter was introduced by Secretary Brooks.

Additional information was provided by Todd Folse, LHC Compliance and Construction Monitor Administrator, noted that on October 22<sup>nd</sup> a contract was issued and that there was currently an “undetermined completion date”.

Ms. Brenda Evans, LHC Chief Programs Officer, noted that Franklin Associates was no longer working on tasks related to the fire incident, and that she’d confer with the property management company for an update on the conditions and status of the affected tenants.

#### **AGENDA ITEM #14 – Mid-City Apartments Facility**

Next item discussed was regarding an update on the rental occupancy at the Mid-City Gardens Apartments complex in Baton Rouge.

The matter was introduced by Secretary Brooks.



Additional information was provided by Ms. Brenda Evans, LHC Chief Programs Officer, noting that the first rental payment had been received, that the term lease would end on February 28, 2027; and that she'd provide a copy of the lease to the Board.

Madam Chair noted that there would be future discussions on how contracts are executed, evaluated, and maintained at LHC.

### **ADJOURNMENT**

There being no other matters to discuss, Committee Member Official Designee Renee' Fontenot Free moved for adjournment, seconded by Committee Chairwoman Jennifer Vidrine. There being no discussion or opposition, the motion passed unanimously.

**The Administration Committee Meeting adjourned at 4:03 P.M.**



**Board Secretary, Barry E. Brooks**