

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, OCTOBER 11, 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, October 11, 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, Commissioner Joe Farr, Commissioner Patricia Gix and Commissioner Beverly Lewis

Absent: Vice-Chairman Rick Miller

Also present were: Henry Bonner, Jr., Chairman Emeritus, MHA Board of Commissioners; Frank L. Wilcox, Monroe Housing Authority Executive Director; Cheryl Farmer, Director of Operations; Janet Sanderford, Administrative Director; Janet Wells, Planning and Development Director; Karen Crowell, Incumbent Executive Staff Officer; Kara Jenkins, Incoming Executive Staff Officer and William Smart, President, Properties for Retired and Family Living Board.

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, October 11, 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 27, 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 September 13, 2018 meeting. There were none and Commissioner Beverly Lewis 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 moved directly to the Topics for Discussion from the Agenda and called on Frank Wilcox, Executive Director to open the discussion.

Mr. Wilcox began with a request for approval for a Special Meeting time, date and location for a meeting of the Board to be held on Wednesday, December 5, 2018 at 11:30 a.m., at 130 Desiard

Street, Suite 901, Monroe, LA. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3679

A RESOLUTION AUTHORIZING A SPECIAL MEETING
OF THE MHA BOARD OF COMMISSIONERS
TO BE HELD ON
WEDNESDAY, DECEMBER 5, 2018

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that a Special Meeting of the MHA Board of Commissioners to be held on Wednesday, December 5, 2018 at 11:30 a.m. at 130 Desiard Street, Suite 901, Monroe, LA is hereby approved.

BE IT FURTHER RESOLVED that this Special Meeting is to be held in lieu of the Regular December Meeting of the MHA Board of Commissioners.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then moved to a request for permission to use non-HUD funds to recognize and express appreciation to the staff for their hard work and accomplishments at an employee appreciation luncheon on Friday, November 9, 2018. After discussion Commissioner Joe Farr introduced the following Resolution:

RESOLUTION # 3680

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY
TO USE NON-HUD FUNDS TO RECOGNIZE AND APPRECIATE
THE HARD WORK AND ACCOMPLISHMENTS OF MHA STAFF
AT AN EMPLOYEE APPRECIATION LUNCHEON
TO BE HELD ON FRIDAY, NOVEMBER 9, 2018

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to use non-HUD funds to recognize and express appreciation to the staff for their hard work and accomplishments at an employee appreciation luncheon on Friday, November 9, 2018 is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox moved on to a request for permission to use non-HUD funds to host a reception on Thursday, December 13, 2018 to provide an annual update to the community and to recognize and express appreciation to our community partners. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3681

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY
TO USE NON-HUD FUNDS TO HOST A RECEPTION
ON THURSDAY, DECEMBER 13, 2018
TO PROVIDE AN ANNUAL UPDATE TO THE COMMUNITY AND
TO RECOGNIZE AND EXPRESS APPRECIATION
TO OUR COMMUNITY PARTNERS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to use non-HUD funds to host a reception on Thursday, December 13, 2018 to provide an annual update to the community and to recognize and express appreciation to our community partners is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then moved on to a request for permission to advertise for bids for Johnson Interior Renovations. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3682

A RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE
FOR BIDS FOR
JOHNSON INTERIOR RENOVATIONS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to advertise for bids for Johnson Interior Renovations is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox continued on with a request for permission to advertise for bids for Carver Interior Renovations. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3683

A RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE
FOR BIDS FOR
CARVER INTERIOR RENOVATIONS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to advertise for bids for Carver Interior Renovations is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then moved the discussion to a request for permission to advertise for bids for Johnson-Carver Exterior Improvements. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3684

A RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE
FOR BIDS FOR
JOHNSON-CARVER EXTERIOR IMPROVEMENTS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to advertise for bids for Johnson-Carver Exterior Improvements is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then requested permission to advertise for bids for Vacant Unit Turnarounds on an as needed basis. After discussion Commissioner Farr introduced the following Resolution:

RESOLUTION # 3685

A RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE
FOR BIDS FOR VACANT UNIT TURNAROUNDS ON AN AS NEEDED BASIS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to advertise for bids for Vacant Unit Turnarounds on an as needed basis is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then moved to a request for permission to advertise for bids for Renovations and Expansion of the Burg Jones Lane Management Office and Maintenance Building. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3686

A RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE
FOR BIDS FOR RENOVATION AND EXPANSION OF THE
BURG JONES LANE MANAGEMENT OFFICE
AND MAINTENANCE BUILDING

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to advertise for bids for Renovation and Expansion of the Burg Jones Lane Management Office and Maintenance Building is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

This concluded the Topics for Discussion.

Chairman Hinchliffe then moved to the report section of the meeting and asked for updates.

Mr. Wilcox called on Karen Crowell to provide the Board with an update on grants and other programs. Ms. Crowell provided the Members with an overview of current resident service programs, along with data for performance measures. Ms. Crowell reported that all programs were performing well. The Board thanked Ms. Crowell for the report.

Mr. Wilcox reviewed the Vacancy Reports and informed the Board that the numbers were good. He said the staff was focusing on unit turnaround and lease-up efforts.

Mr. Wilcox reviewed the Rent Roll Analysis and reported that those numbers were also good.

Mr. Wilcox reviewed the Crime Statistics report and said that there was no significant change. He went on to say that he was working with Entergy and was hopeful that an agreement would

be forthcoming whereby MHA could utilize existing Entergy power poles to install security cameras at strategic locations throughout MHA developments.

Mr. Wilcox reviewed the Employee Report and said the numbers remained stable there as well, with the exception of the current double-incumbent position.

Mr. Wilcox called on Janet Wells to provide the Board with an update on Construction and other Planning and Development activity. Ms. Wells provided a status update for construction projects along with an update for future planned development. The Board thanked Ms. Wells for the report.

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, as was customary, Ms. Sanderford 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.

Mr. Wilcox formally introduced Kara Jenkins, incoming Executive Staff Officer, to the Members and called on Ms. Jenkins to tell the Board about herself. Ms. Jenkins gave a brief account of her professional background and said she was excited to join the MHA team and looked forward to working with the staff and Members of the Board.

Dr. Bonner took a moment to express his appreciation to all the Members of the Board and the MHA staff for their continued hard work and service to the community.

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, October 11, 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 11th day of October 2018.

FRANK L. WILCOX, SECRETARY

(SEAL)