

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, JANUARY 12, 2017

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, January 12, 2017 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, Karen Crowell, Executive Staff Officer, and Jim Rountree, Attorney.

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, January 12, 2017 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. Employee Dismissal Donna Jenkins. Ms. Jenkins has requested to appear before the Board to discuss her dismissal
3. Report of Flood Damage Repairs
4. Discuss consultant's progress with flood recovery fund request
5. Presentation of Management and Financial Reports
6. Any other business that may come before the Board

JOE FARR, CHAIRMAN
/k/jf

Dated this January 5, 2017

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

Donna Jenkins had requested to appear before the Board to discuss her dismissal from employment with the Monroe Housing Authority; however, Ms. Jenkins did not make an appearance.

At that time Chairman Joe Farr invited Holly Knight, Bennett Group Consulting, to join the meeting and provide the Members with an overview of the document requesting flood recovery funds for replacement affordable housing for the city of Monroe. Mrs. Knight summarized the document and asked the Members for their feedback. Mr. Frank L. Wilcox, Executive Director, Monroe Housing Authority, offered additional comments for the Board regarding the community's involvement and support in providing data, maps, and other information for the document. Chairman Farr expressed his appreciation to Mrs. Knight for the professional presentation and the quality of the document. Mrs. Knight left the meeting.

Chairman Farr asked the Board for any comments regarding the December 12, 2016 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.

The Board discussed the document requesting flood recovery funds for replacement affordable housing and Commissioner Rick Miller introduced the following Resolution:

RESOLUTION # 3552

**A RESOLUTION TO ADOPT AN AFFORDABLE HOUSING
REQUEST IN RESPONSE TO THE 2016 FLOOD DISASTER**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana to adopt an affordable housing request in response to the disaster flooding of 2016.

BE IT FURTHER RESOLVED that the plan support the request of \$75 million in disaster recovery funds to develop 700 units of affordable housing in Monroe. Monroe Housing Authority will coordinate development efforts with the City of Monroe. MHA will target housing for 80 – 30% Area Median Income and dedicate a portion of the housing to incorporate into the City's adjudicated properties and the Fight the Blight program.

BE IT FURTHER RESOLVED we are seeking 300 new vouchers to assist with disaster recovery efforts in Monroe.

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, Patricia Gix, Rick Miller

NAYS: None

At this time, Chairman Farr called on Mr. Wilcox to provide the Executive Director's Management Reports. Mr. Wilcox provided an update on the flood damaged unit repairs. Mr. Wilcox stated that costs to-date for all flood related work are approximately \$2 million dollars and that forty-nine of the remaining units under repair are now ready to be leased and the remaining units will be back online within the next two weeks.

Mr. Wilcox then discussed the status of the request for public assistance for emergency repairs through FEMA. He advised the Board that FEMA disallowed a significant portion of the loss claim citing those items to be in the category of permanent repairs. Mr. Wilcox presented the Board with correspondence drafted to appeal their decision based on the instruction given by the FEMA Public Assistance Coordinator assigned at the beginning of the process who cited those same items as eligible under the category of emergency repairs. The Board agreed that the letter be sent and asked to be kept informed on the subject.

Mr. Wilcox asked the Board to review bids received for Waste Disposal Service. Following review, Commissioner Rick Miller introduced the following Resolution:

RESOLUTION # 3553

**A RESOLUTION ACCEPTING THE LOW BID SUBMITTED BY
WASTE CONNECTIONS OF LOUISIANA dba DELTA DISPOSAL
FOR WASTE DISPOSAL SERVICE**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the following low bid is hereby accepted for waste disposal service:

Waste Connections of Louisiana dba Delta Disposal

Container Size	Frequency Weekly	Monthly Charge
2 cubic yard	1	\$22.00
	2	\$44.00
	3	\$66.00
	4	\$88.00
3 cubic yard	1	\$32.50
	2	\$65.00
	3	\$97.50
4 cubic yard	1	\$44.00
	2	\$88.00
	3	\$132.00
6 cubic yard	1	\$55.00
	2	\$120.00
	3	\$185.00
8 cubic yard	1	\$65.00
	2	\$130.00
	3	\$195.00
Poly carts		\$17.00
Extra pick-ups (2, 3, 4, 6, and 8 cubic yard – each)		\$25.00
(poly carts)		\$15.00

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, Patricia Gix, Rick Miller

NAYS: None

Mr. Wilcox asked the Board to review a proposal for land purchase for the Layton Avenue area. Upon review of the proposal Vice-Chairman Hal Hinchliffe introduced the following Resolution:

RESOLUTION # 3554

**A RESOLUTION AUTHORIZING CHERYL FARMER TO ENTER INTO
AGREEMENT TO PURCHASE REAL ESTATE FOR MONROE HOUSING
FACILITIES TRUST FOR PROPERTY LOCATED AT LOTS A, B, C, D, E, AND F,
SQUARE C, LAYTON’S 2ND ADDITION AND THAT PART OF ALLEY REVOKED
IN BOOK 1602-836 MONROE, OUACHITA PARISH, LOUISIANA, FOR \$60,000.00
TOTAL FOR ALL SIX LEGALLY DESCRIBED LOTS.**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Cheryl Farmer is authorized to enter into agreement to purchase real estate for Monroe Housing Facilities Trust for property located at lots a, b, c, d, e, and f, square c, Layton’s 2nd addition and that part of alley revoked in book 1602-836 Monroe, Ouachita Parish, Louisiana for \$60,000.00 total for all six legally described lots. The agreement to be conditioned on the availability of a clear title to the property.

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, Patricia Gix, Rick Miller

NAYS: None

Mr. Wilcox then asked the Board to review the recommendation to salvage truck #34. Upon review Commissioner William Smart introduced the following Resolution:

RESOLUTION # 3555

A RESOLUTION AUTHORIZING TRUCK #34 BE SOLD FOR SALVAGE TO U-AUTO PULL-IT AUTO PARTS FOR \$1,000.00

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that due to the condition of truck #34 and the estimated cost of repairs exceeding its good and reasonable value it be sold for salvage to U-Auto Pull-It Auto Parts for \$1,000.00.

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, Patricia Gix, Rick Miller

NAYS: None

Mr. Wilcox then presented the Board with the Agency's Section 8 Management Assessment Program (SEMAP) score. The agency was awarded a high score of 97% by the U.S. Department of Housing and Urban Development for the Fiscal Year Ending June 30, 2016. Chairman Farr expressed appreciation on behalf of himself and the entire Board for the great work performed by the staff of the Monroe Housing Authority. Vice-Chairman Hal Hinchliffe introduced the following Resolution:

RESOLUTION #3556

A RESOLUTION EXPRESSING APPRECIATION TO THE STAFF OF THE MONROE HOUSING AUTHORITY FOR THEIR GREAT WORK IN THE PERFORMANCE OF THEIR DUTIES

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the entire staff of the Monroe Housing Authority should be commended for their exemplary performance in the execution of their job duties. The Board extends its sincerest appreciation to the men and women of the Monroe Housing Authority for their great work and a job well done.

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, Patricia Gix, Rick Miller

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 and the Rent Roll Analysis reports. Chairman Farr commented that the Rent Roll Analysis report

indicated a steady upward trend and recovery from the excess vacancies caused by the recent flood. 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 and introduced the Early Childhood Literacy Books for Children Program. The Board was pleased to hear that the Monroe Housing Authority continues to develop new programs and supportive services for its residents. Ms. Farmer then discussed the Employees Report and advised the Board that the agency was in the process of removing some temporary staff that were hired for flood mitigation work. 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 made note of the increase in certain expense line items reflected on the Public Housing financial statements and advised the Board that the increases were due to the flood damaged unit repairs. She also noted that there was a HUD recapture adjustment that caused a decrease to the reserves fund. Ms. Sanderford asked the Members to take the reports with them and study them more closely and to contact her if they had any questions. Ms. Sanderford advised the Board that the audit report would be presented at the next meeting. Ms. Sanderford stated she would e-mail the Members draft audits for their review prior to the next meeting. There were no questions and this concluded the Financial Reports.

Chairman Farr asked if there was any other business to come before the Board. There being no further business, Commissioner William Smart made a motion to adjourn the meeting. Commissioner Patricia Gix seconded the motion and it carried unanimously. 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, January 12, 2017 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 12th day of January, 2017.

FRANK L. WILCOX, SECRETARY

(SEAL)