

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA, HELD  
ON THURSDAY, FEBRUARY 9, 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, February 9, 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 Patricia Gix, and Rick Miller

Absent: Commissioner William Smart

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.

Guest in attendance were: Sgt. M. C. Tucker, Monroe Police Department, and Amy Tynes, Allen, Green, and Williamson, LLP (CPA)

NOTICE OF REGULAR MEETING

TO: Mr. Joe Farr, Chairman  
Mr. Hal Hinchliffe, Vice Chairman  
Dr. Henry Bonner, Jr., Chairman Emeritus  
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, February 9, 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. Audit Report for Fiscal Year ending June 30, 2016 by Amy Tynes and Tim Green  
(Action Required)
3. Discuss the flood recovery funds request for replacement affordable housing for Monroe
4. Presentation of Management and Financial Reports
5. Any other business that may come before the Board

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JOE FARR, CHAIRMAN  
/k/jf

Dated this February 1, 2017

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 January 12, 2017 meeting. There were none and Commissioner Patricia Gix introduced a motion that the Minutes of the previous meeting be approved. Commissioner Rick Miller seconded the motion and it carried unanimously.

Chairman Farr called on Sgt. Mickey Tucker, Monroe Police Department, to provide the Board with an update on crime statistics. Sgt. Tucker reported on the recent theft at Alabama Place and car vandalism at Ouachita Grand Plaza. He reported that patrols have been increased at both locations. Mr. Wilcox requested that Sgt. Tucker follow-up with MHA staff members regarding a report of a phone threat called into the office located at 210 Harrison Street. Sgt. Tucker acknowledged that he would look into it and report back soon. Mr. Wilcox commented that a Monroe Police Department Officer had gone above and beyond the call of duty during his response to a recent complaint filed by an elderly resident of Frances Tower Retirement Community. Mr. Wilcox asked Sgt. Tucker to relay this information to the Department and express his appreciation for the officer's act of kindness. Chairman Farr thanked Sgt. Tucker for the report and Sgt. Tucker left the meeting.

Chairman Farr called on Amy Tynes, CPA, with Allen, Green, and Williamson, LLP, to present the auditor's report. Ms. Tynes stated that the Legislative Auditors have not yet released the audit so she would need to collect the reports after the presentation and would provide the final audits once they were released. In summary, Ms. Tynes stated that there was a clean opinion on both reports. She stated that the increase in expenditures were due in large part to the flood-related repairs and a change in the capitalization policy. She advised the Board that recent procedural changes would bring about new challenges for MHA staff and commented on the exceptional work of the Monroe Housing Authority's accounting department in managing the complexities of a large housing agency. The Board echoed her comments and said the accounting department was to be commended for their good work. Chairman Farr thanked Ms. Tynes for her presentation and Ms. Tynes left the meeting.

Chairman Farr asked the Members if there were any comments on the audit. After discussion Vice-Chairman Hal Hinchliffe introduced the following resolution:

**RESOLUTION #3557**

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2016 AS PRESENTED BY ALLEN, GREEN AND WILIAMSON, LLP (CPA) SUBJECT TO FINAL APPROVAL BY THE LEGISLATIVE AUDITORS AND NO SUBSTANTIVE CHANGES.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Audit as presented for Fiscal Year ending June 30, 2016 as presented by Allen, Green and Williamson, LLP (CPA) is hereby accepted subject to final approval by the Legislative Auditors and no substantive changes.

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

**AYES:** Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, Commissioner Patricia Gix, and Commissioner Rick Miller

**NAYS:** None

Todd Little, Little and Associates, was scheduled to attend and provide the Board with an update on various projects. Due to a scheduling conflict, he was unable to be present and submitted a written report in his stead. Mr. Frank Wilcox and Vice-Chairman Hinchliffe presented the report to the Board. Mr. Wilcox asked the Board for direction on how to proceed with the planned Robinson Place II development. After discussion Commissioner Miller introduced the following Resolution:

**RESOLUTION #3558**

**A RESOLUTION AUTHORIZING UP TO \$1.1 MILLION DOLLARS OF  
MONROE FACILITIES TRUST FUNDS BE SET ASIDE TO FINANCE  
THE DEVELOPMENT OF ROBINSON PLACE II**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that up to \$1.1 million dollars of Monroe Facilities Trust funds be set aside to finance the development of Robinson Place II. This \$1.1 million dollars is in addition to the \$1.5 million dollars of Monroe Facilities Trust funds authorized under prior Resolution #3528 dated June 9, 2016.

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

**AYES:** Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, Commissioner Patricia Gix, and Commissioner Rick Miller

**NAYS:** None

At this time, Chairman Farr called on Mr. Frank Wilcox to provide the Executive Director's Management Reports. Mr. Wilcox provided the Board with an update on the operating reserves offset litigation. Mr. Wilcox stated that the court had ruled in favor of the plaintiffs and, barring an appeal from the district court, MHA should receive compensation within the next few months.

Mr. Wilcox then asked the Board to review correspondence from FEMA in reference to the DR-4263-LA flood disaster. In the correspondence FEMA stated their decision to disallow items listed on the project worksheet for emergency repairs. FEMA also requested a response from Monroe Housing Authority as to whether or not MHA would be submitting a claim for permanent repairs. After discussion Commissioner Miller introduced the following Resolution:

**RESOLUTION #3559**

**A RESOLUTION CONFIRMING THE DECISION TO DECLINE FILING A CLAIM  
FOR PUBLIC ASSISTANCE FOR CATEGORY E PERMANENT  
REPAIRS FOR THE DR-4263-LA FLOOD DISASTER**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Housing Authority of the City of Monroe, Louisiana declined to submit a claim for public assistance for Category E permanent repairs for the DR-4263-LA flood disaster.

BE IT FURTHER RESOLVED that the Housing Authority of the City of Monroe, Louisiana elects to remain self-insured for flood insurance.

The above resolution was seconded by Vice-Chairman Hinchliffe and carried the following vote:

**AYES:** Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, Commissioner Patricia Gix, and Commissioner Rick Miller

**NAYS:** None

Mr. Wilcox asked the Board to review bids received for Water Heaters. Following review Commissioner Gix introduced the following Resolution:

**RESOLUTION # 3560**

A RESOLUTION ACCEPTING THE OVERALL LOW BID SUBMITTED  
BY LOWE'S FOR WATER HEATERS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the following overall low bid is hereby accepted for water heaters:

Lowe's

30 Gallon Tall Gas	\$299
40 Gallon Tall Gas	\$323
30 Gallon Short Gas	\$312
40 Gallon Tall Gas	\$336
Bradford White Model	\$336

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

**AYES:** Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, Commissioner Patricia Gix, and Commissioner Rick Miller

**NAYS:** None

Mr. Wilcox asked the Board to review bids received for Lawn Maintenance. Following review Vice-Chairman Hinchliffe introduced the following Resolution:

**RESOLUTION # 3561**

A RESOLUTION ACCEPTING THE LOW BIDS SUBMITTED  
FOR LAWN MAINTENANCE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the following low bids are hereby accepted for lawn maintenance as follows:

17GEN01-010405	Lock/Breece & Foster Heights	Reyes Lawn Care	\$29,110
17GEN02-09	Robinson Place	Northeast Lawn Care	\$44,920
17GEN03-10	Miller Square	Northeast Lawn Care	\$36,920
17PRL01-1113	Frances Tower & McKeen Plaza	Unique Lawn Service	\$10,000
17PRL02-CHV	Chauvin Pointe	Reyes Lawn Care	\$21,960
17PRL03-PASS	Passman Plaza	Reyes Lawn Care	\$29,920

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

**AYES:** Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, Commissioner Patricia Gix, and Commissioner Rick Miller

**NAYS:** None

Mr. Wilcox provided the Board with an updated draft of the document requesting flood recovery funds for replacement affordable housing. The Members were pleased with the documents progress and the outpouring of community support for the effort. Chairman Farr expressed his hope that MHA, through this effort, might provide leadership for other

agencies throughout the State as so many areas struggle to recover from the devastation of the 2016 floods.

Mr. Wilcox then brought the Board's attention to the proposed Memorandum of Understanding with the Children's Coalition of Northeast Louisiana. After review Vice-Chairman Hinchliffe introduced the following Resolution:

**RESOLUTION #3562**

A RESOLUTION AUTHORIZING AN UPDATED MEMORANDUM OF UNDERSTANDING BETWEEN THE CHILDREN'S COALITION FOR NORTHEAST LOUISIANA, INC. AND MONROE HOUSING AUTHORITY TO REIMBURSE CCNELA FOR 75% OF EMPLOYEE JOYCE LANDRUM'S SALARY AND BENEFITS (\$44,640) AND A 6% ADMINISTRATIVE FEE (\$2,678)

BE IT RESOLVED that the updated Memorandum of Understanding between the Children's Coalition for Northeast Louisiana, Inc. and Monroe Housing Authority to reimburse CCNELA for 75% of employee Joyce Landrum's salary and benefits (\$44,640) and a 6% administrative fee (\$2,678) is hereby approved.

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

**AYES:** Chairman Joe Farr, Vice-Chairman Hal Hinchliffe, Commissioner Patricia Gix, and Commissioner Rick Miller

**NAYS:** None

Mr. Wilcox then asked the Members to confirm who would attend the upcoming training conference. All Members present, with the exception of Chairman Farr who had a schedule conflict, expressed their intent to attend the conference. Mr. Wilcox noted that he had received Commissioner Smart's intent to attend in an earlier conversation.

This concluded the Executive Director's report.

Chairman Farr asked Bobby Simmons, Monroe Housing Authority Deputy Director, to provide Management Reports. Sgt. Tucker had previously reported on Crime Statistics so Mr. Simmons moved on to the Vacancy Detail and the Rent Roll Analysis 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 Preliminary Budget for the Capital Fund. Ms. Farmer stated that the Final Budget would be submitted at the next meeting of the Board. Ms. Farmer then reviewed the Construction Report and the Employee Report. Ms. Farmer made note that two staff members who were currently working through an employment agency were being brought over to MHA permanent staff. There were no questions and this concluded the Director of Operations Reports.

At this time Commissioner Patricia Gix left the meeting.

Chairman Farr asked Janet Sanderford, Administrative Director, for the Financial Reports. Ms. Sanderford brought the Boards attention to the Summary Report for HUD Operating Subsidies. Ms. Sanderford asked that the Members take note of the variations between the actuals and the proration and stated that as a general rule when rent goes up subsidies go down. Ms. Sanderford then provided the current monthly Financial Reports for Public Housing and for the Section 8 Housing Voucher Program. Ms. Sanderford asked the Members to take the reports with them and study them more closely. Ms. Sanderford asked the Members to contact her if they had any questions. 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, Vice-Chairman Hinchliffe made a motion to adjourn the meeting.

Commissioner Miller seconded the motion and it carried unanimously. The meeting was adjourned.

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JOE FARR, CHAIRMAN

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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, February 9, 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 9<sup>th</sup> day of February, 2017.

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FRANK L. WILCOX, SECRETARY

(SEAL)