

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, SEPTEMBER 14, 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, September 14, 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, Commissioner Patricia Gix and Commissioner Beverly Lewis

Absent: Commissioner Joe Farr

Also present were: Henry Bonner, Jr., Chairman Emeritus, MHA Board of Commissioners, Frank L. Wilcox, Monroe Housing Authority Executive Director, Bobby Simmons, Deputy Director, Janet Wells, Director of Planning and Development, Karen Crowell, Executive Staff Officer, and Jim Rountree, Attorney.

Guest in attendance were: William Smart, President, Properties for Retired Living Board and Sgt. Mickey Tucker, Monroe Police Department.

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
Ms. Beverly V. Lewis
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, September 14, 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 31, 2017

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

Chairman Hinchliffe asked the Board for any comments regarding the August 10, 2017 meeting. There were none and Vice-Chairman Rick Miller introduced a motion that the Minutes of the previous meeting be approved. Commissioner Patricia 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 reported that the Fair would be in town soon and he had been given oversight duties for the event. He said, when the Fair was over and he had returned from a short vacation, that he would make arrangements to attend upcoming Resident Meetings at each site. 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 began with a request for permission to adopt the Louisiana Housing Compliance Questionnaire for the fiscal year ending June 30, 2017. After discussion Commissioner Patricia Gix introduced the following Resolution:

RESOLUTION # 3596

A RESOLUTION ADOPTING THE LOUISIANA COMPLIANCE QUESTIONNAIRE 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 Louisiana Compliance Questionnaire for the Fiscal Year Ending June 30, 2017 is hereby adopted.

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

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

NAYS: None

Mr. Wilcox then asked the Board to consider a request for authorization for 2017 employee incentive pay. After discussion Commissioner Patricia Gix introduced the following Resolution:

RESOLUTION # 3597

A RESOLUTION GRANTING INCENTIVE PAY TO ALL ELIGIBLE MHA EMPLOYEES FOR ACHIEVEMENT OF HIGH PERFORMER STATUS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Monroe Housing Authority has been designated High Performer by the U.S. Department of Housing and Urban Development, and

BE IT FURTHER RESOLVED that incentive pay to all eligible Monroe Housing Authority employees is hereby granted.

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

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

NAYS: None

Mr. Wilcox then brought the Board's attention to the current tenant flat rents. Mr. Wilcox said, that since the new flat rent rule was implemented by HUD in 2014 flat rents have escalated at a rate that does not reflect local market conditions. After discussion Vice-Chairman Rick Miller introduced the following Resolution:

RESOLUTION # 3598

A RESOLUTION AUTHORIZING ADOPTION OF THE FAIR MARKET RENT OR EXCEPTION FLAT RENT BASED ON WHICH RATE REFLECTS THE CURRENT MARKET CONDITIONS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that effective October 31, 2014 Monroe Housing Authority adopted the HUD required new Flat Rent Rule in accordance with Notice PIH 2014-12 (HA) and Notice PIH 2015-13 (HA), set flat rent amounts at no less than 80% of applicable Fair Market Rent (FMR), and continues to adjust the flat rents annually in accordance with the new Flat Rent Rule.

BE IT FURTHER RESOLVED that the new Flat Rent Rule includes a provision for requesting Exception Flat Rents if the PHA can demonstrate that these FMRs do not reflect the market value of a particular property or unit.

THEREFORE BE IT RESOLVED that the Monroe Housing Authority is hereby authorized to study the market rent rates each year, determine if the current FMRs reflect the current market value, and adopt the Exception Flat Rents or FMRs each year based on the current market conditions.

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

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

NAYS: None

Mr. Wilcox then provided the Members with an update on REAC inspections. Mr. Wilcox said that several properties were preparing for upcoming REAC inspections including McKeen Plaza and Frances Tower. He went on to say that, in July 2017, G.B. Cooley homes scored 99 on the property's REAC inspection and the staff is working hard to achieve this same result for the remaining properties scheduled for REAC inspection this year. The Members were complimentary of the agency's efforts and expressed appreciation to the staff for their hard work.

Mr. Wilcox then brought to the Board's attention to the January 2018 PHADA Commissioner's Conference and asked if the Members would be willing to attend. After discussion Commissioner Patricia Gix introduced the following Resolution:

RESOLUTION # 3599

A RESOLUTION AUTHORIZING TRAVEL AND ATTENDANCE AT THE 2018 PHADA COMMISSIONERS' CONFERENCE FOR ALL BOARD MEMBERS, THE EXECUTIVE DIRECTOR AND ATTORNEY ROUNTREE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that travel and attendance at the 2018 PHADA Commissioners' Conference for all Board Members, the Executive Director and Attorney Jim Rountree is hereby approved.

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

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

NAYS: None

Mr. Wilcox then provided an update on the Tax Credit application for St. John Plaza and the bond financing for Robinson Place II. He informed the Members that the Board of the Louisiana Housing Corporation recently approved the St. John Plaza Tax Credit application as well as the bond financing for Robinson Place II.

The Members thanked Mr. Wilcox for his hard work and for his report. There were no questions. 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 Vacancy Detail report. Mr. Simmons said that the number of vacant units was slightly above average but in all 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. This concluded Mr. Simmons report.

Chairman Hinchliffe then asked Mr. Wilcox, in Ms. Cheryl Farmer's absence, to provide an update for the Director of Operations reports. Mr. Wilcox said the employee report was available for review.

Mr. Wilcox complimented Ms. Farmer on her diligence and said she was instrumental in the agency receiving approval for the funding for Robinson Place II. This sentiment was echoed by the Members. There were no questions. This concluded the Director of Operations reports.

Chairman Hinchliffe then called on Janet Wells to provide the Planning and Development update. Ms. Wells provided a brief overview of current and planned development. Mr. Wilcox complimented Ms. Wells on her work for the S. 3rd and S. 4th Street neighborhood revitalization effort. The Members agreed and thanked Ms. Wells for her efforts. There were no questions. This concluded the Planning and Development update.

Chairman Hinchliffe then asked Mr. Wilcox, in Ms. Janet Sanderford's absence, to provide an update for the Financial Reports. Mr. Wilcox said the report numbers looked good. He asked the Members to study the reports and to contact him should they have any questions. There were no questions. This concluded the Financial Reports.

At this time Ms. Beverly Lewis joined the meeting. Chairman Hinchliffe asked Mr. Jim Rountree to conduct the oath of office. Ms. Lewis was sworn in as a member of the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana. There was a warm welcome for Ms. Lewis by all of those present.

Chairman Hinchliffe asked if there was any other business to come before the Board. Then, there being no further business, Commissioner Patricia Gix 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, September 14, 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 14th day of September, 2017.

FRANK L. WILCOX, SECRETARY

(SEAL)