

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, OCTOBER 13, 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, October 13, 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: Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, and Commissioners William Smart, Rick Miller, and Patricia Gix

Absent: None

Also present were: Henry Bonner, Jr., Chairman Emeritus, Frank L. Wilcox, Monroe Housing Authority Executive Director, Bobby Simmons, Deputy Director, Cheryl Farmer, Director of Operations, Janet Sanderford Administrative Director, Sue Wheeler, Executive Staff Officer, Karen Crowell, Housing Supervisor, Jim Rountree, Attorney, Miranda Restovic, Louisiana Endowment for the Humanities

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, October 13, 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. Presentation of Management and Financial Reports
4. Any other business that may come before the Board

JOE FARR, CHAIRMAN
/s/jf

Dated this October 5, 2016

Chairman Joe Farr called the meeting to order and Mr. Bobby Simmons was asked to open the meeting with a prayer.

Chairman Farr asked the Board for any comments regarding the September 8 meeting. There were none and Vice-Chairman Hal Hinchliffe introduced a motion that the Minutes of the previous meeting be approved. Commissioner William Smart seconded the motion and it carried unanimously.

Chairman Farr called on Ms. Miranda Restovic, President and Executive Director of the Louisiana Endowment for the Humanities, to present the Board with information regarding the Prime Time, Inc. Head Start Program and to discuss the proposed partnership

agreement to bring the Head Start Program into the Robinson Place Community. Ms. Restovic on behalf of Prime Time, Inc. proposed a facilities use agreement with Monroe Housing Authority for the use of the Robinson Place learning center. Vice-Chairman Hinchliffe introduced the following Resolution:

STATE OF LOUISIANA
PARISH OF OUACHITA
AUTHORIZATION FOR PRIME TIME, INC. TO
USE ROBINSON PLACE AS A HEAD START CENTER

WHEREAS, Prime Time, Inc., a non-profit charity created by the Louisiana Endowment for the Humanities, has applied to the Housing Authority of the City of Monroe for use of the community center at Robinson Place;

WHEREAS, Prime Time, Inc. proposes to establish a Head Start Center serving approximately sixty (60) qualified children and families at Robinson Place;

WHEREAS, it is in the interest of the Housing Authority of the City of Monroe and its residents to assist Prime Time, Inc. in this endeavor.

NOW, THEREFORE, it is resolved that Frank L. Wilcox, executive director or Joe Farr, chairman, be and both individually are authorized to enter into an agreement on such terms and conditions as they deem appropriate in furtherance of the objective to establish a Head Start Center at Robinson Place.

Monroe, Louisiana this 13th day of October, 2016.

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

AYES: Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, Commissioners William Smart, Rick Miller, and Patricia Gix.

NAYS: None.

The Board thanked Ms. Restovic for her presentation and expressed appreciation for the opportunity to join in partnership to provide this quality educational service to the community. Ms. Restovic left the meeting.

Chairman Farr called on Mr. Frank L. Wilcox, Monroe Housing Authority Executive Director, to provide the Executive Director's Management Reports. Mr. Wilcox asked the Board to review bids received for Foster Heights Kitchen and Bath Renovations. Following review, Commissioner William Smart introduced the following Resolution:

A RESOLUTION ACCEPTING THE LOW BID IN THE AMOUNT OF \$1,390,000.00
(ONE MILLION THREE HUNDRED-NINETY THOUSAND DOLLARS) FOR THE BASE
BID AND REJECTING THE ADD ALTERNATE #1 IN THE AMOUNT
OF \$63,400.00 FOR FOSTER HEIGHTS 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 in the amount of \$1,390,000.00 (One million three hundred-ninety thousand dollars) for the base bid submitted by Karma Contractors, LLC for Foster Heights Development Kitchen and Bath Renovations is hereby accepted.

BE IT FURTHER RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Add Alternate #1 in the amount of \$63,400.00 submitted by Karma Contractors, LLC for Foster Heights Development Kitchen and Bath Renovations is hereby rejected.

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

AYES: Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, Commissioners William Smart, Rick Miller, and Patricia Gix.

NAYS: None.

Mr. Wilcox then asked the Board to review Change Order No. 1 for Louis Lock Kitchen and Bath Renovations. Mr. Wilcox advised the Board that the three units were in addition to the units included in the original bid and the cost was based on a per unit value of the original bid. Following review, Commissioner William Smart introduced the following Resolution:

A RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 IN THE
AMOUNT OF \$28,500.00 (TWENTY-EIGHT THOUSAND
FIVE HUNDRED DOLLARS) FOR PHASE II LOUIS LOCK
KITCHEN AND BATH RENOVATIONS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Change Order No. 1 for Louis Lock Kitchen and Bath Renovations in the amount of \$28,500.00 (Twenty-eight thousand five hundred dollars) increasing the Contract from \$399,400.00 to \$427,900.00 is approved as follows:

1. Add units 27A, 31A, and 37A to the contract. These units were not included in the original scope of work.

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

AYES: Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, Commissioners William Smart, Rick Miller, and Patricia Gix.

NAYS: None.

Mr. Wilcox asked the Board to review the proposal from Bayou Mosquito & Pest Management, L.L.C. Following review, Chairman Rick Miller introduced the following Resolution:

STATE OF LOUISIANA
PARISH OF OUACHITA
AUTHORITY TO EXTEND PEST CONTROL CONTRACT
WITH BAYOU MOSQUITO & PEST MANAGEMENT, L.L.C.

WHEREAS, Bayou Mosquito & Pest Management, L.L.C., Rayville, Louisiana has provided an excellent service to Monroe Housing Authority and its residents;

WHEREAS, the terms of the contract between Monroe Housing Authority and Bayou Mosquito & Pest Management, L.L.C., Rayville, Louisiana will soon expire;

WHEREAS, the parties wish to extend the contract for two years from the date of expiration of the original contract at the current contract rate of \$2.36 per unit.

NOW, THEREFORE, either the chairman or executive director of Monroe Housing Authority is and shall be authorized to enter into an extension agreement to extend the contract for pest control services between Monroe Housing Authority and Bayou Mosquito & Pest Management, L.L.C., Rayville, Louisiana.

Monroe, Louisiana this 13th day of October, 2016.

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

AYES: Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, Commissioners William Smart, Rick Miller, and Patricia Gix.

NAYS: None.

Mr. Wilcox then asked the Board for permission to advertise for bids for trash pick-up service for the developments. Vice-Chairman Hal Hinchliffe introduced the following Resolution:

A RESOLUTION AUTHORIZING ADVERTISING FOR THE FOLLOWING
PURPOSE:
TO SOLICIT BIDS FOR TRASH PICK UP SERVICE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Housing Authority is authorized to advertise soliciting bids from contractors for the purpose of trash pick-up service.

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

AYES: Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, Commissioners William Smart, Rick Miller, and Patricia Gix.

NAYS: None.

Mr. Wilcox then asked the Board to review the Housing Authority's Affirmative Action Plan for the current period. After review, Commissioner Patricia Gix introduced the following Resolution:

A RESOLUTION AUTHORIZING THE AFFIRMATIVE ACTION PLAN FOR
PLAN PERIOD JULY 1, 2016 THROUGH JUNE 30, 2017 AND
REPORTING PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Affirmative Action Plan for Plan Period July 1, 2016 through June 30, 2017 and reporting period July 1, 2015 through June 30, 2016 is hereby approved.

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

AYES: Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, Commissioners William Smart, Rick Miller, and Patricia Gix.

NAYS: None.

This concluded the Executive Director's report.

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

Chairman Farr then asked Cheryl Farmer, Director of Operations, to provide management reports. Ms. Farmer reviewed the Construction Report, the Planning and Development Report, the Capital Fund 2016 Grant Report, and the Employees Report. The Board had no questions regarding the reports. She then reviewed the ROSS Grant Program Report. The Board expressed appreciation for the efforts of Housing Authority staff to bring quality self-sufficiency and supportive services programs to residents. There were no questions and this concluded the Director of Operations Reports.

Chairman Farr asked Janet Sanderford, Administrative Director, for the Financial Reports. Ms. Sanderford provided the current monthly Financial Reports for Public Housing and for the Section 8 Housing Voucher Program. Ms. Sanderford reviewed all reports with the Board members present. There were no questions.

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

JOE FARR, 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 13, 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 13th day of October, 2016.

FRANK L. WILCOX, SECRETARY

(SEAL)