

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, SEPTEMBER 8, 2016

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 8, 2016 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 Hal Hinchliffe, and Commissioners William Smart and Patricia Gix

Absent: Chairman Joe Farr and Commissioner Rick Miller

Also present were: Frank L. Wilcox, Monroe Housing Authority Executive Director, Bobby Simmons, Deputy Director, Cheryl Farmer, Director of Operations, Sue Wheeler, Executive Staff Officer, Karen Crowell, Housing Supervisor, Jim Rountree, Attorney, Sgt. Tucker, Monroe Police Department, Joyce Landrum Children's Coalition of Northeast Louisiana, Tim Brandon, Architect, and Janet Wells, Architect.

NOTICE OF REGULAR MEETING

TO: Mr. Joe Farr, Chairman
Mr. Hal Hinchliffe, Vice Chairman
Dr. Henry Bonner, Jr., Chairman Emeritus
Ms. Mr. William Smart, Commissioner
Mr. Rick Miller, Commissioner
Ms. Patricia Gix, 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 8, 2016 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. Report on Family Self-Sufficiency and ROSS Grant Programs
3. Review Bids Received – Louis Lock Kitchen/Bath Renovations
4. Report on Flood Damage Abatement
5. Presentation of Management and Financial Reports
6. Any other business that may come before the Board

JOE FARR, CHAIRMAN
/s/jf

Dated this September 1, 2016

Vice-Chairman Hal Hinchliffe called the meeting to order and Mr. Bobby Simmons was asked to open the meeting with a prayer.

Vice-Chairman Hinchliffe asked that the meeting proceed with guest presentations until the arrival of Commissioner Patricia Gix so there would be a quorum for all items requiring a vote.

At this time, Vice-Chairman Hinchliffe asked Sgt. Tucker, Monroe Police Department Officer, to provide a report on Crime Statistics. Sgt. Tucker reviewed the Report with the Board. He stated that overall there was a decrease in crime; however, there was an uptick in car theft. He said that with school now being in session there should continue to be an overall decrease in crime. Mr. Wilcox asked Sgt. Tucker to attend an upcoming property management meeting and provide an update for all MHA site managers. Sgt. Tucker accepted the invitation. The Board thanked Sgt. Tucker and expressed appreciation for the Monroe Police Department staff and the work they do for the community. Sgt. Tucker left the meeting.

Vice-Chairman Hinchliffe asked Janet Wells and Tim Brandon to provide information on a proposed passive park and parking lot expansion for Ouachita Grand Plaza along with a concept for the neighboring property across St. John Street. Janet Wells briefed the Board on the collaborative design for a passive park and parking lot expansion as well as the concept for the property across the street. Additionally, Tim Brandon provided an update on the Robinson Place phase II development. The Board expressed positive feedback for the proposed development and thanked Ms. Wells and Mr. Brandon for the presentation. Mr. Brandon and Ms. Wells left the meeting.

At this time Commissioner Patricia Gix arrived and the meeting continued.

Vice-Chairman Hinchliffe called on Joyce Landrum, Early Literacy Coordinator and MHA-Children's Coalition of NELA liaison, to update the Board on Monroe Housing Authority's literacy and self-sufficiency programs. Ms. Landrum provided an overview of current programs including early childhood literacy, adult education, and family self-sufficiency. The Board was very complimentary of Ms. Landrum's presentation and extended their appreciation to her and the Children's Coalition of NELA for their partnership with the agency.

At this time Jim Rountree arrived and the meeting continued.

Vice-Chairman Hinchliffe asked the Board for any comments regarding the August 11 meeting. There were none and Commissioner William Smart introduced a motion that the Minutes of the previous meeting be approved. Commissioner Gix seconded the motion and it carried unanimously.

At this time, Vice-Chairman Hinchliffe asked Frank L. Wilcox, Executive Director of the Monroe Housing Authority, to provide the Director's Reports. Mr. Wilcox asked the Board to review bids received for Louis Lock Development Kitchen/Bath Renovations. Mr. Wilcox noted that due to the recent flood activity throughout the State bid response was low. Following review, Commissioner William Smart introduced the following Resolution:

**A RESOLUTION ACCEPTING THE LOW BID IN THE AMOUNT OF
\$399,400 SUBMITTED BY MCKENZIE CONTRACTORS, INC. FOR
LOUIS LOCK DEVELOPMENT KITCHEN AND BATH RENOVATIONS**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the low bid submitted by McKenzie Contractors, Inc. in the amount of \$399,400 (Three hundred ninety-nine thousand four hundred dollars) for Louis Lock Development Kitchen and Bath Renovations is hereby accepted.

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

AYES: Vice-Chairman Hal Hinchliffe, Commissioners William Smart and Patricia Gix.
NAYS: None.

Mr. Wilcox then gave a report on the flood damage repair cost and requested the Board consider submitting a claim through FEMA (Federal Emergency Management Agency) for Federal Disaster Assistance to recover some of the cost of the repairs. The Resolution

prepared to authorize this was reviewed and Commissioner Patricia Gix introduced the Resolution as follows:

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO
SUBMIT A CLAIM FOR FEDERAL DISASTER ASSISTANCE FOR
DR-4263-LA CATEGORY B SEVERE STORM AND FLOODING REPAIR COSTS
RELATED TO THE MARCH 9, 2016 FLOOD

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Monroe Housing Authority is hereby authorized to submit a claim for Federal Disaster Assistance for DR-4263-LA Category B Severe Storm and Flooding Repair Costs related to the March 9, 2016 Flood.

The above Resolution was seconded by Commissioner William Smart and recorded the following vote:

AYES: Vice-Chairman Hal Hinchliffe, Commissioners William Smart and Patricia Gix.
NAYS: None.

Vice-Chairman Hinchliffe then asked Bobby Simmons, Monroe Housing Authority Deputy Director, to provide Management Reports. Mr. Simmons discussed the Vacancy Detail and Rent Roll Analysis Reports. There were no questions and this concluded Mr. Simmons reports.

Vice-Chairman Hinchliffe asked Cheryl Farmer, Director of Operations, to provide management reports. Ms. Farmer reviewed the Construction Report and the Planning and Development Report. The Board had no questions regarding the reports. She then reviewed the Employees Report. There were no questions and this concluded the Director of Operations Reports.

Vice-Chairman Hinchliffe then asked for the Financial Reports. Due to the absence of Ms. Janet Sanderford, Administrative Director, Cheryl Farmer provided reporting for Ms. Sanderford. Ms. Farmer provided current monthly Financial Reports for Public Housing and for the Section 8 Housing Voucher Program. Ms. Farmer reviewed all reports with the Board members present. There were no questions.

Ms. Farmer then asked the Board to review Louisiana Compliance Questionnaire for Fiscal Year Ending June 30, 2016. The Resolution prepared to authorize this was reviewed and Commissioner William Smart introduced the Resolution as follows:

A RESOLUTION ADOPTING THE LOUISIANA COMPLIANCE
QUESTIONNAIRE FOR FISCAL YEAR ENDING JUNE 30, 2016

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, 2016 is hereby adopted.

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

AYES: Vice-Chairman Hal Hinchliffe and Commissioners William Smart and Patricia Gix.
NAYS: None.

Vice-Chairman Hinchliffe asked if there was any other business to come before the Board. There being none, the meeting was adjourned.

HAL HINCHLIFFE, 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 Regular Meeting of the Board of Commissioners of said Authority held on Thursday, September 8, 2016 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 8th day of September, 2016.

FRANK L. WILCOX, SECRETARY

(SEAL)