

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, NOVEMBER 10, 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, November 10, 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, Rick Miller, and Patricia Gix

Absent: Chairman Joe Farr

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, Karen Crowell, Executive Staff Officer, Jim Rountree, Attorney, and Sgt. M. C. Tucker, Monroe Police Department.

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, November 10, 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 of Flood Damage Repairs
3. Discuss retaining a consultant to assist in applying for flood related funds
4. Presentation of Management and Financial Reports
5. Any other business that may come before the Board

JOE FARR, CHAIRMAN
/k/jf

Dated this November 2, 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 the Board for any comments regarding the October 13 meeting. There were none and Commissioner Rick Miller introduced a motion that the Minutes of the previous meeting be approved. Commissioner Patricia Gix seconded the motion and it carried unanimously.

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 crime was down significantly overall. He stated that with the upcoming holidays there is typically an increase in crimes of theft and burglary. He further stated that the Monroe Police Department had plans to beef up patrols throughout the holiday season to help deter this activity. Sgt. Tucker asked that Monroe Housing Authority staff advise tenants to report issues with faulty locks or windows to the management office and suggested that MHA send out notices to residents reminding them to take extra precautions during the holidays. The Board was very appreciative of Sgt. Tucker's suggestions and thanked him for his report. Sgt. Tucker left the meeting.

At that time Commissioner William Smart arrived at the meeting. A quorum had been established prior to his arrival.

Vice Chairman Hinchliffe called on Mr. Frank L. Wilcox, Monroe Housing Authority Executive Director, to provide the Executive Director's Management Reports. Mr. Wilcox discussed the Memorandum of Understanding with the Monroe Police Department, which provides services to the agency that support crime prevention and neighborhood safety. He stated that due to the cost to repair the damage to property caused during the historic flood disaster of March 9, 2016 MHA would not be able to renew the current MOU. He advised the Board that he spoke with Monroe Police Department Chief Quentin Holmes, and Chief Holmes assured him that the Monroe Police Department would continue to partner with MHA to provide the agency with these important services.

Mr. Wilcox then updated the Board on the status of the repairs to the flood damaged units. He discussed retaining a consultant to assist in applying for flood related recovery funds. Following review of the proposal for Bennett Group Consulting, LLC Commissioner William Smart introduced the following Resolution:

**A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO ENTER
INTO A CONTRACT AGREEMENT WITH BENNETT GROUP CONSULTING,
LLC FOR \$240,000.00 FOR SERVICES TO ASSIST IN SECURING FUNDING FOR
REPLACEMENT HOUSING RELATED TO THE
2016 LOUISIANA FLOOD DISASTERS**

WHEREAS the two federal flood disasters that occurred in 2016 have impacted the state of Louisiana in an extraordinary manner and have caused a shortage of available housing for low and moderate income individuals; and

WHEREAS the Housing Authority of the City of Monroe, Louisiana desires to provide housing opportunities to low and moderate income citizens of Monroe, Louisiana; and

WHEREAS the Housing Authority of the City of Monroe, Louisiana is in need of funding to provide said housing; and

WHEREAS the Housing Authority of the City of Monroe, Louisiana is in need of the assistance of a consultant with expertise in this area to seek out, pursue, and secure funding to develop low income housing for the citizens of Monroe, Louisiana.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Monroe Housing Authority is authorized to enter into a contract agreement with Bennett Group Consulting, LLC in the amount of \$240,000.00 per the terms of the Consulting Agreement.

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

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

NAYS: None

Mr. Wilcox then discussed the proposed land acquisition for 18 acres on Thomas Avenue. Following discussion Commissioner Patricia Gix introduced the following Resolution:

A RESOLUTION AUTHORIZING FRANK L. WILCOX TO NEGOTIATE FOR
MONROE HOUSING AUTHORITY FOR A LAND ACQUISITION PURCHASE
FOR PROPERTY LOCATED AT 800 THOMAS AVENUE
FOR FUTURE HOUSING DEVELOPMENT USE.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Frank L. Wilcox is authorized to negotiate for the purchase of land located at 800 Thomas Avenue for future housing development.

BE IT FURTHER RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Frank L. Wilcox is authorized to enter into negotiations, secure appraisals, and make an offer of \$8,000.00 per acre for the land in a cleared, build-ready condition.

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

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

NAYS: None

Mr. Wilcox then discussed the request to remove the Victim of Domestic Violence preference from the voucher program wait list. Following review of the request Commissioner Patricia Gix introduced the following Resolution:

A RESOLUTION AUTHORIZING THE REMOVAL OF THE VICTIM OF
DOMESTIC VIOLENCE PREFERENCE FROM THE HOUSING
CHOICE VOUCHER PROGRAM WAIT LIST

WHEREAS The Housing Choice Voucher Program is requesting to remove the “Victim of Domestic Violence” preference from the wait list due to the excessive misuse of the preference, and

WHEREAS HUD does not require PHA’s to adopt any preferences, and

WHEREAS HUD’s CFR 982.207 part (a)(1) states, “The PHA may establish a system of local preferences for selection of families admitted to the program” and,

WHEREAS all current voucher holders, who become victims of domestic violence will continue to be appropriately served as stated by the Violence Against Women Act of 1994.

THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Victim of Domestic Violence preference for the Housing Choice Voucher Program wait list is hereby removed effective November 10, 2016.

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

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

NAYS: None

Mr. Wilcox then discussed proposed amendments to the Public Housing House Rules and Dwelling Lease Agreement. After review, Commissioner Rick Miller introduced the following Resolution:

A RESOLUTION ADOPTING THE HOUSE RULES AND DWELLING
LEASE AGREEMENT AS AMENDED NOVEMBER 10, 2016

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the House Rules and Lease Agreement are approved as amended November 10, 2016.

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

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

NAYS: None

This concluded the Executive Director's report.

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

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

Vice Chairman Hinchliffe 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 made note of the decrease in income reflected on the Public Housing financial statements and advised the Board that the loss in income was due to the flood damaged units that are currently vacant and undergoing repair. Ms. Sanderford stated that as the units become available for lease income from rent revenue will stabilize. There were no questions and this concluded the Financial Reports.

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, November 10, 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 10th day of November, 2016.

FRANK L. WILCOX, SECRETARY

(SEAL)