

MINUTES OF THE ANNUAL MEETING OF THE  
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA, HELD  
ON THURSDAY, MAY 11, 2017

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Annual Session at 2:00 P.M. on Thursday, May 11, 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 and Rick Miller

Absent: Patricia Gix

Also present were: 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

NOTICE OF ANNUAL / SPECIAL 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 Annual / Special Session at 2:00 P.M. on Thursday, May 11, 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. Election of Officers
3. Operating Budget
4. Review 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 April 27, 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 April 13, 2017 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.

This being the annual meeting of the Board of Commissioners Chairman Farr asked for nominations for Chairman. Chairman Farr nominated Hal Hinchliffe for Chairman. There were

no other nominations and Chairman Farr introduced a motion to elect Hal Hinchliffe as Chairman. Commissioner Smart seconded the motion and it carried unanimously. Hal Hinchliffe was elected Chairman. Chairman Farr then asked for nominations for Vice-Chairman. Chairman Farr nominated Rick Miller for Vice-Chairman. There were no other nominations and Chairman Farr introduced a motion to elect Rick Miller as Vice-Chairman. Commissioner Smart seconded the motion and it carried unanimously. Rick Miller was elected Vice-Chairman. Mr. Wilcox thanked Mr. Farr for his dedication and service to Monroe Housing Authority and the community.

Chairman Farr then called on Mr. Frank Wilcox, Executive Director, to provide the Executive Director's Management Reports. Mr. Wilcox asked the Board to consider a request for permission for Monroe Housing Authority to transition to site-based waiting list for public housing. Mr. Wilcox explained that this change would provide for better customer service for applicants and would improve productivity by simplifying the wait list process. After discussion Commissioner Smart introduced the following Resolution:

**RESOLUTION # 3576**

**A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO TRANSITION TO SITE-BASED WAITING LIST FOR PUBLIC HOUSING**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Monroe Housing Authority is hereby authorized to transition to site-based waiting list upon completion of HUD notification and required procedures.

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

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

**NAYS:** None

Mr. Wilcox called on Ms. Janet Wells, Architect, to provide the Members with an update on potential land purchases for flood recovery housing. It was discussed that the existing CHDO South Pointe IV be the named recipient of the land purchase deeds acquired for flood recovery replacement housing and that the Properties for Retired Living Board would need to meet and approve this designation.

Mr. Wilcox then provided the Members with an update on the status of the State's flood recovery funding initiative. It was agreed that this was a good program and MHA should pursue funding. After discussion Vice-Chairman Hinchliffe introduced the following Resolution:

**RESOLUTION # 3577**

**A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY PERMISSION TO APPLY FOR COMMUNITY DEVELOPMENT FUNDS FOR FLOOD RECOVERY REPLACEMENT HOUSING**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Monroe Housing Authority is hereby authorized to apply for community development funds for flood recovery replacement housing.

BE IT FURTHER RESOLVED that the existing CHDO South Pointe IV be designated the named recipient of the deeds for land purchased for flood recovery replacement housing.

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

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

**NAYS:** None

This concluded the Executive Director's report. At this time Ms. Wells left the meeting.

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 site managers were actively engaged with Monroe Police Department officers in addressing complaints and concerns. Mr. Simmons then presented the Vacancy Detail Report and Rent Roll Analysis Reports and stated that units were being turned and leased timely. 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 presented the Board with a request to designate the News-Star as the official MHA Journal. Ms. Farmer relayed the cost-savings benefit to the agency this designation would afford and confirmed that the designation would not prohibit advertising in other periodicals. After discussion Commissioner Rick Miller introduced the following Resolution:

**RESOLUTION # 3578**

A RESOLUTION DESIGNATING THE NEWS-STAR AS THE OFFICIAL MHA JOURNAL

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the News-Star is hereby designated the Official Journal of the Monroe Housing Authority.

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

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

**NAYS:** None

Ms. Farmer then presented the bids for casualty loss repairs for 3000 Barlow Street. After discussion Vice-Chairman Hinchliffe introduced the following Resolution.

**RESOLUTION # 3579**

A RESOLUTION APPROVING THE LOW BID FROM CRUZ CONSTRUCTION  
IN THE AMOUNT OF \$83,000 FOR CASUALTY LOSS REPAIRS  
FOR 3000 BARLOW STREET

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the low bid from Cruz Construction in the amount of \$83,000 for casualty loss repairs for 3000 Barlow Street is hereby accepted.

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

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

**NAYS:** None

Ms. Farmer then reviewed the Construction Report and the Employee Report. Ms. Farmer stated that there were no significant changes to the Construction Report or the Employee Report. Chairman Farr thanked Ms. Farmer for the information. 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 proposed Operating Budgets for the Members to review. After discussion Commissioner Smart introduced the following Resolution:

**RESOLUTION # 3580**

A RESOLUTION AUTHORIZING THE APPROVAL OF THE

OPERATING BUDGET FOR FISCAL YEAR  
ENDING JUNE 30, 2018

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Operating Budget for Fiscal Year ending June 30, 2018 is hereby approved.

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

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

**NAYS:** None

Ms. Sanderford then provided the current monthly Financial Reports for Public Housing and for the Section 8 Housing Choice Voucher Program. As was customary, 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. There were no questions and this concluded the Financial Reports.

Chairman Farr made a Motion to enter into Executive Session. Vice-Chairman Hinchliffe seconded the Motion and the Board Members, Executive Director, and Counsel entered into Executive Session.

Later, Vice-Chairman Hinchliffe made a Motion to come out of Executive Session. Commissioner Smart seconded the Motion and the Board Members, Executive Director, and Counsel came out of Executive Session.

Then, there being no further business, Commissioner Miller made a motion to adjourn the meeting. Commissioner Smart 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 Annual Meeting of the Board of Commissioners of said Authority held on Thursday, May 11, 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 11<sup>th</sup> day of May, 2017.

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FRANK L. WILCOX, SECRETARY

(SEAL)