

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

SPECIAL Administration Committee Meeting Minutes

Tuesday, October 29, 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 Designee Renee' Fontenot Free obo Louisiana State Treasurer John C. Fleming
Christian Gil
Willie Rack

Committee Members Absent

None

Board Members Present

Board Chairman Stephen I. Dwyer
Board Vice-Chairwoman Tonya P. Mabry
Sarah E. Collier (arrived at 2:42 P.M.)
Wendy D. Gentry
Alfred E. Harrell, III
Steven J. Hattier
Kristen C. O'Keefe
Brandon O. Williams
Richard A. Winder

Board Members Absent

None

Staff Present

Barry E. Brooks
Marjorianna Willman
Leslie R. Chambers

Brenda Evans
Donna Deculus
Bridgette Richard
Thomas Bates
Plezetta M. West
Nakesla Blount
Tasha Joseph
Darlene Fields
Lauren Holmes
Dione Milton
Todd Folse
Collette Mathis
John Ampim
Michael Vice
Breanne Bizette
Jatis Harrington
Annie Robinson
Rendell Brown
Lionel Dennis

Others Present

See Sign-In Sheet

CALL TO ORDER

Administration Committee Chairwoman Jennifer Vidrine called the meeting to order at 2:02 P.M.; Board Secretary Barry E. Brooks called the Roll; there was a quorum.

Invocation was performed by Board Member Richard A. Winder, followed by recital of the Pledge of Allegiance.

PUBLIC COMMENTS

None.

ADMINISTRATION COMMITTEE CHAIRMAN'S REPORT

AC Chairwoman Vidrine welcomed everyone and thanked them for attending the Administration Committee Meeting; she acknowledged the many condolences that she received during the recent death of an immediate family member; and she complimented Jarvis Lewis on the very successful LHC 2024 Housing Conference.

AGENDA ITEM #4 – Expanding Administrative Services for LHC Operations

Next item discussed was a resolution regarding expanding Administrative Services for LHC Operations with RAYBRAD LLC.

The matter were introduced by Secretary Brooks.

Additional information on the matter was provided by Madam Chair, noting the reason was to allow RAYBRAD LLC to work in conjunction with the LHC Executive Management Staff; that LHC was in need of immediate handling of current pertinent issues and concerns; that she wants "...all staff to be respected and appreciated and allowed to grow"; that she appreciates the relationship with developers and other external clients and customers; that she wants to ensure that CHDOs, consultants, and vendors will be "treated fairly and respectful"; that LHC must ensure its Mission is ongoing; that the goal was "...not to abolish the IED position...."; and that when things are on a more solid foundation that then the selection of an IED and thereafter an ED will be considered and processed.

Board Member Alfred E. Harrell, III noted his concern regarding the broad language in the request, and that the resolution was incomplete in that it did not notate RAYBRAD LLC in the language.

LHC Chief of Staff Leslie R. Chambers noted that the "...draft resolution will be amended to reflect the intent of the Committee".

LHC Attorney Supervisor Plezetta West noted the need for more details and specifications in the resolution, noting the need to avoid any programmatic or operational conflicts.

Board Member Brandon O. Williams inquired as to the "timeline".

COS Chambers noted that the current contract with RAYBRAD LLC expires on December 31, 2024.

LHC Board Counsel Alesia Ardoin noted that the resolution does allow for addressing specifics so as to avoid any conflicts.

Official Board Designee Renee' Fontenot Free inquired as to the duration of the contract, that it should not be "open-ended", whether the current contract could be renewed, she inquired on what was the intent of the resolution, inquired as to what was the amount of the contract, etc.

Board Member Kristen C. O'Keefe inquired as to whether the Scope of Work could equate to the current LHC Executive Director's job description.

Madam Chair replied affirmatively.

Board Member Harrell noted the need for more specificity and that perhaps the action was premature, noting the resolution as offered was "...rather thin."

Board Chairman Stephen I. Dwyer noted that he was "confident" that the internal and external attorneys would provide proper necessary guidance.

Chairman Dwyer suggested language that expands Administrative Services provided by RAYBRAD LLC for operation of the LHC, and to work with LHC Executive Management Team to effectively guide LHC, until such time that an IED or ED is appointed.

Board Vice-Chairwoman Tonya P. Mabry inquired as to the "...plan for the IED or ED going forward", and that she'd like a report of any current or perceived "LHC obstacles".

Board Member Williams inquired on the parameters of sole source contracts and the LHC Procurement Policy.

Board Member Harrell noted the need for a Leadership Team to be appointed given the approaching resignation date of ED Marjorianna Willman; and he reiterated that he did not feel there was enough information given for him to be able to make an informed decision.

On a motion by Committee Chairwoman Jennifer Vidrine and seconded by Committee Member Renee' Fontenot Free, the resolution expanding Administrative Services provided by RAYBRAD, LLC for the necessary and appropriate operations of the LHC; and for RAYBRAD, LLC to work in conjunction with the LHC Executive Management Team to effectively guide LHC until such time that an LHC Interim-Executive Director or LHC Executive Director is appointed; and providing for other matters in connection with the foregoing; be submitted FAVORABLY to the Full Board at the October 29, 2024 Special BODM for approval was passed

There was one (1) ABSTAIN from Board Member Alfred E. Harrell, III.

AGENDA ITEM #5 – Designating LHC's Executive Management Staff

Next item discussed was regarding a resolution designating an LHC EMS.

The matter were introduced by Secretary Brooks.

Additional information was provided by Committee Chairwoman Vidrine, advising that the LHC Executive Management Staff would consist of Leslie R. Chambers (Chief of Staff), Brenda Evans (Chief Programs Officer), and Jarvis Lewis (Director of Governmental Affairs), and that the EMS would work closely with RAYBRAD LLC.

Madam Chair also noted that compensation for DGA Lewis would be increased as related to additional duties and responsibilities.

Board Member Alfred E. Harrell, III noted his concern regarding the broad language in the request, and that the resolution was incomplete, and that he did not feel there was enough information given for him to be able to make an informed decision.

On a motion by Committee Chairwoman Jennifer Vidrine and seconded by Committee Member Christian Gil, the resolution designating LHC's Executive Management Staff as Leslie R. Chambers, Brenda Evans, and Jarvis Lewis; and providing for other matters in connection with the foregoing; be submitted FAVORABLY to the Full Board at the October 29, 2024 Special BODM for approval was passed

There was one (1) ABSTAIN from Board Member Alfred E. Harrell, III.

AGENDA ITEM # – LHC Delegations of Authority

Next item discussed was regarding a resolution abolishing all previous Delegations of Authority and appointing signatory authority.

The matter was introduced by Secretary Brooks.

There was further debate on the matter amongst the Committee Members and the Board Members.

It was resolved via general consensus that there would be no monetary Board limitations on the matter.

On a motion by Committee Member Renee' Fontenot Free and seconded by Committee Member Christian Gil, the resolution abolishing all previous Delegations of Authority of the LHC Executive Director, and appointing LHC Board Chairman Stephen I. Dwyer as the "Authorized Signatory" for the Louisiana Housing Corporation to sign all documents to the same effect as the Appointing Authority including, but not limited to, all documents that bind the Corporation; and providing for other matters in connection with the foregoing; be submitted FAVORABLY to the Full Board at the October 29, 2024 Special BODM for approval was passed.

There was one (1) ABSTAIN from Board Member Stephen I. Dwyer.

AGENDA ITEM #7 – LHC Task Force

Next item discussed was regarding a resolution establishing a Task Force to oversee the hiring of the LHC Chief Financial Officer.

The matter were introduced by Secretary Brooks.

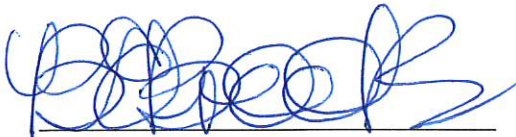
Additional information was provided by Administration Committee Chairwoman Vidrine.

On a motion by Committee Member Renee' Fontenot Free and seconded by Committee Member Christian Gil, the resolution establishing a Task Force to oversee the hiring of the LHC Chief Financial Officer consisting Task Force Chairwoman Sarah E. Collier, Task Force Member Brandon O. Williams, Task Force Member Wendy D. Gentry, and Task Force Member Steven J. Hattier; and providing for other matters in connection with the foregoing; be submitted **FAVORABLY to the Full Board at the October 29, 2024 Special BODM for approval passed unanimously.**

ADJOURNMENT

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

The Administration Committee Meeting adjourned at 3:40 P.M.



Board Secretary, Barry E. Brooks