

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, AUGUST 9, 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, August 9, 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 Joe Farr, Commissioner Patricia Gix and Commissioner Beverly Lewis

Absent: None

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, William Smart, President, Properties for Retired and Family Living Board and Jim Rountree, Attorney.

Guest in attendance were: Sgt. Mickey Tucker, Monroe Police Department

NOTICE OF REGULAR 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 Regular Session at 2:00 P.M. on Thursday, August 9, 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

HAL HINCHLIFFE, CHAIRMAN
/k/hh

Dated this August 1, 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 July 19, 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 Sgt. Mickey Tucker with the Monroe Police Department to provide an update on crime statistics. Sgt. Tucker provided the Board with a 6-month crime comparison for all public housing sites. Sgt. Tucker reported that overall there was improvement. He also reported that the Monroe Police Department had 6 new officers in academy and 2 new officers now on patrol. Commissioner Farr opened discussion on ways to increase resident participation

in reporting crime. Chairman Hinchliffe thanked everyone for their input and thanked Sgt. Tucker for his report. Sgt. Tucker left the meeting.

Chairman Hinchliffe called on Mr. Frank L. Wilcox, Executive Director, to discuss the Topics for Discussion from the Agenda.

Mr. Wilcox began with a request for authorization to sign all documents related to the Jobs Plus Program. After discussion Commissioner Farr introduced the following Resolution:

RESOLUTION # 3667

A RESOLUTION AUTHORIZING FRANK L. WILCOX, ACTING ON BEHALF OF
MONROE HOUSING AUTHORITY, TO SIGN ALL DOCUMENTS
RELATED TO THE JOBS PLUS PROGRAM

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Frank L. Wilcox, acting on behalf of Monroe Housing Authority, is hereby authorized to sign all documents related to the Jobs Plus Program.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller and Commissioners Joe Farr, Patricia Gix and Beverly Lewis

NAYS: None

Mr. Wilcox then asked the Board to consider a request to extend the current contract with Land Concepts through September 15, 2018 to allow time to receive and evaluate proposals. He also requested that the contract cap amount be increased. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3668

A RESOLUTION AUTHORIZING PERMISSION TO EXTEND
THE CURRENT AGREEMENT FOR PROFESSIONAL SERVICES
WITH LAND CONCEPTS THROUGH SEPTEMBER 15, 2018
AND TO INCREASE THE AGREEMENT CAP TO AN AMOUNT
NOT TO EXCEED \$125,000.00

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to extend the current agreement for professional services with Land Concepts through September 15, 2018 is hereby approved; and,

BE IT FURTHER RESOLVED that Article 4 Compensation and Scheduling, Section B, is hereby authorized to be extended to an amount not to exceed \$125,000.00 for the agreement period.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller and Commissioners Joe Farr, Patricia Gix and Beverly Lewis

NAYS: None

Mr. Wilcox then asked the Board to review the bids for Tree Trimming Services for Lock-Breece. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3669

A RESOLUTION REJECTING ALL BIDS FOR TREE TRIMMING SERVICES
AT LOCK-BREECE PLACE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the bids received for Tree Trimming Services at Lock-Breece Place exceeded the budget for the work and are therefore hereby rejected.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller and Commissioners Joe Farr, Patricia Gix and Beverly Lewis

NAYS: None

Mr. Wilcox then brought the discussion to the Notice of Retirement submitted by Mr. John Wheeler. Mr. Wilcox stated that Mr. Wheeler was an exceptional employee and had been very effective in his position. After discussion Commissioner Farr introduced the following Resolution:

Resolution #3670

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS
BE PAID TO JOHN WHEELER

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that John Wheeler submitted his required six-month notice dated August 9, 2018.

NOW, BE IT FURTHER RESOLVED that John Wheeler will become eligible to receive full retirement benefits upon his retirement date of March 1, 2019.

BE IT FURTHER AUTHORIZED that John Wheeler will receive payment for up to 300 hours balance of Annual Leave plus one-half of Sick Leave balance in one lump sum at his time of retirement.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller and Commissioners Joe Farr, Patricia Gix and Beverly Lewis

NAYS: None

Mr. Wilcox then moved the discussion to the Notice of Retirement submitted by Ms. Cheryl Farmer. Mr. Wilcox stated that Ms. Farmer was an exceptional employee and expressed his appreciation for her leadership and dedication. Commissioner Farr said he wished to publicly state his appreciation to Ms. Farmer for her hard work and how much she brought to the organization. Ms. Farmer expressed her appreciation for the opportunity. All the Members expressed their appreciation to Ms. Farmer. After discussion, Commissioner Farr introduced the following Resolution:

Resolution #3671

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS
BE PAID TO CHERYL R. FARMER

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Cheryl R. Farmer submitted her required six-month notice dated July 24, 2018.

NOW, BE IT FURTHER RESOLVED that Cheryl R. Farmer will become eligible to receive full retirement benefits upon her retirement date of March 1, 2019.

BE IT FURTHER AUTHORIZED that Cheryl R. Farmer will receive payment for up to 300 hours balance of Annual Leave plus one-half of Sick Leave balance in one lump sum at her time of retirement.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller and Commissioners Joe Farr, Patricia Gix and Beverly Lewis

NAYS: None

This concluded the Topics for Discussion from the Agenda.

Chairman Hinchliffe 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 the numbers were good and asked that the Members review the reports in detail and contact her should they have any questions.

Chairman Hinchliffe 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. Vice-Chairman Rick Miller 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 Regular Meeting of the Board of Commissioners of said Authority held on Thursday, August 9, 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 9th day of August 2018.

FRANK L. WILCOX, SECRETARY

(SEAL)