

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, AUGUST 10, 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, August 10, 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, Vice-Chairman Rick Miller, and Commissioners Joe Farr and Patricia Gix

Absent: None

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, Jim Rountree, Attorney.

Guest in attendance were: William Smart, President, Properties for Retired Living Board of Directors, Janet Wells, Monroe Housing Authority Planning and Development, and Brad Thompson, Attorney.

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. 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, August 10, 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. Presentation of Management and Financial Reports
3. Any other business that may come before the Board

HAL HINCHLIFFE, CHAIRMAN
/k/hh

Dated this August 1, 2017

Chairman Hal Hinchliffe called the meeting to order and Bobby Simmons was asked to open the meeting with a prayer. Mr. Wilcox asked to speak and presented outgoing Chairman Joe Farr with a plaque of appreciation on behalf of the Members of the Board of Commissioners and Monroe Housing Authority staff. Everyone expressed appreciation for Mr. Farr's leadership and his thoughtful attention to Monroe Housing Authority and the families and individuals it serves.

Chairman Hinchliffe asked the Board for any comments regarding the July 6, 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. Commissioner Farr then introduced a motion that the Minutes of the Monroe Housing Facilities Corporation Board be approved. Commissioner Gix seconded the motion and it carried unanimously.

Chairman Hinchliffe called on Sgt. Mickey Tucker, Monroe Police Department, to provide an update on crime statistics. Sgt. Tucker informed the Board that Eugene Ellis had been appointed as the interim Chief and would continue in that position until a new Chief was appointed in February or March of 2018. Sgt. Tucker reported that statistic wise MHA properties were doing very well. He complimented the agency on enforcing the terms of the tenant lease agreement. The Board thanked Sgt. Tucker for his report. Sgt. Tucker left the meeting.

Chairman Hinchliffe called on Mr. Frank L. Wilcox, Executive Director, to provide the Executive Director's Management Reports. Mr. Wilcox provided the Board with an update on recent and upcoming REAC inspections. Mr. Wilcox stated that MHA received a high score for the recent inspection at Cooley Homes and staff members were working hard to carry that trend through the remaining inspections.

Mr. Wilcox then provided an update on the S. 3rd and S. 4th Street Neighborhood Revitalization initiative. He said that Habitat for Humanity would soon begin rehab/renovations on the one existing home that was purchased. Commissioner Farr asked for a list of building materials needed for the renovation so that he and the other Members might contact local businesses and inquire if they would be willing to donate some of the materials.

Mr. Wilcox then asked the Board to consider a request for permission to enter into a consulting agreement with Janet Wells. After discussion Commissioner Farr introduced the following Resolution:

RESOLUTION # 3591

**A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO
ENTER INTO A CONSULTING AGREEMENT WITH JANET WELLS
FOR PLANNING AND DEVELOPMENT SERVICES**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Monroe Housing Authority is authorized to enter into a new consulting agreement with Janet Wells for Planning and Development services per the terms of the Agreement and subject to Attorney Jim Rountree's review.

BE IT FURTHER RESOLVED that Janet Wells has been successful in the performance of the planning services outlined in the current agreement which is set to expire September 16, 2017.

THEREFORE BE IT FURTHER RESOLVED that Monroe Housing Authority is authorized to enter into a new Agreement, for a broader scope of work, to assist the agency in developing long-term goals to develop affordable housing and, to provide needs assessments for existing developments.

NOW, THEREFORE BE IT RESOLVED that this agreement will become effective September 17, 2017 and will remain in effect for a term of one year with a two year option to renew.

The above Resolution was seconded by Vice-Chairman Rick Miller and carried the following vote:

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

NAYS: None

Mr. Wilcox then provided an update on the plans for development of St. John Plaza. Mr. Wilcox requested approval from the Board to accept the low proposal from Cultural Research Analyst, Inc. to perform the required archeological survey and, for Monroe Facilities Trust to pay for the survey. After discussion Commissioner Gix introduced the following Resolution:

RESOLUTION # 3592

**A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO ACCEPT
THE LOW PROPOSAL FROM CULTURAL RESEARCH ANALYST, INC. FOR \$6,500
TO PERFORM THE ARCHEOLOGICAL SURVEY FOR ST. JOHN PLAZA
AND AUTHORIZING MONROE FACILITIES TRUST TO PAY FOR THE
ARCHEOLOGICAL SURVEY FOR ST. JOHN PLAZA**

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 accept the low proposal from Cultural Resource Analyst, Inc. for \$6,500 to perform the archeological survey for St. John Plaza; and,

BE IT FURTHER RESOLVED that Monroe Facilities Trust is hereby authorized to pay for the archeological survey for St. John Plaza.

THEREFORE, BE IT FURTHER RESOLVED that, should the Tax Credit application for St. John Plaza be approved, St. John Plaza will reimburse Monroe Facilities Trust for the cost of the survey.

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

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

NAYS: None

Mr. Wilcox then advised the Board that the City of Monroe has offered to donate \$260,000 to the CHDO South Pointe, Inc. to build two new single family homes in the planned Robinson Place II development. Mr. Wilcox asked the Board to approve the donation and grant Cheryl Farmer authorization, on behalf of Monroe Housing Authority, to sign the agreement along with any and all other documents necessary to complete the transaction. After discussion Commissioner Farr introduced the following Resolution:

RESOLUTION # 3593

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO ACCEPT A DONATION OF \$260,000 FROM THE CITY OF MONROE FOR THE CHDO SOUTH POINTE, INC. FOR THE DEVELOPMENT OF TWO NEW SINGLE FAMILY HOMES IN THE PLANNED ROBINSON PLACE II DEVELOPMENT AND AUTHORIZING CHERYL FARMER, ON BEHALF OF MONROE HOUSING AUTHORITY, TO SIGN THE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY TO COMPLETE THE TRANSACTION.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Monroe Housing Authority and the CHDO South Pointe, Inc. are hereby authorized to accept a donation of \$260,000 from the City of Monroe to develop two new single family homes in the planned Robinson Place II development.

BE IT FURTHER RESOLVED that Cheryl Farmer, on behalf of Monroe Housing Authority, is hereby authorized to sign the agreement and all other documents necessary to complete the transaction.

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

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

NAYS: None

The Board thanked Mr. Wilcox for the information. There were no questions. This concluded the Executive Director's reports.

Chairman Hinchliffe asked Bobby Simmons, Monroe Housing Authority Deputy Director, to provide Management Reports. Mr. Simmons presented the Vacancy Detail report. Mr. Simmons said that vacant units were being turned and re-leased timely and the numbers were good. Mr. Simmons presented the Rent Roll Analysis reports and said the numbers were good there as well. 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 asked the Board for permission to advertise for work items under the 2017 Capital Fund Program as per the previously approved 5-year Action Plan, Architectural and Engineering

Services for 2018-2019 work items, Operating Fund projects, and Properties for Retired Living projects. After discussion Commissioner Gix introduced the following Resolution:

RESOLUTION # 3594

A RESOLUTION GRANTING PERMISSION TO ADVERTISE FOR WORK ITEMS UNDER THE CAPITAL FUND AS PER THE PREVIOUSLY APPROVED 5-YEAR ACTION PLAN, ARCHITECTURAL AND ENGINEERING SERVICES FOR 2018-2019 WORK ITEMS, OPERATING FUND PROJECTS, AND PROPERTIES FOR RETIRED LIVING PROJECTS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that a request to advertise for work items under the Capital Fund as per the previously approved 5-Year Action Plan, Architectural and Engineering services for 2018-2019 work items, Operating Fund projects, and Properties for Retired Living projects is hereby approved.

The above Resolution was seconded by Vice-Chairman Miller and carried the following vote:

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

NAYS: None

Ms. Farmer then requested permission for four work trucks to be sold at auction due to normal wear and tear condition. After discussion Vice-chairman Rick Miller introduced the following Resolution:

RESOLUTION # 3595

A RESOLUTION AUTHORIZING TRUCKS # 14, 44, 52, AND 55 TO BE SOLD AT AUCTION DUE TO NORMAL WEAR AND TEAR CONDITION

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that a request to sell trucks # 14, 44, 52, and 55 at auction due to normal wear and tear condition is hereby approved.

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

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

NAYS: None

Ms. Farmer then reviewed the Construction Report and the Employee Report. Ms. Farmer said the agency was currently seeking applicants to fill the open position in the accounting department. There were no questions and this concluded Ms. Farmer's management reports.

Chairman Hinchliffe called on Ms. Janet Sanderford, Administrative Director, to provide 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 fiscal year ending numbers for Public Housing remained strong even with the financial strain caused by the damages from the March 2016 flood. Ms. Sanderford went on to say that the Section 8 numbers also looked good for the year even with the high number of units that were offline during the flood recovery. 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. This concluded the financial reports.

Chairman Hinchliffe asked Ms. Janet Wells to join the meeting to provide and update on flood recovery workforce housing. Ms. Wells stated that MHA had received preliminary approval of three of the four submitted applications for the Louisiana Neighborhood Landlord Rental Program. She said she would provide an update on the remaining application when more information was available. The Board thanked Ms. Wells for the report.

Chairman Hinchliffe asked if there was any other business to come before the Board. Then, there being no further business, Commissioner Farr made a motion to adjourn the meeting. Vice-Chairman Miller 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, August 10, 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 10thth day of August, 2017.

FRANK L. WILCOX, SECRETARY

(SEAL)