

MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA, HELD  
ON THURSDAY, JULY 7, 2016

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session at 2:00 P.M. on Thursday, July 07, 2016 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, Rick Miller and Patricia Gix

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, Sue Wheeler, Executive Staff Officer, Karen Crowell, Housing Supervisor, and Jim Rountree, Attorney.

NOTICE OF SPECIAL MEETING

TO: Mr. Joe Farr, Chairman  
Mr. Hal Hinchliffe, Vice Chairman  
Dr. Henry Bonner, Jr., Chairman Emeritus  
Ms. Mr. William Smart, Commissioner  
Mr. Rick Miller, Commissioner  
Ms. Patricia Gix, 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 Special Session at 2:00 P.M. on Thursday, July 7, 2016 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. Review Tree Trimming Contracts
3. Report on Flood Damage Abatement
4. Presentation of Management and Financial Reports
5. Any other business that may come before the Board

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JOE FARR, CHAIRMAN

/s/jf

Dated this June 29, 2016

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

Chairman Joe Farr asked the Board asked for any comments regarding the June 9, 2016 meeting. There were none and Vice Chairman William Smart introduced a motion that the Minutes of the previous meeting be approved. Commissioner Hal Hinchliffe seconded the motion and it carried unanimously.

Chairman Joe Farr then asked Frank L. Wilcox, Executive Director of the Monroe Housing Authority to provide Management Reports. Mr. Wilcox reported on the status of ongoing Real Estate Assessment Certification inspections. He reported that Burg Jones Lane had received a score of 92 and that Foster Heights received a score of 82. He said that an appeal is going to be sent to HUD regarding the Foster Heights score due to REAC's deduction of points for repairs that the City has under Contract and underway. He told the Board that he would keep them up to date with our appeal to give those points back to us.

Mr. Wilcox then gave a report on the flood abatement and there were no questions. He next asked Mr. Jim Rountree, Attorney to bring us up to date on the Billie McCready suit. Mr. Rountree stated that there has been no movement and there were no questions on this matter. At this time, Mr. Wilcox presented a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. Congratulations were offered from the Board to the Accounting Department and Staff. Mr. Wilcox then reviewed a letter from United Way, a News Star article and update on Community outreach and early Childhood Literacy. He stated that these Programs are well received and will provide updates on these Programs.

At this time, Mr. Wilcox asked for the Board to review the Memorandum of Understanding with the Children's Coalition which was provided to them. He stated that it is an update for continuation of ongoing Programs. Commissioner Rick Miller introduced the following Resolution:

A RESOLUTION AUTHORIZING AN UPDATED  
MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CHILDREN'S COALITION FOR NORTHEAST LOUISIANA, INC.  
AND MONROE HOUSING AUTHORITY

BE IT RESOLVED that the updated Memorandum of Understanding between the Children's Coalition for Northeast Louisiana, Inc. and Monroe Housing Authority is hereby approved.

The above Resolution was seconded by Commissioner Patricia Gix and recorded the following vote:

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

NAYS: None.

Chairman Joe Farr then asked Bobby Simmons to provide Management Reports. Mr. Simmons discussed the Vacancy Detail, Rent Roll Analysis Report, Crime Statistics, and provided an update on ongoing preparations for Real Estate Assessment Center (REAC) inspections for the remaining scheduled developments. There were no questions and this concluded Mr. Simmons reports.

Chairman Joe Farr asked Ms. Cheryl Farmer, Director of Operations to provide management reports. Ms. Farmer's first item of business was to ask the Board to review bids received for Robinson Place and Miller Square tree trimming Contracts. Following review, Commissioner Patricia Gix introduced the following Resolution:

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE BID  
RECEIVED FROM HOLYFIELD TREE SERVICE FOR ROBINSON PLACE IN THE  
AMOUNT OF \$128,432 AND HOLYFIELD TREE SERVICE FOR MILLER SQUARE  
IN THE AMOUNT OF \$137,885

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the bids received from Holyfield Tree Service for Robinson Place in the amount of \$128,432 and Holyfield tree Service for Miller Square in the amount of \$137,885 are hereby accepted.

The above Resolution was seconded by Commissioner Rick Miller and recorded the following vote:

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

NAYS: None.

Ms. Farmer then reviewed the Construction Report with the Board. There were no questions. She next reviewed the Utility Consumption Analysis Report. Ms. Farmer concluded with the employee report. She stated that the number of We-Staff employees will drop after all REAC Inspections are completed. There were no questions and Chairman Joe Farr moved to the next item on the Agenda.

Ms. Sanderford began with an update to the Resolution adopted on June 9, 2016. She stated that the Resolution adopted in the June 9, 2016 meeting should be updated to reflect write-offs through June 30, 2016. Following review of the Report, William Smart introduced the following Resolution:

A RESOLUTION TO CORRECT ACCOUNTS RECEIVABLE  
WRITE-OFFS FOR THE YEAR ENDING JUNE 30, 2016

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Accounts Receivable Write-Offs for the Year Ending June 30, 2016 were approved in the Regular Board meeting held on June 9, 2016.

BE IT FURTHER RESOLVED that these write-offs are corrected this date to include uncollectible amounts on any additional move-outs as of June 9 through June 30, 2016 as follows for a total write-off of \$211,977.33.

Commissioner Patricia Gix seconded the Resolution and recorded the following vote:

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

NAYS: None.

Ms. Sanderford then provided current monthly Financial Reports for Public Housing and for the Section 8 Housing Voucher Program. Board members present were asked to

review them for discussion or questions. There were no questions. Per standard practice, Ms. Sanderford asked the Members to take the reports with them and study them more closely and to contact her if they had questions.

Chairman Joe Farr asked if there were any other business to come before the Board. There being none, 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 Special Meeting of the Board of Commissioners of said Authority held on Thursday, July 7, 2016 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 7th day of July, 2016.

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FRANK L. WILCOX, SECRETARY

(SEAL)