

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, JULY 19, 2018

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session at 2:00 P.M. on Thursday, July 19, 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: Vice-Chairman Rick Miller, Commissioner Joe Farr and Commissioner Patricia Gix

Absent: Chairman Hal Hinchliffe and Commissioner Beverly Lewis

Also present were: 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 and William Smart, President, Properties for Retired and Family Living Board.

Guest in attendance were: Sgt. Mickey Tucker, Monroe Police Department and L. J. Holland and Diane Miletello with Bancorp South

NOTICE OF SPECIAL 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 SPECIAL SESSION at 2:00 P.M. on Thursday, July 19, 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

This meeting will be held in place of the regular July session.

HAL HINCHLIFFE, CHAIRMAN
/k/hh

Dated this July 2, 2018

Vice-Chairman Rick Miller called the meeting to order and Bobby Simmons was asked to open the meeting with a prayer.

Vice-Chairman Miller asked the Board for any comments regarding the June 14, 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.

Vice-Chairman Miller called on Sgt. Mickey Tucker with the Monroe Police Department to provide an update on crime statistics. Sgt. Tucker, on behalf of the MPD, expressed his appreciation to the H.E.A.T. Team for resolving the recent fight at Burg Jones Lane which was video-graphed and posted on Facebook. He reported that the incident was resolved within 36 hours and all parties who had committed crimes had been arrested or warrants issued. In other news, he reported that every Monroe Police Department officer was now equipped with a body

camera and the department was in the process of hiring additional patrol officers. The Board thanked Sgt. Tucker for his report. Sgt. Tucker left the meeting.

Vice-Chairman Miller called on L. J. Holland and Diane Militello with Bancorp South to present the Board with an update on the Homeownership Program. Mr. Holland began by expressing his appreciation, on behalf of Bancorp South, for the opportunity to be a part of MHA's Homeownership Program. Mr. Holland reported on the June 16, 2018 workshop, hosted by Bancorp South, and said that participation far exceeded expectations. He called on Ms. Militello to provide additional information.

Ms. Militello told the Members that the 34 participants had been extremely engaged and many had already taken the first steps on the road to homeownership. She said that poor credit was the largest obstacle most were facing and the bank would like to offer additional financial literacy classes to MHA residents. The Members expressed their deepest appreciation for Bancorp South and all local lenders and others who were donating their resources to provide the free workshops to MHA residents and the public at large. Mr. Holland and Ms. Militello left the meeting.

Vice-Chairman Miller called on Mr. Frank Wilcox, Executive Director, to discuss the Topics for Discussion from the Agenda.

Mr. Wilcox began with discussion regarding flood insurance coverage. Mr. Wilcox asked the Board to decide if it would like to continue to self-insure for flood insurance. After discussion Commissioner Farr introduced the following Resolution:

RESOLUTION # 3662

**A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY
TO REMAIN SELF-INSURED FOR FLOOD INSURANCE**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Monroe Housing Authority elects to remain self-insured for flood insurance.

BE IT FURTHER RESOLVED that this pertains to all housing owned and/or managed by the Monroe Housing Authority.

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

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

NAYS: None

Mr. Wilcox then asked the Board to review the proposed revisions to the Procurement Policy, which reflected current regulations and procedures. After discussion Commissioner Farr introduced the following Resolution:

RESOLUTION # 3663

**A RESOLUTION AUTHORIZING REVISIONS TO THE AGENCY'S
PROCUREMENT POLICY AND ADOPTING
THE REVISED POLICY EFFECTIVE IMMEDIATELY**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that revisions to Monroe Housing Authority's Procurement Policy, as updated to comply with current laws and regulations, are hereby approved; and

BE IT FURTHER RESOLVED that the revised Procurement Policy is hereby adopted effective immediately.

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

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

NAYS: None

Mr. Wilcox then moved to a request for approval of the revised Capital Fund Budget, which included the recent increase in Capital Funds. After discussion Commissioner Gix introduced the following Resolution:

RESOLUTION # 3664

A RESOLUTION AUTHORIZING APPROVAL OF THE PROPOSED REVISED
CAPITAL FUND 5-YEAR PLAN FOR 2018-2022
REFLECTING THE INCREASE IN CAPITAL FUNDS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the revised Capital Fund 5-Year Plan as detailed in the attached worksheet is hereby approved.

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

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

NAYS: None

Mr. Wilcox provide the Board with REAC scores from the recent inspections at Frances Tower and Miller Square. Mr. Wilcox stated that both developments did well, with Frances Tower receiving a score of 97 and Miller Square receiving a score of 85. He said that the agency had a challenging year ahead, as five of the larger public housing developments were scheduled for REAC inspections in 2019. He went on to say that he and the staff were taking a pro-active approach and REAC preparedness activities had already begun.

Mr. Wilcox presented the Board with the PHAS score for the fiscal year ending June 30, 2017. The score was 95 which designated MHA as a High Performer for the 2017 fiscal year. The Board congratulated Mr. Wilcox and all of the staff for a job well done.

Mr. Wilcox then asked the Board to approve the Resolution, based on current policy, granting incentive pay to all eligible MHA employees for achievement of high performer status. After discussion Commissioner Gix introduced the following Resolution:

RESOLUTION # 3665

A RESOLUTION GRANTING INCENTIVE PAY TO
ALL ELIGIBLE MHA EMPLOYEES FOR
ACHIEVEMENT OF HIGH PERFORMER STATUS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Monroe Housing Authority has been designated High Performer by the U.S. Department of Housing and Urban Development, and

BE IT FURTHER RESOLVED that incentive pay to all eligible Monroe Housing Authority employees is hereby granted.

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

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

NAYS: None

Mr. Wilcox then advised the Board that the current consulting contract with Janet Wells was nearing expiration and asked the Board to consider a request to advertise for consulting services for a Planning and Development Director. After discussion Commissioner Farr introduced the following Resolution:

RESOLUTION # 3666

A RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE
FOR CONSULTING SERVICES FOR PLANNING AND DEVLEPMENT DIRECTOR

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 advertise for consulting services for a Planning and Development Director.

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

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

NAYS: None

This concluded the Topics for Discussion from the Agenda.

Vice-Chairman Miller 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 construction report and reported that everything looked good. Mr. Wilcox called on Janet Sanderford to provide the Members with an update on the financial reports.

Ms. Sanderford reported that Public Housing numbers were very good for the year end. She said HAP and Section 8 numbers were also good for the period. Ms. Sanderford asked each Member to review the reports in detail and to contact her should they have any questions.

Vice-Chairman Miller asked if there was any other business to come before the Board. Then, 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.

RICK MILLER, VICE-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 Thursday, July 19, 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 19th day of July 2018.

FRANK L. WILCOX, SECRETARY

(SEAL)