

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA, HELD  
ON THURSDAY, MARCH 9, 2017

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Regular Session at 2:00 P.M. on Thursday, March 9, 2017 at the office of the Housing Authority of the City of Monroe, Louisiana located at 300 Harrison Street, Monroe, Louisiana 71201 for the following purposes:

Those present and absent were as follows:

Present: Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, and Commissioners William Smart, Patricia Gix, and Rick Miller

Absent: None

Also present were: Frank L. Wilcox, Monroe Housing Authority Executive Director, Bobby Simmons, Deputy Director, Cheryl Farmer, Director of Operations, Janet Sanderford Administrative Director, Karen Crowell, Executive Staff Officer, and Jim Rountree, Attorney.

Guest in attendance were: Sgt. M. C. Tucker, Monroe Police Department

NOTICE OF REGULAR MEETING

TO: Mr. Joe Farr, Chairman  
Mr. Hal Hinchliffe, Vice Chairman  
Dr. Henry Bonner, Jr., Chairman Emeritus  
Mr. William Smart, Commissioner  
Ms. Patricia Gix, Commissioner  
Mr. Rick Miller, Commissioner  
Mr. James A. Rountree, Attorney

You are hereby notified that the Board of Commissioners of the Housing Authority of the City of Monroe is called to meet in Regular Session at 2:00 P.M. on Thursday, March 9, 2017 at the office of the Housing Authority of the City of Monroe, located at 300 Harrison Street, Monroe, Louisiana 71201 for the following purposes:

1. Approve Minutes of Previous Meeting
2. Discuss the Capital Fund Budget
3. Discuss the Proposed Agency Plan
4. Presentation of Management and Financial Reports
5. Any other business that may come before the Board

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JOE FARR, CHAIRMAN  
/k/jf

Dated this March 1, 2017

Chairman Joe Farr called the meeting to order and Mr. Bobby Simmons was asked to open the meeting with a prayer.

Chairman Farr asked the Board for any comments regarding the February 9, 2017 meeting. There were none and Vice-Chairman Hal Hinchliffe introduced a motion that the Minutes of the previous

meeting be approved. Commissioner William Smart seconded the motion and it carried unanimously.

Chairman Farr called on Sgt. Mickey Tucker, Monroe Police Department, to provide the Board with an update on crime statistics. Sgt. Tucker reported that the MPD had made considerable progress in dismantling the drug and weapon ring operating on South 3<sup>rd</sup> Street. Sgt. Tucker then said that MPD will begin to aggressively seek out members of the theft ring gang operating near Robinson Place community. Chairman Farr thanked Sgt. Tucker for the report and Sgt. Tucker left the meeting.

Chairman Farr then called on Attorney Jim Rountree to swear in Commissioner Steven Richard “Rick” Miller for his re-appointment to the Board of Commissioners. Commissioner Miller recited the Oath and was sworn in for his second term.

At this time, Chairman Farr called on Mr. Frank Wilcox to provide the Executive Director’s Management Reports. Mr. Wilcox provided the Board with an update on the flood damage cost and status of repairs. He reported that the repairs were now complete and that total costs for all flood-related repairs will be approximately \$2.2 million.

Mr. Wilcox then asked the Board to review bids received for floor replacement. Following review Commissioner William Smart introduced the following Resolution:

**Resolution # 3563**

**A RESOLUTION ACCEPTING THE OVERALL LOW BID FROM FLOOR WORKS FOR FLOOR REPLACEMENT FOR VARIOUS DEVELOPMENTS AGENCY-WIDE**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the overall low bid from Floor Works for floor replacement for various developments agency-wide is hereby approved.

Vendor	Vinyl Plank Flooring	VCT Tile for Bathroom	New Painted Shoe Mold	New Painted Wood Baseboard	New vinyl Base for Bathroom
Previous Costs	4.21	0	2.54	0	1.75
Titan Custom Floors	did not bid				
Floor Works	4.30	4.80	2.50	0.00	1.20
Faith & Hope	did not bid				
Joe Banks	4.41	2.50	2.74	2.89	2.29

The above resolution was seconded by Commissioner Rick Miller and carried the following vote:

**AYES:** Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, and Commissioners William Smart, Patricia Gix, and Rick Miller

**NAYS:** None

Mr. Wilcox then asked the Board to review correspondence from Mr. Ben Pitts, Director of G.B. Cooley, regarding noise complaints and parking violations from Coney Island Restaurant. After discussion, it was decided that a meeting with Coney Island’s management, Mr. Pitts, Mr. Rountree, Mr. Farr and Mr. Wilcox might be beneficial in resolving this matter.

Mr. Wilcox then updated the Board on Robinson Place II and provided the Members with a written report from consultant Todd Little. The report summarized the status of financing for

Robinson Place II, refinancing for Claiborne Creek I and II, and the buyout of the Limited Partner for Claiborne Creek I and II. After discussion Commissioner Patricia Gix introduced the following Resolution:

**Resolution # 3564**

A RESOLUTION AUTHORIZING A LOAN TO CLAIBORNE CREEK I AND II  
IN THE AMOUNT OF UP TO \$1.6 MILLION DOLLARS OF MONROE  
FACILITIES TRUST FUNDS TO PROVIDE A BRIDGE LOAN UNTIL  
PERMANENT FINANCING CAN BE ARRANGED

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that a loan to Claiborne Creek I and II in the amount of up to \$1.6 million dollars of Monroe Facilities Trust Funds to provide a bridge loan until permanent financing can be arranged is hereby approved.

BE IT FURTHER RESOLVED that Monroe Facilities Trust will charge Claiborne Creek I and II interest at the rate of 3% APR until such time as the debt is paid in full.

The above resolution was seconded by Commissioner Rick Miller and carried the following vote:

**AYES:** Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, and Commissioners William Smart, Patricia Gix, and Rick Miller

**NAYS:** None

It was recommended by the Board, after the bridge loans for Claiborne Creek I and II are paid off, that new mortgages are shopped to make certain the best option is obtained. At that time Vice-Chairman Hinchliffe requested recusal from any actions regarding this matter due to a conflict of interest caused by his employment with a local banking institution and possible lender.

Mr. Wilcox then brought to the Board's attention the Notice of Retirement for long-time employee Tia Juana "TJ" Thompson. After discussion Vice-Chairman Hinchliffe introduced the following Resolution:

**Resolution #3565**

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS  
BE PAID TO TIA JUANA THOMPSON

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Tia Juana Thompson submitted her required six-month notice dated March 1, 2017.

NOW, BE IT FURTHER RESOLVED that Tia Juana Thompson will become eligible to receive full retirement benefits upon her retirement date of December 29, 2017.

BE IT FURTHER AUTHORIZED that Tia Juana Thompson will receive payment for up to 300 hours balance of Annual Leave plus one-half of Sick Leave balance in one lump sum at her time of retirement.

The above resolution was seconded by Commissioner Patricia Gix and carried the following vote:

**AYES:** Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, and Commissioners William Smart, Patricia Gix, and Rick Miller

**NAYS:** None

Chairman Farr expressed concern that the sick leave bank incentive creates a heavy payout burden for the agency which most likely outweighs the benefits derived from its original intent which was to discourage employees from abusing the use of sick leave. The Members were in agreement and requested that the retirement policy be re-evaluated and the sick leave bank incentive be removed for new hires as of a yet to be determined date. Mr. Wilcox stated that the matter required further research and that he would make a recommendation to the Board in the near future.

Mr. Wilcox then brought the Board's attention to the proposed Consultant Agreement between MHA and Janet Wells. After discussion Commissioner William Smart introduced the following Resolution:

**Resolution #3566**

**A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY  
TO ENTER INTO A CONSULTANT AGREEMENT WITH  
JANET WELLS FOR PLANNING AND DEVELOPMENT SERVICES**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Monroe Housing Authority is authorized to enter into a consultant agreement with Janet Wells for planning and development services per the terms of the Agreement and subject to Attorney Jim Rountree's review.

BE IT FURTHER RESOLVED that the Agreement shall not continue for a duration longer than six months from the effective date.

The above resolution was seconded by Commissioner Rick Miller and carried the following vote:

**AYES:** Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, and Commissioners William Smart, Patricia Gix, and Rick Miller

**NAYS:** None

Mr. Wilcox then brought the Board's attention to the City of Monroe's request for signatures on the Act of Donation document for land donated by MHA in September 2015 for purpose of the creation of a pump station and retention pond for benefit of the Louis Lock/George Breece area. After review Vice-Chairman Hal Hinchliffe introduced the following Resolution:

**RESOLUTION #3567**

**A RESOLUTION AUTHORIZING FRANK L. WILCOX AND/OR CHERYL FARMER TO  
SIGN THE ACT OF DONATION TO THE CITY OF MONROE FOR THE LAND DONATED  
FOR USE IN THE CREATION OF A PUMP STATION AND RETENTION POND THAT  
WILL BENEFIT THE LOUIS LOCK/GEORGE BREECE AREA**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that by Resolution on September 10, 2015 lots were donated to the City of Monroe to be utilized in the creation of a pump station and retention pond that will benefit the Louis Lock/George Breece Area.

NOW, BE IT THEREFORE FURTHER RESOLVED that Frank L. Wilcox and/or Cheryl Farmer are authorized to sign the Act of Donation and any other documents related to this land donation.

The above resolution was seconded by Commissioner Rick Miller and carried the following vote:

**AYES:** Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, Commissioners William Smart, Patricia Gix and Rick Miller

**NAYS:** None

This concluded the Executive Director's report.

Chairman Farr asked Bobby Simmons, Monroe Housing Authority Deputy Director, to provide Management Reports. Sgt. Tucker had previously reported on Crime Statistics so Mr. Simmons moved on to the Vacancy Detail and the Rent Roll Analysis reports. Mr. Simmons stated that rent collection numbers were very strong. There were no questions and this concluded Mr. Simmons reports.

Chairman Farr then asked Cheryl Farmer, Director of Operations, to provide management reports. Ms. Farmer stated that the Capital Fund Budget and Proposed Agency Plan would be presented at the next meeting. Ms. Farmer reviewed the Construction Report and the Employee Report. Ms. Farmer advised the Board that MHA staff was mourning the loss of long-time employee Ms. Char Hernandez. Ms. Farmer stated that Ms. Hernandez was an exceptional manager and will be missed. Ms. Farmer noted that two key site management positions have been filled and the number of temporary staff hires is down. Ms. Farmer then reviewed the quarterly Utility Analysis report. She reported that overall the numbers were good; and, where numbers were high, staff was working to reduce consumption. There were no questions and this concluded the Director of Operations Reports.

Chairman Farr asked Janet Sanderford, Administrative Director, for the Financial Reports. Ms. Sanderford provided the current monthly Financial Reports for Public Housing and for the Section 8 Housing Voucher Program. Ms. Sanderford stated that the numbers were good. Ms. Sanderford asked the Members to take the reports with them and study them more closely and to contact her if they had any questions. There were no questions and this concluded the Financial Reports.

Chairman Farr asked if there was any other business to come before the Board. There being no further business, Vice-Chairman Hinchliffe made a motion to adjourn the meeting. Commissioner Miller seconded the motion and it carried unanimously. The meeting was adjourned.

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JOE FARR, CHAIRMAN

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FRANK L. WILCOX, SECRETARY

#### CERTIFICATE

Frank L. Wilcox, the duly appointed, qualified and acting Secretary of the Housing Authority of the City of Monroe, Louisiana, do hereby certify that the attached extract from the Regular Meeting of the Board of Commissioners of said Authority held on Thursday, March 9, 2017 is a true and correct copy of the Original Minutes of said Meeting on file and of record insofar as said attached extract, and I do further certify that each such Resolution appearing in said attached extract is a true and correct copy of Same Resolution adopted at said meeting on file and of record.

IN TESTIMONY WHEREOF, I have set my hand and the seal of said Authority this 9<sup>th</sup> day of March, 2017.

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FRANK L. WILCOX, SECRETARY

(SEAL)