

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA, HELD  
ON THURSDAY, NOVEMBER 8, 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, November 8, 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 H. Hinchliffe, Vice-Chairman Rick Miller, Commissioner Patricia Gix and Commissioner Beverly Lewis

Absent: Commissioner Joe Farr

Also, present were: Henry Bonner, Jr., Chairman Emeritus, MHA Board of Commissioners; Frank L. Wilcox, Monroe Housing Authority Executive Director; Bobby Simmons, Deputy Director; Janet Sanderford, Administrative Director; Janet Wells, Planning and Development Director; Karen Crowell, Executive Staff Officer; and William Smart, President, Properties for Retired and Family Living Board.

Guest in attendance were: Tim Brandon and Nadia Morris, TBA Architectural Studio

NOTICE OF REGULAR MEETING

TO: Mr. Hal H. 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, November 8, 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

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HAL HINCHLIFFE, CHAIRMAN  
/kj/hh

Dated this October 31, 2018

Chairman Hal H. 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 October 11, 2018 meeting. There were none and Commissioner Patricia Gix introduced a motion that the Minutes of the previous meeting be approved. Commissioner Beverly Lewis seconded the motion and it carried unanimously.

Chairman Hinchliffe called on Tim Brandon and Nadia Morris to present the Board with an update on the planned office expansion at Burg Jones Lane. Mr. Brandon and Ms. Morris provided a concept drawing of the planned renovation/expansion and asked the Members for their feedback. Feedback was positive and Mr. Brandon stated that advertisement for bids was scheduled for December 6, 2018. The Board thanked Mr. Brandon and Ms. Morris for their time and both Mr. Brandon and Ms. Morris left the meeting.

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

Mr. Wilcox began with a request to review the bids received for Johnson Interior Renovations. After discussion Commissioner Beverly Lewis introduced the following Resolution:

**RESOLUTION # 3687**

A RESOLUTION ACCEPTING THE LOW BID RECEIVED  
FROM S. COOK CONSTRUCTION FOR \$1,485,000 FOR  
JOHNSON INTERIOR RENOVATIONS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the low bid received from S. Cook Construction for \$1,485,000 for Johnson Interior Renovations is hereby approved.

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

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

NAYS: None

Mr. Wilcox moved the discussion to a request for agreement to enter into a Change Order with Gibraltar Construction. After discussion Commissioner Lewis introduced the following Resolution:

**RESOLUTION # 3688**

A RESOLUTION AUTHORIZING AN AGREEMENT TO ENTER INTO  
CHANGE ORDER NO. 1 WITH GIBRALTAR CONSTRUCTION  
FOR CEILING REPAIRS FOR THE CURRENT CONTRACT FOR  
KITCHEN AND BATH RENOVATIONS  
AT BREECE/LOCK AND ROBINSON PLACE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Monroe Housing Authority is hereby authorized to enter into an Agreement for Change Order No. 1 with Gibraltar Construction for Ceiling Repairs under the current Contract for Kitchen and Bath Renovations at Breece/Lock and Robinson Place.

BE IT FURTHER RESOLVED that the Change Order will not be approved until the tabulation is complete, that records the square footage of each repair, necessary to establish the total increase in the contract sum. In addition, the Change Order will not exceed 10% of the current contract amount.

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

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

NAYS: None

Mr. Wilcox then requested permission to advertise for Waste Disposal Services. After discussion Commissioner Lewis introduced the following Resolution:

**RESOLUTION # 3689**

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY  
TO ADVERTISE FOR BIDS FOR WASTE DISPOSAL SERVICES  
FOR PROJECTS LA 6-1 THROUGH LA 6-5, LA 6-11, LA 6-13,  
CLAIBORNE CREEK AND OUACHITA GRAND PLAZA

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request for permission to advertise for bids for waste disposal services for projects LA 6-1 through LA 6-5, LA 6-11, LA 6-13, Claiborne Creek and Ouachita Grand Plaza is hereby approved.

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

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

NAYS: None

Mr. Wilcox then asked the Board to consider a request to renew the existing contract for Pest Management Services with Bayou Mosquito and Pest Management, LLC. After discussion Commissioner Lewis introduced the following Resolution:

**RESOLUTION # 3690**

STATE OF LOUISIANA  
PARISH OF OUACHITA  
AUTHORITY TO EXTEND PEST CONTROL CONTRACT  
WITH BAYOU MOSQUITO & PEST MANAGEMENT, L.L.C.

WHEREAS, Bayou Mosquito & Pest Management, L.L.C., Rayville, Louisiana has provided an excellent service to Monroe Housing Authority and its residents;

WHEREAS, the terms of the contract between Monroe Housing Authority and Bayou Mosquito & Pest Management, L.L.C., Rayville, Louisiana will soon expire;

WHEREAS, the parties wish to extend the contract for two years from the date of expiration of the original contract at the current contract rate of \$2.36 per unit.

NOW, THEREFORE, either the chairman or executive director of Monroe Housing Authority is and shall be authorized to enter into an extension agreement to extend the contract for pest control services between Monroe Housing Authority and Bayou Mosquito & Pest Management, L.L.C., Rayville, Louisiana.

Monroe, Louisiana this 8th day of November, 2018.

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

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

NAYS: None

Mr. Wilcox then reviewed the current calculations for Utility Allowances and asked for the Board's approval. After discussion Commissioner Lewis introduced the following Resolution:

**RESOLUTION # 3691**

A RESOLUTION APPROVING A REVISED  
UTILITY ALLOWANCE SCHEDULE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Utility Allowance Schedule is approved as revised and approved by Resolution this date to be effective December 1, 2018 for new move-ins and February 1, 2019 for existing tenant re-exams.

NON-ELDERLY

LA 6-1, 6-2, 6-3, 6-4, 6-5

1-BEDROOM	54
2-BEDROOM	55
3-BEDROOM	66
4-BEDROOM	82

LA 6-6, 6-7, 6-8, 6-9, 6-10, 6-12	
1-BEDROOM	69
2-BEDROOM	70
3-BEDROOM	81
4-BEDROOM	97
5-BEDROOM	114

ELDERLY 65 & OLDER	
LA 6-6, 6-7, 6-8, 6-9, 6-10, 6-12	
1-BEDROOM	63
2-BEDROOM	64
3-BEDROOM	75
4-BEDROOM	91
5-BEDROOM	108

ELDERLY 65 & OLDER ON SSI, FOOD STAMPS OR MEDICAID	
LA 6-6, 6-7, 6-8, 6-9, 6-10, 6-12	
1-BEDROOM	60
2-BEDROOM	61
3-BEDROOM	72
4-BEDROOM	88
5-BEDROOM	105

LA 6-11  
\$25.00 surcharge

LA 6-13  
\$35.00 allowance for electricity

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

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

NAYS: None

Mr. Wilcox then moved the discussion to a request to purchase software to facilitate tracking and reporting for the Jobs Plus Program. Mr. Wilcox called on Janet Sanderford to provide specifics on the software’s capabilities. After discussion Commissioner Lewis introduced the following Resolution:

**RESOLUTION # 3692**

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY  
TO USE JOBS PLUS GRANT PROCEEDS TO PURCHASE  
TRACKING-AT-A-GLANCE (TAAG) SOFTWARE  
AT THE GSA PRICING RATE OF \$69,232

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that authorization to purchase Tracking-at-a-Glance software at the GSA pricing rate of \$69,232, 1<sup>st</sup> year cost, plus \$18,120 annual support fees for the next 3 years using Jobs Plus Program grant funds is hereby approved.

BE IT FURTHER RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that after the grant period, this software will be evaluated for payment of further support fees from MHA operating funds.

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

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

NAYS: None

Mr. Wilcox closed out the Topics for Discussion with a review of the recently received Public Housing Assessment System (PHAS) Score. Mr. Wilcox informed the Members that MHA received a score of 96 for the fiscal year ending June 30, 2018. He went on to say that with this

high score, HUD had once again awarded the agency with a High Performer rating. The Board congratulated Mr. Wilcox and all of the staff for a job well done and expressed their appreciation for the hard work and diligence that went into achieving this high score.

This concluded the Topics for Discussion.

Chairman Hinchliffe then moved to the report section of the meeting and asked for updates.

Mr. Wilcox reviewed the Vacancy Reports and stated that the numbers were good. He said the staff was making progress in overcoming a large vacancy deficit and that unit turnaround and lease-up efforts were on track. Mr. Wilcox reviewed the Rent Roll Analysis and stated that the report was good. Mr. Wilcox reviewed the Crime Statistics report and noted that the report was good. Mr. Wilcox reviewed the Employee Report and said the numbers were steady. Mr. Wilcox went on to say that the agency was currently recruiting for qualified maintenance staff.

Mr. Wilcox called on Janet Wells to provide the Board with an update on the construction report. Ms. Wells reported that there were a few unforeseen delays but in all the report was good.

Mr. Wilcox said the financial reports looked good. He asked the Board to review the reports in detail and let him know if they had any questions.

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

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HAL H. HINCHLIFFE, 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, November 8, 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 8<sup>th</sup> day of November 2018.

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FRANK L. WILCOX, SECRETARY

(SEAL)