

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, MARCH 14, 2019

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, March 14, 2019, at the office of the Housing Authority of the City of Monroe, Louisiana, located at 300 Harrison Street, Monroe, Louisiana 71201.

Those present and absent were as follows:

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

Absent: None

Also, present were: Frank L. Wilcox, MHA Executive Director; William Smart, Properties for Retired and Family Living Board President; Janet Sanderford, Administrative Director; Janet Wells, Planning and Development Director; Kara Jenkins, Executive Staff Officer; Jim Rountree, Attorney; Steve North, Attorney;

Guests in attendance were: Mickey Tucker, Monroe Police Department Sergeant, and Jasmine Lewis, college student shadowing Commissioner Beverly Lewis.

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, March 14, 2019, 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
2. Any other business that may come before the Board

HAL HINCHLIFFE, CHAIRMAN
kj/hh

Dated this March 1, 2019

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 February 14, 2019, meeting. There were none, and Commissioner Beverly Lewis 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 to provide an update on crime statistics. Sgt. Tucker shared the good news that there had been a lull in crime near our properties for the month of February. Frank Wilcox, Monroe Housing Authority Executive Director, informed the Board that Officer Webb, from Monroe Police Department, would now be living onsite at Lock-Breece, and that he had committed to assisting in locating other police officers who could provide onsite police presence at Burg Jones Plaza and Preservation Mills. Mr. Wilcox mentioned how impressed he was with Officer Webb, and Sgt. Tucker agreed that Officer Webb is a skilled and dedicated officer and should be a valuable resource for the housing authority.

Chairman Hinchliffe called on Mr. Wilcox to introduce the Topics for Discussion from the agenda.

Mr. Wilcox began by discussing the need for approval of the 5-year Capital Fund Plan and annual budget for the capital fund program. He deferred to Janet Wells to review the details. After discussion, Commissioner Beverly Lewis introduced the following resolution:

RESOLUTION # 3705

**A RESOLUTION APPROVING THE 5-YEAR CAPITAL FUND PLAN
AND THE 2019 ANNUAL BUDGET FOR THE CAPITAL FUND PROGRAM.**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the 5-year capital fund plan and 2019 annual budget for the capital fund program are 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, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then directed the Board's attention to copies of the PHA Agency Plan that were available on the table. He mentioned that it was time to review and approve the annual plan. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3706

A RESOLUTION APPROVING THE ANNUAL PHA AGENCY PLAN.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the annual PHA Agency Plan 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 then brought up the need for additional funds for Burg Jones storage room repairs. He asked Ms. Wells to share more information with the Board. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3707

**A RESOLUTION APPROVING THE CHANGE ORDER FOR
BURG JONES LANE STORAGE ROOM REPAIRS, PROJECT #: 18GEN606.09.**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Change Order #1, for Burg Jones Storage Room Repairs, project # 18GEN606.09, in the amount of \$32,319.00, is hereby approved.

The above Resolution was seconded by Commissioner 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 called on Ms. Wells to present information on a contract with D & L of Ouachita, Inc., for construction of Preservation Mills. The decision was made that approval of the contract would be put before the Properties for Retired and Family Living Board, who were scheduled to meet on Tuesday, March 19, 2019.

Mr. Wilcox then introduced a discussion about GB Cooley. He informed the Board that GB Cooley may choose to vacate the house on Arkansas currently rented from MHA due to issues pertaining to Coney Island. Mr. Wilcox went on to say that Ben Pitts had declined to meet to discuss the situation. The commissioners conversed on potential action steps to address the issue and determined to do further research and regroup.

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, rent roll analysis, and crime statistics report. He stated that they all looked good. Mr. Wilcox then moved on to the employee payroll report and remarked that the employee count was stable.

Mr. Wilcox called on Janet Wells to present the construction report. Ms. Wells informed the Board that Robinson Place II should be complete by March 28, 2019. She then discussed the active projects at each location, commenting that kitchen, bath, and ceiling repairs at Breece Locke and Robinson Place were winding down and Johnson and Carver renovations should be done in June and October respectively. Ms. Wells also stated that Miller Square was in phase 2 of the renovation and that leaks were being addressed at Frances Tower. Mr. Wilcox added that carbon monoxide detectors were being installed in all units.

Chairman Hinchliffe asked about the expected completion date for the 3rd and 4th Street project, Preservation Mills. Ms. Wells responded that funding approval and contract signing were required before those dates would be determined. She committed to keeping the Board informed regarding the timeline. Mr. Smart asked about plans for the ribbon cutting, and Mr. Wilcox informed him that the event would be rescheduled soon.

Mr. Wilcox then asked Janet Sanderford, Administrative Director, to provide an update on the financial reports. Ms. Sanderford stated that the financials looked good. She asked the Board to look over them and let her know if they had any questions. Ms. Sanderford also commented that she would have the 2020 budget ready for review at the next meeting.

Mr. Wilcox told the Board about a service at New Tabernacle Baptist Church where Reverend Roosevelt Wright and Mayor Abe Pierce honored Monroe Housing Authority, as well as Mr. Wilcox, Henry Bonner, and Joe Miller individually, for their contributions to the housing needs of the community. Mr. Wilcox expressed that it was a wonderful presentation and very complimentary.

Chairman Hinchliffe called for an Executive Session, and everyone was dismissed besides the Board, Mr. Wilcox, and Mr. Smart. After discussion, Ms. Jenkins was called back into the room, and Commissioner Lewis introduced the following resolution:

RESOLUTION # 3708

A RESOLUTION APPROVING WILLIAM SMART'S EMPLOYMENT CONTRACT FOR THE POSITION OF EXECUTIVE DIRECTOR OF MONROE HOUSING AUTHORITY.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the contract employing William Smart as Executive Director of Monroe Housing Authority, effective June 10, 2019, is hereby approved.

The above Resolution was seconded by Vice-Chairman Miller 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 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 Lewis seconded the motion, and it carried unanimously. The meeting was adjourned.

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, March 14, 2019, 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 March, 2019.

FRANK L. WILCOX, SECRETARY

(SEAL)