

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, APRIL 13, 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, April 13, 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, Patricia Gix, and Rick Miller

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.

Guest in attendance were: Janet Wells, Architect and Curtis Thomas, MHA Housing Supervisor

NOTICE OF REGULAR MEETING

TO: Mr. Joe Farr, Chairman
Mr. Hal Hinchliffe, Vice Chairman
Dr. Henry Bonner, Jr., Chairman Emeritus
Mr. William Smart, Commissioner
Ms. Patricia Gix, Commissioner
Mr. Rick Miller, 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, April 13, 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. Discuss the Capital Fund Budget
3. Discuss the Proposed Agency Plan
4. Update on ROSS grant and self-sufficiency programs
5. Presentation of Management and Financial Reports
6. Any other business that may come before the Board

JOE FARR, CHAIRMAN
/k/jf

Dated this April 3, 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 March 9, 2017 meeting. There were none and Commissioner William Smart 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 architect Janet Wells to provide an update on potential development sites. Ms. Wells reported that Monroe Housing Authority is performing planning activities for a neighborhood revitalization project in conjunction with the City of Monroe's Fight the Blight campaign. Ms. Wells presented the Members with a detailed report of various parcels of land located in the vicinity of 1000-1600 blocks of 3rd and 4th streets. Mr. Frank Wilcox then asked the Board to approve up to \$300,000 for use in purchasing available lots at that location. After discussion, Commissioner Smart introduced the following Resolution:

RESOLUTION #3568

A RESOLUTION AUTHORIZING UP TO \$300,000 TO BE USED FOR THE PURCHASE OF AVAILABLE LOTS IN THE VICINITY OF THE 1000-1600 BLOCKS OF 3RD AND 4TH STREETS FOR FUTURE HOUSING DEVELOPMENT

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that up to \$300,000 for use to purchase available lots in the vicinity of the 1000-1600 blocks of 3rd and 4th Streets for future development is hereby authorized.

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

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

NAYS: None

Mr. Wilcox advised that he would set up a meeting with City officials to facilitate moving forward with the project.

Chairman Farr asked Mr. Wilcox to provide the Board with information on the request to appear from Pam Gix, owner Quality Works, a.k.a. Above and Beyond. Mr. Wilcox stated that, although Ms. Gix had requested to be placed on the Agenda, she was not present for the meeting. Mr. Wilcox provided Members with documentation regarding Ms. Gix's work history and performance as a contractor for MHA. Mr. Wilcox then asked Curtis Thomas, MHA Housing Supervisor, to speak first-hand of the issues related to this matter. Mr. Thomas then left the meeting. After discussion Commissioner Patricia Gix introduced the following Resolution:

RESOLUTION #3569

A RESOLUTION BANNING QUALITY WORKS a.k.a. ABOVE AND BEYOND AND PAM GIX FROM DOING BUSINESS WITH MONROE HOUSING AUTHORITY

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Quality Works a.k.a. Above and Beyond and Pam Gix are hereby banned from doing business with Monroe Housing Authority.

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

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

NAYS: None

At this time, Chairman Farr called on Mr. Wilcox to provide the Executive Director's Management Reports. Mr. Wilcox provided the Members with an update on the flood recovery funding request for replacement affordable housing. Mr. Wilcox advised that he and consultant Holly Knight recently met with State officials regarding the request and were told that all

available funding would be allocated per the State's amended action plan. Mr. Wilcox then stated that there is no immediate need to continue with the monthly consulting contract with Bennett Group. He advised that effective April 1, 2017 the contract would be suspended until there was a need for additional services.

Mr. Wilcox then asked the Board to consider a request for donation to the Ouachita Council on Aging for \$25,000. The donation would be used to fund the congregate meal program and other vital services for senior residents. After discussion Vice-Chairman Hal Hinchliffe introduced the following Resolution:

RESOLUTION #3570

A RESOLUTION AUTHORIZING A DONATION IN THE AMOUNT OF \$25,000 TO OUACHITA COUNCIL ON AGING TO ASSIST IN MEETING THE NEEDS OF SENIOR RESIDENTS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that a donation of \$25,000 is hereby authorized to be made to the Ouachita Council on Aging to assist in meeting the needs of Senior Residents.

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

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

NAYS: None

ABSTAIN: Chairman Joe Farr – due to a conflict of interest caused by a business relationship

Mr. Wilcox then brought the Board's attention to a letter sent to Louisiana Housing Corporation where he requested interest be waived for the HOME fund loans for Claiborne Creek I and II. Mr. Wilcox stated that LHC has not yet replied to his request; and, that he would provide the Members with an update when he received a response.

Mr. Wilcox then asked the Board to further clarify the recent Resolution authorizing a loan from Monroe Facilities Trust to Claiborne Creek I and II to include the term of the loan. After discussion Commissioner Gix introduced the following Resolution:

RESOLUTION #3571

A RESOLUTION AUTHORIZING THE TERM OF THE LOAN TO CLAIBORNE CREEK I AND II

BE IT RESOLVED that prior Resolution # 3564 on March 9th, 2017 authorized a loan to Claiborne Creek I and II in the amount of up to \$1.6 million dollars of Monroe Facilities Trust funds at an interest rate of 3% APR until such time as the debt is paid in full; and

THEREFORE BE IT FURTHER RESOLVED that a term of 180 months with no prepayment penalty is hereby established and approved.

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

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

NAYS: None

Mr. Wilcox then asked the Board to re-authorize persons approved to sign checks. After discussion Vice-Chairman Hinchliffe introduced the following Resolution:

RESOLUTION #3572

A RESOLUTION AUTHORIZING AN UPDATE TO THE
MONROE HOUSING AUTHORITY CHECK POLICY REGARDING
AUTHORIZED CHECK SIGNATURES

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that any two following signatures be obtained to sign checks over the amount of \$30,000:

Executive Director
Deputy Director
Director of Operations
Active Members of the Board of Commissioners

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

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

NAYS: None

Mr. Wilcox then requested permission for the Monroe Housing Authority to advertise for Request for Proposals for audit services. After discussion Commissioner Smart introduced the following Resolution:

RESOLUTION #3573

A RESOLUTION AUTHORIZING THE ADVERTISEMENT OF REQUEST FOR
PROPOSALS FOR AUDIT SERVICES FOR THE NEXT THREE YEARS WITH
AN OPTION FOR YEAR FOUR BEGINNING WITH THE FISCAL YEAR END 2017

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 advertise for Request for Proposals for audit services for the next three years with an option for year four beginning with the fiscal year end 2017.

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

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

NAYS: None

Mr. Wilcox then advised the Board that Lois Fam, an accountant and key person in the accounting department, had given notice that she would be leaving her position later in the year. He noted that Lois was not of age to retire so there was no action required.

The Members of the Board expressed their appreciation to Ms. Fam for the knowledge and professionalism she brings to the position and the vital role she performs for the agency.

This concluded the Executive Director's report.

Chairman Farr asked Bobby Simmons, Monroe Housing Authority Deputy Director, to provide Management Reports. Mr. Simmons presented the Crime Statistics report from the Monroe Police Department and stated that the report looked good. Mr. Simmons noted that there was an uptick in drug-related activity inside the Foster Heights community. Mr. Simmons stated that he along with the site manager were working to address these concerns. Mr. Simmons then presented 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 began by bringing the Board's attention to a memo from planning and

development staff regarding a bid tabulation error in the recent flooring replacement bids. After discussion Vice-chairman Hinchliffe introduced the following Resolution:

RESOLUTION #3574

A RESOLUTION CONFIRMING THE CORRECT PRICE PER SQUARE FOOT
FOR VINYL BASE FOR FLOOR WORKS THE OVERALL
LOW BIDDER FOR FLOORING REPLACEMENT BIDS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that due to a clerical error in the bid tabulation the price per square foot for vinyl base for Floor Works was recorded as \$1.20 per square foot. The correct price per square foot is \$1.70 per square foot.

BE IT FURTHER RESOLVED that even with this correction Floor Works remains the overall low bidder.

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

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

NAYS: None

Ms. Farmer then presented the Capital Fund Annual Statement and the proposed PH Annual and Five Year Agency Plans. After discussion Commission Smart introduced the following Resolution:

RESOLUTION #3575

A RESOLUTION AUTHORIZING THE FIVE YEAR PLAN, THE
ANNUAL PLAN, AND THE CAPITAL FUND ANNUAL STATEMENT

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Five Year Plan for the years 2017 through 2021, the Annual Plan, and Annual Statement for 2017 Capital Fund (HUD form 50075.1) in the amount of \$2,241,071.00 are hereby approved.

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

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

NAYS: None

Ms. Farmer then reviewed the Construction Report and the Employee Report. Ms. Farmer stated that there was little change from last month in the construction report as funding for Robinson Place II was still pending. Regarding the Employee Report, Ms. Farmer said that all of the recent new hires were performing well. 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 noted that the Section 8 lease-up numbers were back at 100% and that agency-wide the numbers were good. 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. She also stated that she received the final audits and would provide each Member a copy at the end of the 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. Ms. Farmer advised the Members that they were invited to the upcoming ribbon cutting ceremony for the

Early Head Start center at Robinson Place which is scheduled for Thursday, April 20th at 10:00 a.m. Then, there being no further business, Commissioner Smart made a motion to adjourn the meeting. Commissioner Miller 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, April 13, 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 13th day of April, 2017.

FRANK L. WILCOX, SECRETARY

(SEAL)