

**BOBBY JINDAL**  
GOVERNOR



**DON J. HUTCHINSON**  
INTERIM EXECUTIVE DIRECTOR

# Louisiana Housing Corporation

**LHC Board of Directors**

**Board Meeting Minutes**

**Wednesday, February 13, 2013**

**2415 Quail Drive  
V. Jean Butler Board Room  
Baton Rouge, LA 70808  
12:30 P.M.**

## **Board Members Present**

Michael L. Airhart  
Mayson H. Foster  
Treasurer John N. Kennedy  
Ellen M. Lee  
Willie Spears  
Guy T. Williams, Jr.  
Malcolm Young

## **Board Members Absent**

Dr. Daryl V. Burckel  
Matthew P. Ritchie

## **Staff Present**

Don J. Hutchinson  
Bradley Sweazy  
Barry E. Brooks  
Brenda Evans  
Charlette Minor  
Rene' Landry  
Danny Veals  
Jeff DeGraff

Terry Holden  
Todd Folse  
Edselle Keith Cunningham, Jr.  
Christine Bratkowski  
Leslie C. Strahan  
Jessica Guinn  
Victoria Hilton  
Collette Mathis  
Marjorianna Willman

**Others Present**

See Guest Sign-In Sheet

**CALL TO ORDER**

LHC Board Chairman Michael L. Airhart called the meeting to order at 12:36 p.m. Board Secretary Barry E. Brooks called the roll; there was a quorum.

**APPROVAL OF MINUTES**

**On a motion by Board Member Malcolm Young and seconded by Board Member Ellen M. Lee, the Minutes of the January 9, 2013 LHC Board of Directors meeting were approved unanimously.**

**LHC BOARD CHAIRMAN'S REPORT**

Chairman Airhart noted that although a discussion regarding the LHC 2013 Draft Strategic Plan was on the agenda, there was no update on the matter currently.

Thereafter, Treasurer John Kennedy inquired as to whether the meetings can be broadcast over the Internet. It was noted by LHC Chief Operations Officer Bradley Sweazy and Information Technology Director Danny Veals that the matter was being worked on pending some infrastructure changes being needed, but that they anticipated such might be accomplished by the May BODM.

Board Member Guy T. Williams, Jr., expressed his concerns on moving forward with the aforementioned and suggested the matter be further explored, in particular if the costs do not outweigh the benefits.

### **LHC INTERIM EXECUTIVE DIRECTOR'S REPORT**

IED Don J. Hutchinson reported on the following items: that the recent meetings with LAAHP and USDA had gone well; and, that Mid-City Gardens Apartments was open and accepting tenants.

### **MULTIFAMILY COMMITTEE REPORT**

MC Chairman Guy T. Williams, Jr. noted that the Committee had met earlier and was recommending approval of the resolution regarding \$5.5M Multifamily Housing Revenue Bonds for Canaan Village.

LHC Program Administrator Brenda Evans went over the specifics of the matter, noting the project was located in Shreveport and that staff was recommending approval thereof.

**On a motion by Board Member Guy T. Williams, Jr. and seconded by Board Member Willie Spears, the resolution authorizing the preliminary approval of the issuance of not to exceed \$5,500,000 Multifamily Housing Revenue Bonds in one or more series to finance the acquisition, rehabilitation and equipping of Canaan Village Apartments; 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.**

Next item discussed was the resolution approving the issuance of \$425,947.00 in 4% Non-Competitive LIHTC to Canaan Village. Ms. Evans went over the specifics of the matter, noting that staff was recommending approval thereof.

**On a motion by Board Member Guy T. Williams, Jr. and seconded by Board Member Willie Spears, the resolution establishing the maximum qualified basis and low-income housing credits to Canaan Village Apartments; authorizing the staff and counsel to prepare the forms of such documents and agreements as may be necessary to allocate 4% Low Income Housing Tax Credits to such facilities; and approving a waiver of the Minimum Square Footage and Full Bathrooms Per Unit Type required in the 2013 Qualified Allocation Plan; 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.**

Next item discussed was the resolution approving the Qualified Contract Processing Guidelines as related to the LIHTC Properties. MC Chair Williams went over the specifics of the matter, noting that the Committee was recommending approval thereof.

**On a motion by Board Member Guy T. Williams, Jr. and seconded by Board Member Mayson H. Foster, the resolution providing a policy for the administration of requests under IRS Code §42(h)(6)(E)(i)(II) to produce a Qualified Contract; to allow the Louisiana**

**Housing Corporation to administer requests from property owners who intend to make a request under IRS Code §42(h)(6)(E)(i)(II) for a Qualified Contract; and authorizing the Corporation staff and counsel to prepare the forms of such documents and agreements as may be necessary; 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.**

Next item discussed by MC Chair Williams was a brief update on the 2014 Qualified Allocation Plan.

There was next a presentation by Marla Nelson from University of New Orleans regarding an Analysis of State Allocation Plans. Among the items discussed were: LIHTC timeline, how states incentivize extended affordability, Louisiana's extended affordability agreement, strength of point incentives for extended affordability agreements and recommendations thereof, how states incentivize transitions to tenant ownership and recommendations thereof, total development costs and high quality construction, etc.

### **SINGLE FAMILY COMMITTEE REPORT**

In the absence of SF Chairman Matthew Ritchie, Board Chairman Airhart noted that the Committee had met earlier.

Ms. Evans went over the specifics of the first item regarding the selection of HUD Approved Homebuyer Education Counseling Agencies. She noted that there had been six (6) responses received, and that staff was recommending awards to three (3) of the respondents. She also noted that costs in the matter were pre-set, and that selection of the recommended awardees was based on criteria as set for the in the RFP (i.e., scope of services, historical data, etc.).

**On a motion by Vice-Chairman Mayson H. Foster and seconded by Board Member Ellen M. Lee, the resolution approving and authorizing the selection of HUD Approved Housing Counseling Agencies to serve for a one (1) year term, subject to specific monthly performance review, as part of the Corporation's Homebuyer Education Counseling Program; 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.**

Next item discussed was a resolution regarding \$20M of LHC SFMRRB. Ms. Evans went over the specifics of the matter, noting that the Finance Team and staff were recommending approval thereof. Additional info was provided by Gordon King of Government Consultants.

**On a motion by Vice-Chairman Mayson H. Foster and seconded by Board Member Guy T. Williams, Jr., the resolution approving and authorizing the issuance of not exceeding Twenty Million Dollars (\$20,000,000) of Louisiana Housing Corporation Single Family**

**Mortgage Revenue Refunding Bonds (Taxable) in one or more series or subseries; approving the form of a Series Supplemental Trust Indenture in connection with the aforesaid Refunding Bonds; requesting the State Bond Commission to approve the aforesaid documents and to approve the issuance, sale and delivery of the Refunding Bonds; 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.**

Treasurer Kennedy inquired on whether there was a methodology in place to decide and/or help others decide how to use the CDBG monies coming to LHC from DOA. Mr. Sweazy advised that the allocations were based on FEMA storm damage percentages. Treasurer Kennedy cautioned on LHC taking over said matters and suggested ensuring no deficiencies or discrepancies thereof were being inherited.

Updates on the Single Family Program, HOME, and NSP were noted as having been provided during the earlier SF Committee meeting.

#### **INNOVATION COMMITTEE**

IC Chair Willie Spears noted that the Committee had met earlier, and that there were no action items. He did note that there had been a presentation by Monica Cooper from Bunge North American Corporation regarding Continuous Improvement and Lean Sigma Process Overview, and that further discussions thereof are being planned.

#### **ADMINISTRATIVE COMMITTEE**

AC Chair Malcolm Young noted that the Committee had met earlier.

The first item discussed was a resolution regarding issuance of an RFP for Housing Needs Assessment. Board Chairman Airhart went over the specifics of the matter.

**On a motion by Board Member Ellen M. Lee and seconded by Willie Spears, the resolution to authorize the Louisiana Housing Corporation (“Corporation”) to issue a Request for Proposals (“RFP”) for a Housing Needs Assessment; 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.**

Next item discussed was a resolution regarding issuance of an RFP for Cost Containment. Board Chairman Airhart went over the specifics thereof.

**On a motion by Board Member Willie Spears and seconded by Vice-Chairman Mayson H. Foster, the resolution to authorize the Louisiana Housing Corporation (“Corporation”) to**

**issue a Request for Proposals (“RFP”) for Cost Containment Guidelines; 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.**

Next item discussed was a resolution regarding Consulting and Compliance Services for St. John the Baptist Parish. AC Chair Young and Board Chairman Airhart went over the specifics of the matter.

**On a motion by Vice-Chairman Mayson H. Foster and seconded by Board Member Guy T. Williams, Jr., the resolution approving contract negotiations between LHC and St. John the Baptist Parish for consulting and compliance services; 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.**

AC Chair Young noted that there were discussions during the Committee meeting regarding the Louisiana Disaster Housing Task Force on Hurricane Isaac and the LHC Compliant and Non-Compliant Properties.

#### **ASSETS AND INVESTMENTS COMMITTEE**

In the absence of AIC Chairman Dr. Daryl V. Burckel, Board Chairman Airhart noted that the Committee had met earlier, and that there were no action items.

He noted that the Committee had received reports on Willowbrook Apartments (95% occupancy rate), Village de Jardin (74% occupancy rate), and Mid-City Gardens (28% occupancy rate).

#### **SUSTAINABLE HOUSING COMMITTEE**

SHC Chair Ellen M. Lee noted that the Committee had met earlier, and that there were no action items. She noted that the LHC had been awarded \$8.1M from HUD over the next five (5) years for Section 811 program for project based rental assistance to target the homeless population in Louisiana. LHC Program Administrator Nicole Sweazy went over the specifics of the HUD award. She also discussed the LHC/Department of Health and Hospitals relationship regarding the Permanent Supportive Housing program parameters, noting that HUD requires an agreement with the State’s Medicaid Contact in order for LHC to participate therewith.

She noted that the Committee had received other reports regarding the Sustainable Housing Department, Louisiana Housing Authority Department, Energy Programs, NSP2, and HOME Programs.

**There was a motion by Vice-Chairman Mayson H. Foster and seconded by Board Member Guy T. Williams, Jr., for the Board to enter into \*\*Executive Session Discussion\*\* for purposes of discussing the claim of the LHC against D. Honoré Construction Company regarding Mid-City Gardens Apartments (100-250 South 17<sup>th</sup> Street and 200 South 16<sup>th</sup> Street, Baton Rouge, LA 70802); and providing for other matters in connection therewith. The motion was moved to debate. There being no further discussion, opposition, or public comment, a vote was taken, and the motion passed unanimously.**

**The Board went into Executive Session at 1:20pm.**

**The Board emerged from Executive Session at 1:51pm.**

**There was a motion by Vice-Chairman Mayson H. Foster and seconded by Board Member Ellen M. Lee, for the Board to enter into \*\*Executive Session Discussion\*\* for purposes of discussing the character and/or professional competence of potential candidates for the position of Executive Director of the Louisiana Housing Corporation; and providing for other matters in connection therewith. The motion was moved to debate. There being no further discussion, opposition, or public comment, a vote was taken, and the motion passed unanimously.**

**The Board went into Executive Session at 1:52pm.**

**The Board emerged from Executive Session at 2:53pm.**

#### **OTHER BUSINESS**

None.

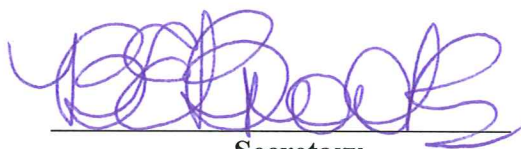
#### **ADJOURNMENT**

There being no other matters to discuss, Board Member Ellen M. Lee offered a motion for adjournment that was seconded by Board Member Guy T. Williams, Jr. There being no discussion or opposition, the matter was unanimously passed.

**The Full Board meeting adjourned at 2:54 P.M.**



**Chairman**



**Secretary**