

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, MAY 10, 2018

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, May 10, 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, Vice-Chairman Rick Miller, Commissioner Joe Farr and Commissioner Patricia Gix

Absent: Commissioner Beverly Lewis

Also present were: Frank L. Wilcox, Monroe Housing Authority Executive Director, Bobby Simmons, Deputy Director, Cheryl Farmer, Director of Operations, Janet Sanderford, Administrative Director, Janet Wells Planning and Development Director, Karen Crowell, Executive Staff Officer, John Wheeler Maintenance Supervisor, William Smart, President, Properties for Retired and Family Living Board and Jim Rountree, Attorney.

Guest in attendance were: Sgt. Mickey Tucker and Lt. Triche Passman, Monroe Police Department

NOTICE OF REGULAR 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 Regular Session at 2:00 P.M. on Thursday, May 10, 2018 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. Presentation of Management and Financial Reports
3. Any other business that may come before the Board

HAL HINCHLIFFE, CHAIRMAN
/k/hh

Dated this May 1, 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 April 12, 2018 meeting. There were none and Commissioner Joe Farr introduced a motion that the Minutes of the previous meeting be approved. Vice-Chairman Rick Miller seconded the motion and it carried unanimously.

Chairman Hinchliffe called on Sgt. Mickey Tucker with the Monroe Police Department to provide an update on crime statistics. Sgt. Tucker introduced the Members to Lt. Triche Passman, MPD Liaison to the Federal ATF agency. Lt. Passman provided an update on the Department's efforts to address the uptick in criminal activity in the vicinity of Burg Jones Lane and said both he and Sgt. Tucker would be in attendance at this evenings resident meeting at Burg Jones Lane.

Commissioner Farr and all the Members expressed their appreciation. Then, Sgt. Tucker and Lt. Passman left the meeting.

Chairman Hinchliffe called on Mr. Frank Wilcox, Executive Director, to discuss the Topics for Discussion from the agenda.

Mr. Wilcox began with an update on the recent meeting with FEMA and Louisiana State personnel to discuss a long-term recovery and resiliency plan for Ouachita Parish. Mr. Wilcox said there was a possibility that additional flood recovery funds would come available and he asked the Board to consider potential sites for development, should the opportunity arise. Commissioner Farr suggested that Mr. Wilcox and staff make some site visits and provide recommendations and details for a future meeting.

Mr. Wilcox then called on Cheryl Farmer to provide an update on the Affordable Housing Program (AHP) grant application for Robinson Place II. Ms. Farmer said that the application draft was complete and was currently under review with Todd Little. She went on to say that preliminary indicators showed a good probability that the application would be approved.

Mr. Wilcox then called on John Wheeler to provide an update on the Capital Fund Emergency Safety and Security grant application. Mr. Wheeler updated the Board on the proposed security equipment for Burg Jones Lane for the application. The Board provided favorable feedback to Mr. Wheeler's recommendations. Then, Mr. Wheeler left the meeting.

Mr. Wilcox then called on Karen Crowell to provide an update on the Incumbent Worker Training Program Grant application. Ms. Crowell said the application was submitted and gave an overview of the proposed staff training. The Board provided favorable feedback to Ms. Crowell's proposal for staff training.

Mr. Wilcox then requested that, due to a scheduling conflict, the July meeting date be changed. After discussion Commissioner Farr introduced a Motion that the July meeting date be changed to a Special Meeting on July 19th at 2:00 p.m. Commissioner Patricia Gix seconded the Motion and it carried unanimously.

This concluded the Topics for Discussion on the Agenda.

Chairman Hinchliffe then moved to the report section of the meeting and asked for updates. Mr. Wilcox reviewed the Vacancy Report noting a current occupancy rate of 98.5%. He asked the Members to review the other reports and let him know if there were any questions. There being no questions. Mr. Wilcox called on Janet Sanderford, Administrative Director, to summarize the Financial Reports. Ms. Sanderford stated that the numbers were good and asked the Members to review the reports in detail and to contact her should there be any questions.

Chairman Hinchliffe asked if there was any other business to come before the Board. Mr. Wilcox said that the agency was having difficulty finding bidders for lawn service and asked the Board to consider allowing MHA to negotiate with current lawn maintenance contractors to take on additional sites at current low bid rates. Mr. Rountree said he saw no problem with this request. After discussion Commissioner Joe Farr introduced the following Resolution:

RESOLUTION # 3651

A RESOLUTION AUTHORIZING MHA TO NEGOTIATE WITH CURRENT CONTRACTORS FOR LAWN MAINTENANCE SERVICES TO TAKE ON ADDITIONAL SITES AT THE CURRENT LOW BIDS AND TO WAIVE THE CURRENT THREE SITE MAXIMUM PER CONTRACTOR RULE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that authorization to negotiate with current contractors for lawn maintenance services to take on additional sites and to waive the current three site maximum per contractor rule is hereby approved.

The above Resolution was seconded by Vice-Chairman Rick Miller and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr and Commissioner Patricia Gix

NAYS: None

Then, there being no further business, Commissioner Gix made a motion to adjourn the meeting. Commissioner Farr 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 Regular Meeting of the Board of Commissioners of said Authority held on Thursday, May 10, 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 10th day of May 2018.

FRANK L. WILCOX, SECRETARY

(SEAL)