

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, JUNE 14, 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, June 14, 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, Commissioner Patricia Gix and Commissioner Beverly Lewis

Absent: None

Also present were: Henry Bonner, Jr. Monroe Housing Authority Board of Commissioners Chairman Emeritus, 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, William Smart, President, Properties for Retired and Family Living Board and Jim Rountree, Attorney.

Guest in attendance were: Sgt. Mickey Tucker, Monroe Police Department and Architects Tim Brandon and Nadia Morris, TBA Studios

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, June 14, 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 June 1, 2018

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

Chairman Hinchliffe asked the Board for any comments regarding the May 10, 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 reported that crime rates were coming down, the department was hiring more officers and moral was very high. Mr. Wilcox asked Sgt. Tucker to inform fellow officers of a report of drug activity in the vicinity of Johnson Carver. Sgt. Tucker confirmed that the department was aware and was investigating the matter. The Board thanked Sgt. Tucker for his report. Sgt. Tucker left the meeting.

Chairman Hinchliffe called on Tim Brandon, Architect with TBA Studios, to update the Board on the St. John Plaza project. Mr. Brandon presented the Members with preliminary sketches and floor plans of the proposed development, describing in detail the many unique and creative features of the planned design. Mr. Brandon acknowledged Nadia Morris and Janet Wells for their collaboration on the project and expressed his appreciation.

At this time Commissioner Beverly Lewis joined the meeting.

Mr. Brandon provided an update on the Robinson Place II development, now under construction. He informed the Board that everything was moving along timely and the project was on schedule. The Board thanked Mr. Brandon and Ms. Morris for the presentation. Mr. Brandon and Ms. Morris 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 a request for permission for Monroe Housing Authority to make a donation to Ouachita Council on Aging. After discussion Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3652

A RESOLUTION AUTHORIZING A DONATION IN THE AMOUNT OF
\$25,000 TO OUACHITA COUNCIL ON AGING TO ASSIST IN
MEETING THE NEEDS OF SENIOR RESIDENTS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that a donation of \$25,000 to be made to the Ouachita Council on Aging to assist in meeting the needs of Senior Residents is hereby authorized.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

ABSTAIN: Commissioner Joe Farr, due a business relationship

Mr. Wilcox then asked the Board to review proposed amendments to certain MHA policies and requested authorization to adopt the proposed amendments. After discussion Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3653

A RESOLUTION ADOPTING CERTAIN PROPOSED AMENDED
POLICIES AND PROCEDURES

WHEREAS, Policies and procedures are essential to connecting a company's purpose and goals to its internal operations; and,

WHEREAS, policies and procedures establish guidelines, promote consistency and set standards by which all employees are measured; and

WHEREAS, from time-to-time, it is necessary for a company to update its written policies when regulations or procedures change.

THEREFORE, BE IT RESOLVED, that the following Policies and Procedures have been amended to reflect the following changes:

1. Procurement Policy. Amended to reflect current state and federal procurement guidelines.
2. Maintenance Plan. Amended to reflect current laws and regulations, procedures and safety guidelines.
3. Accounts Payable Policy. Amended to reflect current procedures.
4. Budgets, Revision and Financial Reporting Policy. Amended to reflect current procedures.
5. MHA Ethics Training and Code of Conduct. Amended to include language for annual mandatory ethics training.
6. Communications Policy. Amended to reflect current state and federal laws and regulations and to reflect current procedures.
7. Personnel Policy. Amended to reflect current civil service guidelines and current procedures.
8. Petty Cash Policy. Amended to reflect current procedures.
9. Returned Check Policy. Amended to reflect current procedures.
10. Payroll Procedure. Amended to reflect current procedures.
11. Enterprise Income Verification System (EIV) Security Policies and Procedures. Amended to reflect current HUD regulations and current procedures.
12. Insurance Policy. Amended to reflect current coverage.
13. Inventory Control Policy. Amended to reflect current procedures.
14. Fair Housing Plan. Amended to reflect current laws and regulations.
15. Record Retention Policy. Amended to reflect current regulations.
16. Policy on Public Records. Amended to reflect current laws and regulations and current procedures.
17. Bed Bug Protocol. Amended to reflect current HUD guidelines, laws and regulations, and current procedures.

BE IT FURTHER RESOLVED, that a copy of all MHA Policies and Procedures are on file at MHA's administrative offices located at 300 Harrison Street, Monroe, LA 71201.

NOW, THEREFORE BE IT RESOLVED, that the proposed amended Policies and Procedures are hereby approved.

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

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

NAYS: None

Mr. Wilcox then asked the Board to grant permission to advertise for 2018 work items for Johnson Carver under the Capital Fund program. After discussion Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3654

A RESOLUTION GRANTING PERMISSION TO ADVERTISE FOR
2018 CAPITAL FUND WORK ITEMS
FOR RENOVATIONS FOR JOHNSON CARVER

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that a request to advertise for work items under the 2018 Capital Fund for renovations for Johnson Carver is hereby approved.

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

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

NAYS: None

Mr. Wilcox asked that the Board consider a request for permission to advertise for Tree Trimming Services at Lock-Breece. After discussion Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3655

A RESOLUTION GRANTING PERMISSION TO ADVERTISE FOR
TREE TRIMMING FOR LOCK BREECE PLACE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that a request to advertise for tree trimming for Lock Breece Place is hereby approved.

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

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

NAYS: None

Mr. Wilcox asked the Board to review a request for Accounts Receivable Bad Debts to write-off for the current fiscal year and called on Janet Sanderford to provide details and answer any questions that the Members might have. After discussion Commissioner Joe Farr introduced the following Resolution:

RESOLUTION # 3656

A RESOLUTION TO APPROVE ACCOUNTS RECEIVABLE WRITE-OFFS
FOR THE FISCAL YEAR ENDING JUNE 30, 2018

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 Fiscal Year ending June 30, 2018 are hereby approved.

BE IT FURTHER RESOLVED that these write-offs include uncollectible amounts on any additional move-outs as of this date through June 30, 2018 as follows:

Summary of balances to be written off:

Summary of Balances Written Off			
Properties	Year	Count	Write Off Balance
S8	2018	65	\$160,333.00
PH	2018	162	\$146,921.74
RLP	2018	68	\$29,590.53
Total	2018	295	\$336,845.27

The above resolution was seconded by Commissioner Beverly Lewis and carried the following vote:

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

NAYS: None

Mr. Wilcox then moved to the proposed Operating Budget for the 2019 fiscal year and again called on Janet Sanderford to provide the Members with details and answer any questions they may have. After discussion Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3657

A RESOLUTION AUTHORIZING THE APPROVAL OF THE
OPERATING BUDGET FOR FISCAL YEAR
ENDING JUNE 30, 2019

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Operating Budget for Fiscal Year ending June 30, 2019 is hereby approved.

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

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

NAYS: None

Mr. Wilcox then asked the Board to consider a request to hire U. S. Inspection Group, Inc. to provide a REAC training workshop for MHA staff. After discussion Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3658

A RESOLUTION AUTHORIZING REAC TRAINING FOR
MHA PERSONNEL

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to hire U.S. Inspection Group, Inc., for the amount of \$4,900.00, to provide REAC training services for MHA personnel, for a one-day training workshop, for up to 40 MHA staff members is hereby approved.

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

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

NAYS: None

Mr. Wilcox moved the discussion to the Learning Center at Burg Jones Lane, which is currently under agreement with Louisiana Delta Community College to provide adult education services, primarily Hi-Set/GED training. Mr. Wilcox noted a steady decline in attendance and program performance over the past few years. Mr. Wilcox added that he had recently met with the Louisiana Delta Adult Education program manager who concurred with MHA's assessment and had therefore mutually agreed that ending the program was logical. After further discussion, Commissioner Joe Farr introduced the following Resolution:

RESOLUTION # 3659

A RESOLUTION AUTHORIZING TERMINATION OF THE
AGREEMENT WITH DELTA COMMUNITY COLLEGE, DELTALINC, TO
PROVIDE HI-SET/GED TRAINING AT THE
BURG JONES LANE LEARNING CENTER

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the agreement with Delta Community College, DeltaLinc, to provide Hi-Set/GED training at the Burg Jones Lane Learning Center is hereby terminated.

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

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

NAYS: None

Mr. Wilcox continued with discussion of the Learning Center and asked that the Board consider a request to repurpose the facility to establish a Head Start Center through partnership with Prime Time, Inc. After discussion Commissioner Joe Farr introduced the following Resolution:

RESOLUTION # 3660

STATE OF LOUISIANA
PARISH OF OUACHITA
AUTHORIZATION FOR PRIME TIME, INC. TO
USE BURG JONES LANE LEARNING CENTER
AS A HEAD START CENTER

WHEREAS, Prime Time, Inc., a non-profit charity created by the Louisiana Endowment for the Humanities, has applied to the Housing Authority of the City of Monroe for use of the learning center at Burg Jones Lane;

WHEREAS, Prime Time, Inc. proposes to establish a Head Start Center serving approximately sixty (60) qualified children and families at Burg Jones Lane;

WHEREAS, it is in the interest of the Housing Authority of the City of Monroe and its residents to assist Prime Time, Inc. in this endeavor.

NOW, THEREFORE, it is resolved that Frank L. Wilcox, Executive Director or Hal Hinchliffe, Chairman, be and both individually are authorized to enter into an agreement on such terms and conditions as they deem appropriate in furtherance of the objective to establish a Head Start Center at Burg Jones Lane.

Monroe, Louisiana this 14th day of June, 2018.

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

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

NAYS: None

Mr. Wilcox then moved the discussion to the Notice of Retirement submitted by Karen Crowell and called on Ms. Crowell to address the Board. Ms. Crowell stated that working for the agency and with the Members of the Board had been extremely positive. Commissioner Farr and all of the Members expressed their appreciation for all of Ms. Crowell's contributions to the agency. After discussion Commissioner Joe Farr introduced the following Resolution:

Resolution #3661

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS
BE PAID TO KAREN CROWELL

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Karen Crowell submitted her required six-month notice dated June 12, 2018.

NOW, BE IT FURTHER RESOLVED that Karen Crowell will become eligible to receive full retirement benefits upon her retirement date of January 4, 2019.

BE IT FURTHER AUTHORIZED that Karen Crowell 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 Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe then moved to the report section of the meeting and asked for updates. Mr. Wilcox reviewed the vacancy reports, rent roll analysis report, employee report and the utility analysis and commented that all reporting was good. Mr. Wilcox called on Janet Wells to

provide an update on construction. Ms. Wells briefly reviewed the construction report. Mr. Wilcox called on Janet Sanderford to provide information on the financial reports. Ms. Sanderford stated that all of the numbers were good. She then asked that the Members review the reports in detail and contact her should there be any questions. There were no questions at this time. This concluded the management reports.

Chairman Hinchliffe asked if there was any other business to come before the Board. Then, there being no further business, Commissioner Gix made a motion to adjourn the meeting. Vice-Chairman Miller 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, June 14, 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 14th day of June 2018.

FRANK L. WILCOX, SECRETARY

(SEAL)