

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, JANUARY 18, 2018

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, January 18, 2018 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 Hal Hinchliffe and Commissioners Patricia Gix and Beverly Lewis

Absent: Vice-Chairman Rick Miller and Commissioner Joe Farr

Also present were: Frank L. Wilcox, Monroe Housing Authority Executive Director, Bobby Simmons, Deputy Director, Cheryl Farmer, Director of Operations, Janet Sanderford, Administrative Director and Karen Crowell, Executive Staff Officer and William Smart, President, Properties for Retired and Family Living Board.

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

NOTICE OF SPECIAL MEETING

TO: Mr. Hal Hinchliffe, Chairman
Mr. Rick Miller, Vice Chairman
Dr. Henry Bonner, Jr., Chairman Emeritus
Mr. Joe Farr, Commissioner
Ms. Patricia Gix, Commissioner
Ms. Beverly V. Lewis, 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, January 18, 2018 at the Monroe Housing Authority Offices located at 300 Harrison Street, Monroe, Louisiana 71201 for the following purposes:

1. Approve Minutes of Previous Meeting
2. Any other business that may come before the Board

HAL HINCHLIFFE, CHAIRMAN
/k/hh

Dated this January 3, 2018

Chairman Hal Hinchliffe called the meeting to order and Bobby Simmons was asked to open the meeting with a prayer.

Chairman Hinchliffe asked the Board for any comments regarding the December 7, 2017 meeting. There were none and Commissioner Beverly Lewis introduced a motion that the Minutes of the previous meeting be approved. Commissioner Patricia Gix seconded the motion and it carried unanimously.

Chairman Hinchliffe called on Sgt. Mickey Tucker, Monroe Police Department, to provide an update on crime statistics. Sgt. Tucker reported that crime statistics were average for this time of year. Sgt. Tucker went on to say that the search for a permanent Police Chief was nearing completion. He said a decision was expected around February 1, 2018. Commissioner Lewis asked what the #1 crime statistic was for the area. Sgt. Tucker said burglary was the #1 statistic. He also said patrols had been increased in the areas where those crimes were occurring.

The Board thanked Sgt. Tucker for his report. Sgt. Tucker left the meeting.

Chairman Hinchliffe called on Mr. Frank L. Wilcox, Executive Director, to discuss the topics on the agenda.

Mr. Wilcox began with a request for permission to approve the Amended Policy for the Administration of the Project Based Assistance Program. The amended policy would change the term of the HAP Contract between MHA and Owners from ten to fifteen years. After discussion Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3629

A RESOLUTION APPROVING THE AMENDED POLICY FOR THE ADMINISTRATION OF THE MONROE HOUSING AUTHORITY'S PROJECT BASED ASSISTANCE PROGRAM

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Policy for the Administration of the Monroe Housing Authority's Project Based Voucher Assistance Program is hereby amended to change the term of the HAP contract between the MHA and the Owner from Ten Years to Fifteen Years; and

THEREFORE BE IT FURTHER RESOLVED that the Amended Policy for the Administration of the Monroe Housing Authority's Project Based Assistance Program is hereby approved.

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

AYES: Chairman Hal Hinchliffe and Commissioners Patricia Gix and Beverly Lewis

NAYS: None

Mr. Wilcox then moved to discussion of the Bids received for Waste Disposal Services. After discussion Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3630

A RESOLUTION ACCEPTING THE OVERALL LOW BID SUBMITTED BY WASTE CONNECTIONS OF LOUISIANA (formerly DELTA DISPOSAL) FOR WASTE DISPOSAL SERVICE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the following overall low bid for waste disposal service:

Waste Connections of Louisiana (formerly Delta Disposal)

Container Size	Frequency Weekly	Monthly Charge
2 cubic yard	1	\$34.64
	2	\$64.95
	3	\$97.43
	4	\$129.90
3 cubic yard	1	\$51.96
	2	\$97.42
	3	\$146.14
4 cubic yard	1	\$69.28
	2	\$129.90
	3	\$194.85
6 cubic yard	1	\$77.94
	2	\$142.89
	3	\$214.33
8 cubic yard	1	\$103.92
	2	\$190.52
	3	\$285.78

Poly carts	\$17.00
Extra pick ups (2, 3, 4, 6, and 8 cubic yard – each)	\$35.00
Extra pick ups poly carts	\$15.00

is hereby accepted.

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

AYES: Chairman Hal Hinchliffe and Commissioners Patricia Gix and Beverly Lewis

NAYS: None

Mr. Wilcox asked the Board to consider a request to reject the recent Bids for Flooring and for Bathroom Renovations. Mr. Wilcox asked permission to re-advertise for Flooring and for Bathroom Renovations. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3631

A RESOLUTION AUTHORIZING PERMISSION TO REJECT ALL BIDS FOR FLOORING AND FOR BATHROOM RENOVATIONS FOR VARIOUS SITES

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Bids for Flooring and for Bathroom Renovations for Various Sites are hereby rejected; and,

BE IT FURTHER RESOLVED that Monroe Housing Authority is hereby granted permission to advertise for additional bids for Flooring and for Bathroom Renovations for Various Sites.

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

AYES: Chairman Hal Hinchliffe, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then moved on to discussion of the notice of retirement received from Marvin Morrison. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION #3632

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS BE PAID TO MARVIN MORRISON

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Marvin Morrison submitted his required six-month notice dated January 5, 2018.

NOW, BE IT FURTHER RESOLVED that Marvin Morrison will become eligible to receive full retirement benefits upon his retirement date of July 5, 2018.

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

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

AYES: Chairman Hal Hinchliffe, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then discussed the agency’s preliminary plans for a new Homeownership Program. Mr. Wilcox stated that the program had been very successful in the past. He went on to say that the current program would be restructured to new and innovative ideas. Mr. Wilcox said that Ms.

Cheryl Farmer, Director of Operations, had agreed to take the lead for the project and had been tasked with the program's development and implementation. Ms. Farmer said she was excited to take on the challenge. Ms. Farmer said she was currently meeting with potential program partners and that the response has been very positive.

Chairman Hinchliffe asked the Members present if there were any questions. There were none. This concluded the topics on the agenda for discussion.

Chairman Hinchliffe asked the Members to review the management and financial reports provided. Chairman Hinchliffe called on Ms. Janet Sanderford, Administrative Director, to provide a summary of the Financial Reports. Ms. Sanderford said that the Financial Reports were good and indicated the agency was in a sound financial position.

Chairman Hinchliffe called on Ms. Cheryl Farmer to provide an update on Robinson Place II financing. Ms. Farmer said that recent meetings between the parties indicated a closing date of mid-February.

Chairman Hinchliffe asked the Members present to give a report on the recent PHADA conference.

Commissioner Lewis said the sessions were very informative. All of the Members went on to say that, after hearing group discussions from other housing authorities and boards in attendance, they were left with a very positive impression of Monroe Housing Authority's management and staff.

Chairman Hinchliffe said that during the conference a Financial Dashboard was commented on as a useful tool to simplify financial reports and report on trending statistics. Chairman Hinchliffe requested that MHA research this possibility for providing the Board with financial information.

Chairman Hinchliffe asked if there was any other business to come before the Board. Then, there being no further business, Commissioner Beverly Lewis made a motion to adjourn the meeting. Commissioner Patricia Gix seconded the motion and it carried unanimously. The meeting was adjourned.

HAL HINCHLIFFE, CHAIRMAN

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, January 18, 2018 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 18th day of January 2018.

FRANK L. WILCOX, SECRETARY

(SEAL)