

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON WEDNESDAY, DECEMBER 5, 2018

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session at 11:30 A.M. on Wednesday, December 5, 2018, at the Lotus Club, Premier Room, located at 130 DeSiard Street, Suite 901, Monroe, Louisiana 71201 for the following purposes:

Those present and absent were as follows:

Present: Chairman Hal H. Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, and Commissioner Patricia Gix

Absent: Commissioner Beverly Lewis

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; Cheryl Farmer, Director of Operations; Karen Crowell, Executive Staff Officer; Kara Jenkins, Executive Staff Officer; Jim Rountree, Attorney; Lynda McGehee; Marieanne Hereford; Gladys Smith; and Sharon Taylor.

NOTICE OF SPECIAL 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 Special Session at 11:30 A.M. on Wednesday, December 5, 2018, meeting jointly with the Properties for Retired and Family Living Board at the Lotus Club, Premier Room, 130 DeSiard Street, Suite 901, 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
kj/hh

Dated this November 14, 2018

Chairman Hal H. 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 November 8, 2018 meeting. There were none and Commissioner Joe Farr 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 Frank Wilcox, Executive Director, to discuss the topics on the agenda.

Mr. Wilcox began with a review of the 2018 accomplishments of Monroe Housing Authority.

Mr. Wilcox moved the discussion to a request for permission to advertise for lawn service contracts for various locations.

After discussion, Commissioner Patricia Gix introduced the following Resolution:

RESOLUTION # 3693

**A RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE FOR BIDS
FOR LAWN SERVICE FOR VARIOUS SITES**

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 lawn service for various sites is hereby approved.

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

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

NAYS: None

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 reviewed the Rent Roll Analysis and stated that the report was good. Mr. Wilcox reviewed the Crime Statistics report and said that crime was low with the exception of an incident at Burg Jones Plaza. He also mentioned that we are working with Entergy to have surveillance cameras placed on utility poles for increased security. Mr. Wilcox reviewed the Employee Report and said the numbers were steady. He reviewed the construction report and commented that they were making good progress. He also said the financial reports looked good.

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

HAL H. 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 Wednesday, December 5, 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 5th day of December 2018.

FRANK L. WILCOX, SECRETARY

(SEAL)