

**MINUTES OF THE
LOUISIANA HOUSING COUNCIL
EXECUTIVE COMMITTEE MEETING
September 16, 2010**

The Executive Committee of the Louisiana Housing Council convened on the **16th day of September, 2010 at 12:00 P.M. at Lafayette Hilton Hotel, Lafayette, Louisiana.** President Cindy Martin presided over the LHC Executive Committee Meeting.

President Martin expressed gratitude to those in attendance.

Roll was called as follows:

Voting Members:

Cindy Martin	present
Bobby Simmons	present
Ricky Dupuis	present
Kenneth Habetz	present
Tonya Mabry	present
Dianne Reed	present
Fred Wesley	present
Morise Duffin, Jr.	present
Richard Murray (IPP)	present
Deborah Tate	present
Sharon Dixson	present
S.O. Dan Strange	present

DAL:	Vonda Waskom	present
	Theresa Gibson	absent
	Marvin Butler	absent
	Dorothy Charles	<excused absence>
	Sarah Roberts	present
	Janet Rush	present
PP:	Katie Anderson	<excused absence>
	Fred Banks	present
	David Fontenot	present
	Peggy Steele	present
	Kelley McFarlain, Sr.	absent
	Harry Becnel	present
	Beryl Pitre	present
	Jim Firmin	absent
	Frank Wilcox	absent

Non-Voting Members:

Jackie Woodfork (Dist. A)	absent
Janice Nelson	present
Rhonda Ratcliff (Dist. B)	present
Pam Adams (Dist. C)	present
Netrina England	absent
Pam Fontenot (Dist. D)	present
Suzette Leonards	present
Wanda Wells (Dist. E)	absent
Janie Anderson	present
Diana Pace (Dist. F)	present
Wayne Thibodeaux	absent

ADH:	Chris Simpson	present
	Susan Strange	present
	Ken Guidry	present
	Mary Lynn Thibodeaux	present
	Melonie Bayham	present
	Monica McKinnie	present
	Jonathan Carmouche	absent

There were 20 out of 27 voting members present. It was determined that a quorum was present and the business of LHC was conducted as follows:

PREVIOUS MINUTES:

President Martin stated that the minutes of the *Executive Committee Meeting* on *May 20, 2010* were emailed to all. A motion was made by Richard Murray, second by Peggy Steele, that the minutes be accepted as written and made a part of the LHC permanent record. The motion carried.

President Martin called for the Treasurer's Report.

TREASURER'S REPORT:

Treasurer Deborah Tate presented the Treasurer's Report, with a copy of her submitted report attached. (*Attachment A*)

In Summary:

- Total **projected budget operating Income** - **\$174,500.00**
- Total **projected budget operating Expenses** - **\$190,747.27**
- **Net Operating Income Budget: Income over Expenditures** - **<\$16,247.27> deficit**
- Total **Actual Current Income received to date** - **\$200,098.69**
- Total **Actual Current Expenditures to date** - **\$116,868.26**
- **Actual Current Balance to date: Income over Expenditures** - **\$83,230.43**
- Total **budget Income balance to date** - **\$25,598.69**
- Total **budget Expenditures balance to date** - **\$73,879.01**
- **Net Operating Expenses Budget Balance: Income over Expenditures** - **<\$48,280.32> deficit**
- **Balance carried forward from previous year** - **\$55,333.00**
- **Net Operating Income Budget: Income over Expenditures** - **<\$16,247.27> deficit**
- **Projected ending fund balance this fiscal year** - **\$39,085.73**

Treasurer Deborah Tate requested that her report be accepted and added to the permanent records. It was moved by Peggy Steele, seconded by Richard Murray. The motion carried.

The floor was then opened for Committee Reports.

STANDING COMMITTEE REPORTS

COMMISSIONERS:

VP-Commissioner Fred Wesley gave the report for his committee, with a copy of his handwritten report attached. (*Attachment B*)

In Summary:

- The committee met at 11:00 A.M. on Wednesday, September 15 with fifteen (15) members present
- Discussed using LHC website to communicate information to membership
- Need Leadership Directory made available to all Commissioners
- Improvement in relationship between LHC and Commissioners, include in District trainings
- Mel Scott reported collecting \$750 for Sam McKay Scholarship

VP-Commissioner Fred Wesley requested that his report be accepted and added to the permanent records. It was moved by Fred Wesley, seconded Ricky Dupuis. The motion carried.

HOUSING:

VP-Housing Ricky Dupuis gave the report for his committee, with a copy of his submitted report attached. (*Attachment C*)

In Summary:

- The committee met at 10:00 A.M. on Wednesday, September 15 with eighteen (18) members/guest in attendance

- Training for New Directors in the terminology and acronyms used by HUD
- Joint training for Commissioners and Directors to focus on understanding the different roles
- REAC training for entire staff; cross training
- SHARP was discussed
- PETRA was discussed with focus on how it would affect small housing authorities and the final goal of HUD

VP-Housing Ricky Dupuis requested that his report be accepted and added to the permanent records. It was moved by Ricky Dupuis, seconded by Janet Rush. The motion carried.

MEMBER SERVICES:

VP-Members Services Dianne Reed gave the report for her committee, with a copy of her submitted report attached. (*Attachment D*)

In Summary:

- The committee met at 10:00 A.M. on Wednesday, September 15 with thirteen (13) members present and one guest
- Discussed First-Time Attendee Reception scheduled for 11:15-11:45 today
- Committee to assist with decorating for Philip Miller Award banquet
- LHC Basket was delivered to SWNAHRO in Arkansas
- LHC By-Laws change resolution delivered to Donna Lewis to present to SWNAHRO
- Committee to assist with the District Raffle ticket sales
- The Poster Contest winners were submitted to NAHRO, 1st, 2nd, and 3rd place winners were given monetary awards from Members Services Budget
- 2011 Calendars are being printed using all submitted posters, planned ship date in early November
- Resolution to reprint LHC Directory for distribution to members
- Four (4) First-Time Attendees were added to the member role with approval by the president

VP-Members Service Dianne Reed requested that her report be accepted and added to the permanent records. It was moved by Dianne Reed, seconded by Beryl Pitre. The motion carried.

There was a motion presented to accept the resolution to reprint the LHC Directory. It was moved by Beryl Pitre, seconded by Peggy Steele. The motion carried. A vote on the resolution was approved.

PROFESSIONAL DEVELOPMENT COMMITTEE:

VP-Professional Development Ken Habetz gave the report for his committee. (*no written report submitted*).

In Summary:

- The committee met at 10:00 A.M. on Wednesday, September 15 with sixteen (16) members present and three (3) guests
- Discussed PD Management
 - a. Maintenance Workshop in Marksville at the Paragon, November 18
 - b. Draft survey to build on training
 - c. Subsidize registration for smaller agencies to attend meeting
 - d. Locations of training to draw attendance
 - e. Calendar of training (Basic Courses) to be same time every year: 2-Section 8; 2-Public Housing; UPCS

- Update of Policies and Procedures for LHC through Professional Development

There was a motion presented to allow Dan Strange to procure services of Gary Lee to update Policies and Procedures. It was moved by Ken Habetz, seconded by Fred Wesley. The motion carried.

There was a motion presented to update the Policies and Procedures Manual. It was moved by Ken Habetz, seconded by Deborah Tate. The motion carried.

Dan questioned the dates of training. Dan Strange and Cindy Martin were selected to research training necessities such as hotels and trainers. Consideration should be given to offer certification for Commissioners, Section 8, and Public Housing along with training.

VP-Professional Development Ken Habetz requested that his report be accepted and added to the permanent records. It was moved by Ken Habetz, seconded by David Fontenot. The motion carried.

SECTION 8 HOUSING COMMITTEE:

VP-Section 8 Housing Tonya Mabry gave the report for her committee. A copy of her submitted report is attached. (*Attachment E*)

In Summary:

- Committee met at 10:00 A.M. on Wednesday, September 15 with eleven (11) members present and two (2) guests
- Janie Anderson discussed Portability with the group
- Discussion in reference to VASH and Project-Based Vouchers
- Discussed DHAP-Ike audits and conversions
- Suggestions for training for Section 8 in the future were Administrative Plans, Evictions and Violations.

VP-Section 8 Housing Tonya Mabry requested that her report be accepted and added to the permanent records. It was moved by Peggy Steele, seconded by Fred Banks. The motion carried.

COMMUNITY REVITALIZATION & DEVELOPMENT COMMITTEE:

VP-Community Revitalization & Redevelopment Committee Chair Morise Duffin, Jr. gave the report for his committee, with a copy of his submitted report attached. (*Attachment F*)

In Summary:

- Committee met at 4:00 P.M. on Tuesday, September 14 with four (4) members present
- Discussed 2009-2011 goals
- Review of Development presentation
- Discussed Development strategies
- Communicate more with Executive Committee

VP-Community Revitalization & Redevelopment Morise Duffin, Jr. requested that his report be accepted and added to the permanent records. It was moved by Morise Duffin, Jr., seconded by Peggy Tate. The motion carried.

INSURANCE COMMITTEE:

VP-Insurance Committee Frank Wilcox was not present for the Executive Committee Meeting. Beryl Pitre gave the report for this committee. A handwritten report was submitted. (*Attachment G*)

In Summary:

- Meeting called to order by Frank Wilcox
- Committee met at 2:00 P.M. on Tuesday, September 14 with a quorum present
- Presentation by Kevin Kennedy of F.A. Richard & Associates (adjusters for LHC property & general liability)
- Stanford Roy of Merrill Lynch presented a report on LHC's investments
- Public officials liability and Workman's Compensation renewed without an increase

Beryl Pitre requested that this report be accepted and added to the permanent records. It was moved by Beryl Pitre, seconded by Peggy Steele. The motion carried.

President Martin then called for AD HOC Committee reports.

AD HOC COMMITTEE REPORTS

AWARDS COMMITTEE:

No committee meeting was held at this time.

BUDGET COMMITTEE:

Melonie Bayham gave the report for the committee, with a typed copy of the Budget attached.

(Attachment H)

In Summary:

- Final Budget Revision reflects Total Operating Income as \$174,500.00 and Total Expenses as \$191,510.00 which is a \$763.00 decrease from the last budget revision
- Projected to end the year in the black

Melonie Bayham requested that this report be accepted and added to the permanent records. It was moved by Beryl Pitre, seconded by Fred Wesley that the budget be adopted. The motion carried.

- New Line Item added to Expenses for the 2010-2011 Budget

#606.01	Philip W. Miller Award Committee Expense - \$1000.00
#703.06	LHC Directory - \$500.00

Melonie Bayham requested that these New Line Items be added to the 2010-2011 Budget. It was moved by Fred Banks, seconded by Deborah Tate. The motion carried.

LEGISLATIVE COMMITTEE:

No committee meeting was held at this time.

DIVERSIFIED HOUSING OPPORTUNITIES COMMITTEE:

Diversified Housing Opportunities Committee Chair Fred Banks gave the report for the committee, with a typed copy of the report submitted.

(Attachment I)

In Summary:

- The committee met at 6:30 P.M. on Tuesday, September 14 with six (6) members present.
- Reported on QAP and the results of the LHFA public hearing relative to the PHA Pool
- Thank you to DHO Committee and LHC members for support
- Round Table Discussion relative to PHAs applying for more Tax Credits and the need to get local HUD support for PHA participation

Fred Banks requested that his report be accepted and added to the permanent records. It was moved by Fred Banks, seconded by Dianne Reed. The motion carried.

HUD LIAISON COMMITTEE:

HUD Liaison Committee Chair Richard Murray gave the report for the committee, with a typed copy of the report attached. *(Attachment J)*

In Summary:

- The committee met at 9:00 A.M. on Wednesday, September 15
- Discussed ways to better communicating with the New Orleans Field Office of HUD
- Concerns:
 1. Answering calls and emails
 2. Interpretation of rules and regulations
 3. Assisting troubled housing authorities
 4. Next steps
- A meeting was set for 3:00 P.M. on Wednesday, September 14 with members of LHC, Cheryl Williams and K. T. Williams

Richard Murray requested that his report be accepted and added to the permanent records. It was moved by Richard Murray, seconded by Peggy Steele. The motion carried.

LHC SCHOLARSHIP FOUNDATION COMMITTEE:

LHC Scholarship Foundation Committee Chair Richard Murray gave the report for the committee, with a typed copy of the report attached.

(Attachment K)

In Summary:

- The committee met at 8:00 A.M. on Wednesday, September 15
- Receipt of official letter from Internal Revenue Service determining LHC as 501(c)(3)
- Discussed donations year to date
- Auction of items for scholarship to be Wednesday evening and Thursday night
- Raffle District baskets for scholarship
- Encourage board member, LHC membership, and visitors to contribute to scholarship foundation
- Presented the financial report as of August 31, 2010

Richard Murray requested that his report be accepted and added to the permanent records. It was moved by Richard Murray, seconded by Peggy Steele. The motion carried.

NOMINATING COMMITTEE:

Nominating Committee Chair Richard Murray gave the report for the committee, with a typed copy of the report attached.

(Attachment L)

In Summary:

- The committee met at 5:00 P.M. on Tuesday, September 15 with four (4) member present
- Began assembling names of persons to nominate for the 2011-2013 terms
- Membership that are interested in serving in a leadership capacity need to make LHC aware
- Discussed concern about Jonathan Carmouche being sworn-in as a Director-At-Large due to audit findings. Decision to be deferred to the Executive Committee and would request the By-Laws Committee to revise the LHC By-Laws to address matters of terminating an officer from his/her LHC leadership position.

Richard Murray requested that his report be accepted and added to the permanent records. It was moved by Richard Murray, seconded by Peggy Steele. The motion carried.

A motioned was entertained to delay action on the matter with Jonathan Carmouche as Director-At-Large until the February Executive Committee meeting. It was moved by Fred Banks, seconded by Sarah Roberts. The motion carried.

PHILIP W. MILLER AWARD COMMITTEE:

Philip W. Miller Award Chair Richard Murray gave the report for the committee, with a copy of his submitted report attached. (*Attachment M*)

In Summary:

- The committee met at 5:45 P.M. on Tuesday, September 14 with four (4) members present
- Discussed recommendations for revisions to the PWM application and selection process
 1. PWM Award packet sent unopened to award chair for distribution
 2. Clarify the requirement for submission
 3. Define Housing experience a better way
 4. Request Resume' of chronological housing experience
 5. Application information returned to the nominee if requested in writing
 6. Set tentative dates for the application process for 2011

Richard Murray requested that his report be accepted and added to the permanent records. It was moved by Richard Murray, seconded by Peggy Steele. The motion carried.

BY-LAWS COMMITTEE:

No committee meeting was held at this time.

SITE SELECTION COMMITTEE:

No committee meeting was held at this time.

DISTRICT DIRECTORS:

District Directors Chair Pamela Fontenot gave the report for the committee, with a typed copy of her submitted report attached. (*Attachment N*)

In Summary:

- The committee met at 4:00 P.M. on Tuesday, September 14 with ten (10) members present
- Discussed District Baskets, their themes and if help was needed to complete them
- Cindy Martin suggested for the Fall Conference 2011 that John Cook from Bossier City bring his DJ equipment to teach line dancing and to look into getting a house band for entertainment on Thursday night
- Cindy Martin commended Districts for the great job done on baskets
- Encouraged all agencies to attend District meetings and/or trainings

Pamela Fontenot requested that her report be accepted and added to the permanent records. It was moved by Fred Banks, seconded by Beryl Pitre. The motion carried.

SCHOLARSHIP COMMITTEE:

Scholarship Committee Chair Susan Strange gave the report for the committee, with a typed copy of her submitted report attached. (*Attachment O*)

In Summary:

- The committee met at 2:00 P.M. on Tuesday, September 14 with six (6) members and four (4) guests
- Adjustments were made to the raffle ticket schedule and sign-up for shifts
- Determined the number of applicants to be funded in each category and the amount to fund each scholarship. There was a limit established in the number of Resident Seniors and increased the number of Resident Head of Household and Child Staff
- Edited the Head of Household application and score sheet

Susan Strange requested that the report be accepted and added to the permanent records. It was moved by Beryl Pitre, seconded by Deborah Tate. The motion carried.

CIVIL SERVICE COMMITTEE:

Civil Service Committee Chair Monica McKinney gave the report for the committee with a typed copy of submitted report attached. (*Attachment P*)

In Summary:

- The committee met on Wednesday, September 15 with 14 members present
- Primary discussion whether or not it would be beneficial to pursue legislation to be removed from State Civil Service
- Received forty-four (44) surveys to see if agencies were interested in pursuing this legislation; thirty-four (34) were in favor of pursuing this legislation and ten (10) opposed
- Request Executive Board to seek legal counsel to pursue legislation to be exempt from the financial aspect on the allowance/disallowance of merit increases. Furthermore, the committee would like an opinion from an attorney on whether or not it is worthwhile to pursue legislation to have the option of staying in the system or getting out

It was moved by Monica McKinney to approve the hiring of a lawyer, and seconded by Beryl Pitre. The motion carried.

It was moved to amend the Budget to hire counsel limited to a maximum of \$5,000. It was moved by Monica McKinney, seconded by Sarah Roberts. The motion carried.

Monica McKinney requested that the report be accepted and added to the permanent records. It was moved by Monica McKinney, seconded by Beryl Pitre. The motion carried.

MAINTENANCE COMMITTEE:

Maintenance Committee Chair Mary Lynn Thibodeaux gave the report for her committee, with a typed copy of the submitted report attached. (*Attachment Q*)

In Summary:

- Workshop held at Lafayette Hilton, August 18-20 with approximately 150 registered members and 9 exhibitors present
- Sessions offered – Injury Prevention and Employee Wellness, Civil Service Merit Suspension and Updates, Comprehensive Electrical Training, HVAC Troubleshooting & Repair, Refrigerator Maintenance & Repair and Drywall Prep & Painting techniques.
- CPR and First Aid offered with 26 additional members receiving their certification. LHC has 65 certified members
- Exhibitors Reception hosted the “Deal or No Deal” game show; along with “Who Wants to be a Millionaire”

Mary Lynn Thibodeaux requested that her report be accepted and added to the permanent records. It was moved by Mary Lynn Thibodeaux, seconded by Dianne Reed. The motion carried.

SENIOR VICE-PRESIDENT REPORT:

Senior Vice-President Bobby Simmons gave his report. *(no written report was submitted)*

In Summary:

- The Committee met at 5:00 P.M. on Wednesday, September 15 with two (2) present
- Discussed Internal Revenue Service and status of 501(c)(3)
- Discussed Conference Budget

Bobby Simmons requested that the report be accepted and added to the permanent records. It was moved by Bobby Simmons, seconded by Peggy Steele. The motion carried.

SERVICE OFFICER'S REPORT:

Dan Strange, Service Officer (Executive Secretary), gave his report. A copy of the submitted report is attached. *(Attachment)*

In Summary:

- Commented on finances and attendance of conferences and workshops
- Maintenance Management Workshop by Nan McKay, November 18-19, Paragon Hotel & Casino
- Attendance for Fall Conference is 190 compared to 256 last September
- Scholarship Foundation account balance is \$88,093.27
- Reviewing the latest Directory and will update, Member Services will advise about printing or posting on website
- Surveys submitted to PD to poll membership on training needs, will be PDF to be returned by email
- Registration fees are not covering expenses; may need to incorporate late fee
- Financial status of August 31st, net earnings were \$82,528.36
- Insurance contributions as of August 31st were \$116,381.00
- Plan to attend NAHRO's Annual Conference in Reno, NV, October 29-November 3

It was moved by Janet Rush and seconded by Peggy Steele that registration fees be increased from \$150.00 to \$175.00; Registration received 10 days out fee will be \$225.00; Increase the May Legislative Conference and the September Annual Fall Conferences fees for on-site registration to \$275.00. Non-members registration will be increased by \$25.00. The motion carried.

Dan Strange requested that his report be accepted and added to the permanent records. It was moved by Dan Strange, and seconded by Richard Murray. The motion carried.

PRESIDENT'S REPORT:

President Cindy Martin did not present a formal report due to time.

In Summary:

- Thank you to everyone for the job you are doing
- Increase accounting services with HSA from \$100.00 per month to \$130.00 per month effective January 1, 2011
- Raffle Ticket sales for Wednesday was \$841.00 and the Auction on Wednesday was \$785.00 for a total of \$1,626.00 for one day income toward scholarships

It was moved by Cindy Martin and seconded by Peggy Steele that the fee for accounting service be increased from \$100.00 to \$130.00 per month. The motion carried.

NEW BUSINESS:

None

OLD BUSINESS:

None

There being no other business to come before the Executive Committee, a motion was made to adjourn by Fred Wesley, seconded by Peggy Steele. The motion carried.

Sharon I. Dixon, LHC Secretary

APPROVED:

Cindy Martin, LHC President

Date