

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON TUESDAY, APRIL 30, 2019

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session at 1:30 P.M. on Tuesday, April 30, 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 Joe Farr, and Commissioner Beverly Lewis (20 minutes late due to a prior engagement)

Absent: None

Also, present were: Frank L. Wilcox, MHA Executive Director; William Smart, MHA Succeeding Executive Director; Kara Jenkins, Executive Staff Officer; and Jim Rountree, Attorney

NOTICE OF SPECIAL MEETING

TO: Mr. Hal H. Hinchliffe, Chairman
Mr. Rick Miller, Vice-Chairman
Mr. Joe Farr, Commissioner
Ms. Patricia Gix, Commissioner
Ms. Beverly V. Lewis, Commissioner
Mr. James A. Rountree, Attorney
Mr. Steve North, 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 1:30 P.M. on Tuesday, April 30, 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. Discuss contract for audit services
2. Discuss contract for consultant services with MaryAnn Russ and Audrey Mross
2. Any other business that may come before the Board

HAL HINCHLIFFE, CHAIRMAN
kj/hh

Dated this April 29, 2019

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

Chairman Hinchliffe asked the Board for any comments regarding the minutes from the April 11, 2019, meeting. There were none, and Commissioner Joe Farr introduced a motion to approve the minutes of the previous meeting. Commissioner Patricia Gix seconded the motion, and it carried unanimously.

Chairman Hinchliffe introduced the first topic for discussion from the agenda, which was the audit services contract. Attorney Jim Rountree advised that there was no need to advertise for professional services. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3710

**A RESOLUTION ACCEPTING THE CONTRACT RENEWAL
FOR AUDIT SERVICES WITH ALLEN, GREEN, & WILLIAMSON.**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the contract for audit services from Allen, Green, & Williamson is hereby accepted. The term is for 3 years, with an option for the 4th, using the following fee schedule:

2019	\$51,025
2020	\$51,900
2021	\$52,775
2022	\$53,750

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

Chairman Hinchliffe then disclosed that he had been in contact with MaryAnn Russ, an independent consult, and Audrey Mross, an attorney, in regards to addressing the concerns mentioned in the anonymous letter received by the Board. He clarified that scheduling presented the need for calling the special session, because Ms. Russ was available to get started on May 5th, which was the Monday of the following week, if they moved forward with hiring her. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3711

A RESOLUTION APPROVING A CONTRACT FOR INDEPENDENT CONSULTING SERVICES WITH MARYANN RUSS AND, IF DEEMED NECESSARY, A CONTRACT FOR LEGAL CONSULTING SERVICES WITH AUDREY MROSS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the contract for independent consulting services with MaryAnn Russ is hereby accepted.

BE IT FURTHER RESOLVED that, if deemed prudent by Chairman Hinchliffe, the contract for legal consulting services with Audrey Mross is hereby authorized.

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

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

NAYS: None

Chairman Hinchliffe moved on to the request for permission to advertise for 2019 Capital Fund projects. Mr. Wilcox directed the Board’s attention to a memo from Janet Wells, Director of Planning and Development, which stated that \$3,818,213 in Capital Funds were allocated to Monroe Housing Authority on April 19th. The memo listed projects previously approved in the 5-year plan and requested permission to advertise in order to move forward with them. After discussion, Commissioner Gix introduced the following resolution:

RESOLUTION # 3712

A RESOLUTION GRANTING PERMISSION TO ADVERTISE FOR 2019 CAPITAL FUNDS PROJECTS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that permission to advertise for 2019 Capital Fund projects is hereby granted.

The planned projects are as follows:

- Breece/Lock, Johnson Carver, and Foster Heights – Electrical Rewiring
- Miller Square – Interior Renovations Phase I (3 & 4 BR units)
- Frances Tower – Exterior Repairs and Elevator Equipment Upgrade
- McKeen Plaza – Exterior Wall & Window Repair, Window Replacement, and Roof Scupper Repairs
- Cooley Homes (pending solution to potential litigation) – Interior Renovations and Fire Code Improvements

- 3rd and 4th Street – Renovate the house at 1113 for Police use (not previously presented with the 5-year plan for approval)

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, and Commissioner Patricia Gix

NAYS: None

Chairman Hinchliffe introduced the next couple of topics, the proposed 2020 Public Housing and Section 8 budgets. After discussion, Commissioner Farr introduced the following resolutions:

RESOLUTION # 3713

A RESOLUTION APPROVING THE 2020 PUBLIC HOUSING BUDGET.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the 2020 Public Housing Budget 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, and Commissioner Patricia Gix

NAYS: None

RESOLUTION # 3714

A RESOLUTION APPROVING THE 2020 SECTION 8 BUDGET.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the 2020 Section 8 Budget 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, and Commissioner Patricia Gix

NAYS: None

Chairman Hinchliffe then informed the Board that it was time for the annual Election of Officers. Group consensus was that the current officers should continue in their roles. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3715

A RESOLUTION RE-ELECTING THE CURRENT OFFICERS FOR ANOTHER TERM ON THE BOARD OF COMMISSIONERS FOR MONROE HOUSING AUTHORITY.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that **Chairman Hal Hinchliffe** and **Vice-Chairman Rick Miller** are hereby re-elected as Officers for the following year.

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

Chairman Hinchliffe then moved on to a discussion of maintenance issues brought before the Board. After reviewing the concerns and how they were being addressed at several locations, the Board determined that resolutions were in progress and agreed to follow up at a later date. During the discussion, Ouachita Grand Plaza's limited resources were acknowledged, and the determination was

made to utilize the \$300,000 on account to repair known issues, with a plan of approving their ability to borrow money at a later date if needed.

This concluded the topics for discussion.

Mr. Wilcox made a recommendation that MHA designate \$3 million of the \$10 million in reserves as restricted funds to self-insure against floods. He mentioned that after the flood in 2016, MHA had to pay \$2 million to fix all that was damaged. Mr. Wilcox expressed that John Wheeler, MHA Maintenance Manager, had saved the housing authority thousands of dollars by managing the repairs so well but that it could have been a lot worse. After discussion, the Board recommended that Commissioner Farr and Mr. Rountree determine the specifics for self-insuring against floods and present a resolution at the next regular board meeting.

Commissioner Farr expressed how much the Board loves and respects Mr. Wilcox and thanked him for all he has done for the housing authority and the community. The other board members chimed in their agreement. Mr. Wilcox thanked everyone for the support.

Chairman Hinchliffe asked if there was any other business to come before the Board. Mr. Wilcox reminded him that there would be another Special Session of the Board on the following Friday, May 10th, at 2:00 p.m., in order to meet with Ms. Russ regarding her findings. There being no further business, Chairman Hinchliffe adjourned the meeting.

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 Tuesday, April 30, 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 30th day of April, 2019.

FRANK L. WILCOX, SECRETARY

(SEAL)