

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, JUNE 8, 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, June 8, 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 Hal Hinchliffe and Commissioners Joe Farr, William Smart, and Patricia Gix

Absent: Vice-Chairman Rick Miller

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: Tim Green, CPA

NOTICE OF REGULAR MEETING

TO: Mr. Hal Hinchliffe, Chairman
Mr. Rick Miller, Vice Chairman
Dr. Henry Bonner, Jr., Chairman Emeritus
Mr. Joe Farr, Commissioner
Ms. Patricia Gix, Commissioner
Mr. William Smart, 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, June 8, 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. Review bids for tree trimming contract at Burg Jones Development
3. Presentation of Management and Financial Reports
4. Any other business that may come before the Board

HAL HINCHLIFFE, CHAIRMAN
/k/hh

Dated this May 30, 2017

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

Chairman Hinchliffe asked the Board for any comments regarding the May 11, 2017 meeting. There were none and Commissioner Joe Farr introduced a motion that the Minutes of the previous meeting be approved. Commissioner Patricia Gix seconded the motion and it carried unanimously.

Chairman Hinchliffe then called on Mr. Frank Wilcox, Executive Director, to provide the Executive Director's Management Reports. Mr. Wilcox updated the Board on the progress of land

purchases for affordable workforce rental housing. Mr. Wilcox advised that, in order to meet the application requirements of the State of Louisiana and Louisiana Housing Corporation for Community Development Block Grant Flood Recovery Funds for the Louisiana Neighborhood Landlord Rental Program, several of the affiliated non-profits would need to submit separate applications. Each of the submitting non-profits would therefore need to receive the land deed donations. After discussion, it was determined that these designations would not require Action from the MHA Board. It was decided that the matter should be presented to the Properties for Retired Living Board for approval.

Mr. Wilcox reported that the proposed Third and Fourth Street development, as part of the City of Monroe's Fight the Blight Initiative, was receiving strong support from the community at large. He reported that MHA had begun to monthly meet with Mayor Mayo and city department heads to address the current blighted conditions in the neighborhood. Commissioner William Smart agreed that the meeting was productive and an increased police presence in the area was needed. Chairman Hinchliffe added that MHA, as a property owner of a large number of the vacant lots, should also be of help to local law enforcement officials in curtailing loitering and trespassing in the area.

Mr. Wilcox then brought the Board's attention to the proposals received for Audit Services. Mr. Wilcox called on Mr. Tim Green, CPA, Allen, Green, and Williamson, LLP, to answer any questions the Board might have regarding AGW's proposal. The Board asked Mr. Green if he could provide more detail regarding the new Statewide Agreed Upon Procedures. Mr. Green responded that AGW was currently engaged in several audits that included the new procedures, and added that the additional tasks were proving to be time intensive. He also stated that AGW's proposal was based on an estimation of hours, and that the actual cost would be subject to decrease based on the actual hours required to complete the audit. The Board thanked him for the information. Mr. Green then left the meeting.

The Members then reviewed the proposals for Audit Services. Mr. Jim Rountree, attorney, advised the Board of his research on the matter. Mr. Rountree submitted a written recommendation based on his research. Commissioner Farr suggested that the Board consider committing to a one or two year contract in lieu of the proposed three year contract. This would allow time to perform due diligence on the two unknown, out-of-state firms that submitted proposals. The Members agreed that the agency had a fiduciary responsibility to conduct thorough research on each firm's capabilities prior to entering into any contract for services.

Commissioner Farr advised of his need to abstain from the vote due to a conflict of interest related to business concerns with Allen, Green, and Williamson, LLP. After discussion Commissioner Patricia Gix introduced the following Resolution:

RESOLUTION # 3581

A RESOLUTION ACCEPTING THE PROPOSAL FROM
ALLEN, GREEN, AND WILLIAMSON, LLP FOR \$119,175 FOR
AUDIT SERVICES FOR THE FISCAL YEAR ENDING
JUNE 30, 2017 AND THE 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 Proposal from Allen, Green, and Williamson, LLP for \$119,175 for Audit Services for the Fiscal Year Ending June 30, 2017 and the Fiscal Year Ending June 30, 2018 is hereby accepted.

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

AYES: Chairman Hal Hinchliffe and Commissioners William Smart and Patricia Gix

NAYS: None

ABSTAIN: Commissioner Joe Farr

This concluded the Executive Director's report.

Chairman Hinchliffe 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 there were no significant events to report at this time. Mr. Simmons then presented the Vacancy Detail report. He advised the Board that the larger five bedroom units were becoming more difficult to lease. He said the agency had increased its marketing efforts in an attempt to build up the waitlist for those units. Mr. Simmons then reviewed the Rent Roll Analysis Report and Community Service Tenant Compliance Report. There were no questions. This concluded the Deputy Director's reports.

Chairman Hinchliffe asked Cheryl Farmer, Director of Operations, to provide Management Reports. Ms. Farmer began by inviting the Members to attend a homeownership workshop to be held at the Miller Center on Saturday, June 10, 2017. Ms. Farmer said the program, developed to help low to moderate income families create a path to homeownership, was open to the public and that MHA had advertised in local papers, posted the information to the MHA website, and distributed flyers to all residents residing in the family properties. The Members expressed their appreciation to MHA staff for their efforts to help residents achieve financial self-sufficiency.

Ms. Farmer then presented the Board with the proposals for Housekeeping Services. This program, Ms. Farmer explained, was a cost share program between participating residents and MHA. The program has proven to be extremely beneficial to the frail elderly. After discussion Commissioner Farr introduced the following Resolution:

RESOLUTION # 3582

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE LOW PROPOSAL
RECEIVED FROM SERENITY CARE PROVIDERS
FOR HOUSEKEEPING SERVICES FOR SENIORS
IN THE AMOUNT OF \$13.00 PER HOUR.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the low proposal received from Serenity Care Providers for Housekeeping Services for seniors in the amount of \$13.00 per hour is hereby accepted.

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

AYES: Chairman Hal Hinchliffe, Commissioners Joe Farr, William Smart and Patricia Gix

NAYS: None

Ms. Farmer then presented the bids for Tree Trimming Services at Burg Jones Lane. After discussion Commissioner William Smart introduced the following Resolution.

RESOLUTION # 3583

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE LOW BID RECEIVED FROM
YOUNG'S TREE SERVICE FOR TREE TRIMMING AT BURG JONES LANE IN THE
AMOUNT OF \$77,000.00

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the low bid received from Young's Tree Service in the amount of \$77,000 for tree trimming services at Burg Jones Lane is hereby accepted.

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

AYES: Chairman Hal Hinchliffe, Commissioners Joe Farr, William Smart and Patricia Gix

NAYS: None

Ms. Farmer then reviewed the Utility Consumption Analysis Report. Ms. Farmer reported that there were consumption increases at several of the properties. Ms. Farmer said that MHA was

currently waiting for those site managers, whose properties showed significant increase, to respond to a request for explanation of the increased consumption. Ms. Farmer said she would have more information for the Board at the next meeting.

Ms. Farmer then reviewed the Construction Report and the Employee Report. Ms. Farmer stated that the loans for Robinson Place II should close, barring any unforeseen delays, within the next sixty days. Regarding the Employee Report, Ms. Farmer stated that the agency had recently hired college students for the summer intern program. There were no other significant changes to the Employee Report. There were no questions. This concluded the Director of Operations Reports.

Chairman Hinchliffe asked Janet Sanderford, Administrative Director, for the Financial Reports. Ms. Sanderford provided a detail of Public Housing Accounts Receivable Bad Debts and requested approval to Write-Off those balances for the Fiscal Year ending June 30, 2017. After discussion Commissioner Farr introduced the following Resolution:

RESOLUTION # 3584

A RESOLUTION TO APPROVE ACCOUNTS RECEIVABLE WRITE-OFFS FOR THE FISCAL YEAR ENDING JUNE 30, 2017

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Accounts Receivable Write-Offs for Fiscal Year ending June 30, 2017 are hereby approved.

BE IT FURTHER RESOLVED that these write-offs include uncollectible amounts on any additional move-outs as of this date through June 30, 2017 as follows:

Summary of public housing balances written off:

Year	Count	Payback	Rent	Legal	Other	Utilities	Maint.	Total
2017	181	44,181.97	38,430.29	3,812.00	2,895.61	72.72	96,584.10	185,976.69

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

AYES: Chairman Hal Hinchliffe, Commissioners Joe Farr, William Smart and Patricia Gix

NAYS: None

Ms. Sanderford then provided a report of fiscal year 2017 disposals and requested authorization to dispose of certain assets. After discussion Commissioner Smart introduced the following Resolution:

RESOLUTION # 3585

A RESOLUTION AUTHORIZING THE DISPOSAL OF CERTAIN ASSETS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the disposal of certain assets for the period ending June 30, 2017 are hereby approved as follows:

Monroe Housing Authority - FY 2017 disposals

MHA tag	vehicle #	Model	VIN	Date Purchased	Acquisition Costs	Disposition
20738	truck 21	2007 Ford F150	1FTRF12287NA57263	4/3/2007	12,366.00	Sold - April 2017 for 2,370.00
20739	truck 34	2007 Ford F150	1FTRF12267NA57262	4/3/2007	12,366.00	Wrecked (deer) - Jan 2017 - sold for parts 1,000.00
23595	truck 66	2013 Ford Taurus	1FAHP2D80DG101259	4/5/2012	20,455.00	Wrecked - Mar 2017 - vehicle collision loss - 13,186.66
					<u>45,187.00</u>	

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

AYES: Chairman Hal Hinchliffe, Commissioners Joe Farr, William Smart and Patricia Gix

NAYS: None

Ms. Sanderford then asked for the Board's permission to adjust the current fiscal year budget to include expenditures for flood repair costs and the tree trimming contract for Burg Jones Lane. After discussion Commissioner Farr introduced the following Resolution:

RESOLUTION # 3586

A RESOLUTION AUTHORIZING ADJUSTMENT TO THE BUDGET FOR THE CURRENT FISCAL YEAR ENDING JUNE 30, 2017 TO INCLUDE EXPENDITURES FOR FLOOD RECOVERY COSTS AND TREE TRIMMING CONTRACT SERVICES FOR BURG JONES LANE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that adjustments to the budget for the current fiscal year ending June 30, 2017 to include expenditures for flood repair costs and tree trimming contract services for Burg Jones Lane are hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioners Joe Farr, William Smart and Patricia Gix

NAYS: None

Ms. Sanderford then provided the current monthly Financial Reports for Public Housing and for the Section 8 Housing Choice Voucher Program. 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.

At that time Commissioner William Smart asked to speak. Mr. Smart stated that is was with deep regret that he was informing the Members of the Board of Commissioners and the Executive Director, Frank Wilcox, of his intent to resign his position on the Board of Commissioners effective June 9, 2017. Mr. Smart said that his other commitments have been too great for him to be able to fulfill his position on the board. Mr. Smart said that he thought it would be best to make room for someone else to serve. Mr. Smart went on to say that it had been an honor and a privilege to serve on the Monroe Housing Authority Board of Commissioners. Chairman Hinchliffe, along with the other Members of the Board and Mr. Wilcox, thanked Mr. Smart for his outstanding service to the Monroe Housing Authority and the Board of Commissioners. Chairman Hinchliffe then accepted Mr. Smart's resignation.

Commissioner Farr made a Motion to enter into Executive Session. Commissioner Gix seconded the Motion and the Board Members, Executive Director, and Counsel entered into Executive Session.

Later, Commissioner Farr made a Motion to come out of Executive Session. Commissioner Gix seconded the Motion and the Board Members, Executive Director, and Counsel came out of Executive Session.

Then, there being no further business, Commissioner Farr made a motion to adjourn the meeting. Commissioner Gix seconded the motion and it carried unanimously. The meeting was adjourned.

HAL HINCHLIFFE, 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, June 8, 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 8thth day of June, 2017.

FRANK L. WILCOX, SECRETARY

(SEAL)