

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, SEPTEMBER 13, 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, September 13, 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, Janet Wells Planning and Development Director, T.J. Thompson Modernization Coordinator, and Jim Rountree, Attorney.

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, September 13, 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 September 4, 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 August 9, 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.

As Sgt. Mickey Tucker with the Monroe Police Department was unable to attend the meeting, Chairman Hinchliffe called on Bobby Simmons, MHA Deputy Director, to provide an update on crime statistics. Mr. Simmons reported that there was very little, if any, change in statistics.

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

Mr. Wilcox began with a review of the bids for Renovations for Johnson Carver Terrace. Mr. Wilcox explained the bids were out of budget by approximately \$1 million dollars and recommended that both bids be rejected. After discussion Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3672

A RESOLUTION REJECTING THE BIDS FOR JOHNSON CARVER RENOVATIONS AS THEY EXCEED THE BUDGET

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the bids for Renovations for Johnson Carver Terrace exceed the budget and are hereby rejected.

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 stated that Planning and Development department would change the scope of work for the project considering smaller separate contracts, for example, breaking out the exterior improvements.

Mr. Wilcox then brought the Board's attention to review of the proposals for Planning and Development Director and asked that Janet Wells leave the room during this discussion. Janet Wells then left the room. Mr. Wilcox stated that the Planning and Development department advertised for proposals for this work and there were no responses, other than Janet Wells d.b.a. Land Concepts. Mr. Wilcox stated that Ms. Wells was doing an exceptional job as Planning and Development Director and recommended that the Board approve her proposal. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3673

**A RESOLUTION ACCEPTING THE PROPOSAL FROM JANET WELLS
D.B.A. LAND CONCEPTS
FOR PLANNING AND DEVELOPMENT DIRECTOR
IN THE AMOUNT OF \$75.00 PER HOUR,
NOT TO EXCEED \$125,000.00 PER YEAR,
WITH THE OPTION TO RENEW FOR TWO ADDITIONAL YEARS**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the proposal received from Janet Wells, d.b.a. Land Concepts, for Planning and Development Director in the amount of \$75.00 per hour, not to exceed \$125,000.00 per year, with the option to renew for two additional years 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

Janet Wells returned to the meeting.

Mr. Wilcox then moved to a request for permission to apply for a Youth Build grant and, should the grant be awarded, a request to provide up to \$275,000.00 in non-HUD funds through Monroe Facilities Trust to support the program. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3674

**A RESOLUTION AUTHORIZING PERMISSION TO APPLY
FOR A YOUTH BUILD PROGRAM GRANT AND,
SHOULD THE GRANT BE AWARDED,
TO PROVIDE UP TO \$275,000 IN NON-HUD FUNDS
THROUGH MONROE FACILITIES TRUST**

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 apply to the Department of Labor for a Youth Build Program grant.

BE IT FURTHER RESOLVED that should the grant be awarded, permission is hereby granted to provide non-HUD funds through Monroe Facilities Trust in amount not to exceed \$275,000.00.

The above Resolution was seconded by Commissioner Patricia 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 asked the Board to review and approve the Louisiana Compliance Questionnaire. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3675

A RESOLUTION ADOPTING THE
LOUISIANA COMPLIANCE QUESTIONNAIRE
FOR FISCAL YEAR ENDING JUNE 30, 2018

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Louisiana Compliance Questionnaire for Fiscal Year Ending June 30, 2018 is hereby adopted.

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

Mr. Wilcox then moved the discussion to the Robinson Place and Burg Jones Lane Learning Centers and submitted a request to expand the facilities in order to accommodate more children for the Center's Prime Time Head Start Programs. Mr. Wilcox stated that the lot adjacent to the Robinson Place facility would be given to Prime Time for use for the expansion. Mr. Wilcox also stated that MHA will retain ownership of all properties and improvements. Prime Time is to pay all cost associated with the expansion and other forms of mitigation. Mr. Wilcox stated that the learning center at Burg Jones Lane also needed expansion and recommended that MHA allow Prime Time use of the existing maintenance shop located behind the existing learning center. Janet Wells presented a drawing showing the expansion. After discussion Commissioner Lewis introduced the following Resolution:

Resolution #3676

A RESOLUTION AUTHORIZING THE EXPANSION OF THE ROBINSON PLACE
LEARNING CENTER FOR THE EXPANSION OF THE HEAD START PROGRAM
AND AUTHORIZING THE UTILIZATION AND RENOVATIONS
OF THE BURG JONES MAINTENANCE SHOP
FOR THE EXPANSION OF THE BURG JONES LEARNING CENTER
WITH MONROE HOUSING AUTHORITY RETAINING OWNERSHIP
OF ALL PROPERTIES AND IMPROVEMENTS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that authorization for the expansion of the Robinson Place Learning Center for the expansion of the Head Start Program and authorization for the utilization and renovations of the Burg Jones Maintenance Shop for the expansion of the Burg Jones Learning Center with Monroe Housing Authority retaining ownership of all properties and improvements is hereby granted.

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

Mr. Wilcox then discussed a proposed expansion of the Burg Jones Lane management office. After discussion Commissioner Lewis introduced the following Resolution:

Resolution #3677

A RESOLUTION AUTHORIZING UP TO \$275,000 FOR THE RENOVATION/EXPANSION OF THE BURG JONES LANE MANAGEMENT OFFICE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that authorization to expend up to \$275,000.00 for the renovation/expansion of the Burg Jones Lane Management Office 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 brought the discussion to the Notice of Retirement submitted by Mr. Bobby Simmons. Mr. Simmons stated that he had enjoyed his time at the Housing Authority. After discussion Commissioner Lewis introduced the following Resolution:

Resolution #3678

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS BE PAID TO BOBBY SIMMONS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Bobby Simmons submitted his required six-month notice dated August 16, 2018.

NOW, BE IT FURTHER RESOLVED that Bobby Simmons will become eligible to receive full retirement benefits upon his retirement date of January 16, 2019.

BE IT FURTHER AUTHORIZED that Bobby Simmons is authorized to draw down his leave bank during the time preceding his retirement and 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 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

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 and stated that staff was working diligently to turn vacant units. Mr. Wilcox reviewed the Rent Roll Analysis and explained that increased vacancies were a factor in the slight decrease in rent revenue. Mr. Wilcox reviewed the crime statistics and stated that he was discussing the possibility with Entergy of allowing use of their utility poles for the installation of security cameras. Mr. Wilcox reviewed the Employee Report and stated MHA recently hired 2 or 3 qualified maintenance men to help with the high vacancy unit turnaround rate. Ms. Wells reviewed the updated Construction Report she brought with her asking that the previously submitted report in the packet be updated. Mr. Wilcox reviewed the Financial

Reports and said they speak for themselves. He asked the Members to review the reports in detail and should they have any questions, please ask.

Chairman Hinchliffe asked if there was any other business to come before the Board. Mr. Wilcox reminded the Board that the PHADA conference was upcoming in January 2019 and said it was time to make travel arrangements. Then, there being no further business, Commissioner Lewis made a motion to adjourn the meeting. Commissioner Farr 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, September 13, 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 13th day of September 2018.

FRANK L. WILCOX, SECRETARY

(SEAL)