

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, OCTOBER 12, 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, October 12, 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, Commissioners Joe Farr, Patricia Gix, and Beverly Lewis

Absent: None

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. James Booth, 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, 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, October 12, 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. Present bids for approval for Breece Roofing
3. Presentation of Management and Financial Reports
4. Any other business that may come before the Board

HAL HINCHLIFFE, CHAIRMAN
/k/hh

Dated this October 2, 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 September 14, 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 called on Sgt. Jim Booth, Monroe Police Department, to provide an update on crime statistics. Sgt. Booth presented the crime statistics report and said the Monroe Police

Department had increased night shift patrols at and around S. 3rd Street. He also reported that there continued to be disputes between Club Nuovvo and neighboring downtown businesses due to ongoing late night disturbances and reported criminal activity of some of the club patrons. Sgt. Booth said that the Department was patrolling the area and monitoring the situation. The Board thanked Sgt. Booth for the report. Sgt. Booth left the meeting.

Chairman Hinchliffe called on Mr. Frank L. Wilcox, Executive Director, to provide the Executive Director's Management Reports. Mr. Wilcox reported that Frances Tower received a relatively low score of 77 for the recent REAC inspection due to a couple of high point findings. He advised that corrective measures were underway and all deficiencies were being addressed.

Mr. Wilcox informed the Board that the Housing Choice Voucher Program (Section 8) recently had a high performer score changed to a 72 upon completion of a quality review audit. Mr. Wilcox said that MHA stands by the original score and is in the process of appealing the lowered score.

Mr. Wilcox then moved to a request for permission to submit an application to HUD for the Jobs Plus Program Grant. He also requested permission to enter into a contract agreement with Comprehensive Grants Management to assist with the grant application. In addition, Mr. Wilcox requested that the Board consider entering into an agreement with NOVA Workforce Institute of Northeast Louisiana, Inc. to provide services under the grant, should the grants funds be awarded. After discussion Commissioner Joe Farr introduced the following Resolution:

RESOLUTION # 3600

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO SUBMIT AN APPLICATION TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR THE 2017 JOBS PLUS PROGRAM GRANT, ENTER INTO AN AGREEMENT WITH COMPREHENSIVE GRANTS MANAGEMENT TO ASSIST WITH THE GRANT APPLICATION, AND ENTER INTO A CONTRACT AGREEMENT WITH NOVA WORKFORCE INSTITUTE OF NORTHEAST LOUISIANA, INC. TO PROVIDE SERVICES UNDER THE JOBS PLUS GRANT, SHOULD THE APPLICATION BE APPROVED AND FUNDS BE AWARDED.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to submit an application to the Department of Housing and Urban Development (HUD) for the 2017 Jobs Plus Program Grant is hereby approved; and

BE IT RESOLVED that the request to enter into a contract agreement with Comprehensive Grants Management to assist with the grant application is hereby approved; and

BE IT FURTHER RESOLVED that the request to enter into a contract agreement with Nova Workforce Institute of Northeast Louisiana, Inc. to provide services under the Jobs Plus Program Grant, should the application be approved and grant funds be awarded, is also hereby approved.

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

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

NAYS: None

Mr. Wilcox then presented a request to enter into Management Agreements between Monroe Housing Authority and the affiliated non-profits that applied for and received funding to develop affordable workforce rental housing in the vicinity of S. 3rd and S. 4th Street. After discussion Commissioner Joe Farr introduced the following Resolution:

RESOLUTION # 3601

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO ENTER INTO MANAGEMENT AGREEMENTS WITH SOUTH POINTE IV, INC., MONROE AFFORDABLE HOMEOWNERSHIP COMMUNITY HOUSING DEVELOPMENT ORGANIZATION, INC., AND CLAIBORNE CREEK, INC. FOR THE MANAGEMENT OF INFILL AFFORDABLE RENTAL

HOUSING IN THE VICINITY OF S. 3RD STREET
AND S. 4TH STREET (a.k.a. PRESERVATION MILLS)

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to enter into Management Agreements with South Pointe IV, Inc., Monroe Affordable Homeownership Community Housing Development Organization, Inc., and Claiborne Creek, Inc. for the management of infill affordable rental housing in the vicinity of S. 3rd and S. 4th Street (a.k.a. Preservation Mills) 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 Commissioners Joe Farr, Patricia Gix and Beverly Lewis

NAYS: None

Mr. Wilcox moved on to a request for permission to use non-HUD funds to purchase supplies in the amount of approximately \$220.00, use MHA equipment, and for MHA staff to participate in a volunteer activity with Habitat for Humanity's A Brush With Kindness Volunteer Work Day on Saturday, October 14, 2017. After discussion Commissioner Joe Farr introduced the following Resolution:

RESOLUTION # 3602

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY
TO USE NON-HUD FUNDS TO PURCHASE SUPPLIES, USE MHA EQUIPMENT,
AND FOR STAFF TO PARTICIPATE IN A VOLUNTEER ACTIVITY
WITH HABITAT FOR HUMANITY
ON SATURDAY, OCTOBER 14, 2017

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to use non-HUD funds to purchase supplies in the amount of approximately \$220.00, use MHA equipment, and for MHA staff to participate in a volunteer activity with Habitat for Humanity's a Brush with Kindness Volunteer Work Day on Saturday, October 14, 2017 is hereby approved.

BE IT FURTHER RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the employees who have donated their time and talents to volunteer for this important cause are hereby recognized and commended for their service to the community. Those employees are: Kim Barlow, Joel Boutin, Corey Cleveland, Myeasha Gatson, Stonewall Goins, Calvin Green, Reginald Hawkins, Jarvis McLemore, Steve Plag, President Riser, Dennis Roberts, Bobby Simmons, Bobby Smith, Kayla Smith, Curtis Thomas, TJ Thompson, Joshua Ward, Janet Wells, and Frank Wilcox with special thanks to Frank Wilcox who also donated food for a cookout with the volunteers for after the event.

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

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

NAYS: None

Mr. Wilcox then moved on to a request for permission to use non-HUD funds to recognize and express appreciation to MHA staff for their hard work and accomplishments throughout the year at an Employee Appreciation Luncheon on Thursday, November 9, 2017. After discussion Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3603

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY
TO USE NON-HUD FUNDS TO RECOGNIZE AND APPRECIATE THE HARD
WORK AND ACCOMPLISHMENTS OF MHA STAFF AT AN EMPLOYEE
APPRECIATION LUNCHEON ON THURSDAY, NOVEMBER 9, 2017

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to use non-HUD funds to recognize and express appreciation to the staff for their hard work and accomplishments at an employee appreciation luncheon on Thursday, November 9, 2017 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 Commissioners Joe Farr, Patricia Gix and Beverly Lewis

NAYS: None

Mr. Wilcox thanked the Members and invited all to attend the luncheon and visit with MHA personnel.

Mr. Wilcox then asked permission to use non-HUD funds to host a reception on Thursday, December 14, 2017 to recognize and express appreciation to MHA's community partners. After discussion Commissioner Beverly Lewis introduced the following Resolution:

RESOLUTION # 3604

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY
TO USE NON-HUD FUNDS TO HOST A RECEPTION TO RECOGNIZE
AND EXPRESS APPRECIATION TO OUR COMMUNITY PARTNERS
ON THURSDAY, DECEMBER 14, 2017

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to use non-HUD funds to host a reception on Thursday, December 14, 2017 to recognize and express appreciation to our community partners is hereby approved.

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

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

NAYS: None

Chairman Farr suggested, that since the Members would be in attendance at the Employee Appreciation Luncheon on November 9, 2017, which was also the date of the next regularly scheduled Board meeting, that the location and time of the next Board meeting be changed. After discussion Commissioner Joe Farr introduced the following Resolution:

RESOLUTION # 3605

A RESOLUTION AUTHORIZING A SPECIAL MEETING OF THE MHA BOARD OF
COMMISSIONERS TO BE HELD ON THURSDAY, NOVEMBER 9, 2017
AT 11:30 A.M. AT 501 SOUTH GRAND STREET.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Special Meeting of the Board of Commissioners to be held at 11:30 a.m. on Thursday, November 9, 2017 at 501 South Grand Street is hereby approved.

BE IT FURTHER RESOLVED THAT the Members will first attend the Employee Appreciation Luncheon and the meeting will commence immediately following the luncheon.

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

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

NAYS: None

Mr. Wilcox then asked the Board to consider a request to use non-HUD funds to cover the cost of meaningful training for William Smart, President of the non-profit board, and Properties for Retired Living. After discussion Commissioner Joe Farr introduced the following Resolution:

RESOLUTION # 3606

A RESOLUTION AUTHORIZING THE USE OF NON-HUD FUNDS TO COVER THE COST OF MEANINGFUL TRAINING FOR WILLIAM SMART, PRESIDENT OF THE NON-PROFIT BOARD, PROPERTIES FOR RETIRED LIVING

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to use non-HUD funds to cover the cost of meaningful training for William Smart, President of the non-profit board, Properties for Retired Living is hereby approved.

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

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

NAYS: None

Chairman Hinchliffe thanked Mr. Wilcox for his report. There were no questions. This concluded the Executive Director's Management 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 the majority of the vacant units at Foster Height were due to a water leak and that repairs were underway. Mr. Simmons presented the Rent Roll Analysis report and said the numbers were good. Mr. Wilcox added that the Exception Flat Rents were implemented and that implementation had caused a slight drop in rent revenue for the current fiscal year. 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 informed the Members that the employee report was available for review. Mr. Wilcox said that Ms. Farmer was working on the Robinson Place II financing deal and should be back in attendance at the next Board meeting. The Board thanked Mr. Wilcox for the report. 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.

Ms. Wells then brought the Members attention to the bids for 17GEN02-01 Breece Roofing. After discussion Commissioner Farr introduced the following Resolution:

RESOLUTION # 3607

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE LOW BID RECEIVED FROM SOL CONSTRUCTION FOR 17GEN02-01 BREECE ROOFING FOR \$189,500.00

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the low bid received from Sol Construction for 17GEN02-01 Breece Roofing for \$189,500.00 is hereby approved.

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

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

NAYS: None

Ms. Wells then brought the Members attention to the Proposals for Architectural and Engineer Services for 2018-2020. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3608

A RESOLUTION AUTHORIZING ARCHITECTURAL SERVICES BY LAND 3 ARCHITECT FOR RENOVATIONS, REPAIRS AND/OR MODERNIZATION FOR 2018-2020; AND ARCHITECTURAL SERVICES BY TBA STUDIO (ARCHITECTURAL HOUSING SOLUTIONS) FOR NEW CONSTRUCTION AND/OR RECONSTRUCTION FOR 2018-2020.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana has deemed the firm Land 3 Architect most qualified to perform Architectural Services for renovations, repairs and modernization; and the firm TBA Studio (Architectural Housing Solutions) most qualified to perform Architectural Services for new construction and/or major reconstruction and hereby authorizes project-based contracts with each firm for said services for 2018-2020.

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

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

NAYS: None

Ms. Wells then presented the Proposals for Dormer repair at Foster Heights for the Board's review. After discussion Commissioner Gix introduced the following Resolution:

RESOLUTION # 3609

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE LOW PROPOSAL RECEIVED FROM WITTEN CONSTRUCTION FOR DORMER REPAIR FOR FOSTER HEIGHTS FOR \$29,975.00

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the low bid received from Witten Construction for Dormer Repair for Foster Heights for \$29,975.00 is hereby approved.

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

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

NAYS: None

Ms. Wells then brought before the Board a request for permission to advertise for Demolition Services for St. John Plaza site development. Commissioner Farr advised the Members of a conflict of interest due to a business relationship and abstained from the matter. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3610

A RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE FOR BIDS FOR DEMOLITION SERVICES FOR ST. JOHN PLAZA SITE DEVELOPMENT

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to advertise for bids for demolition services for St. John Plaza site development is hereby approved.

BE IT FURTHER RESOLVED that the request to fund this project through Monroe Facilities Trust funds 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 Beverly Lewis

NAYS: None

ABSTAIN: Commissioner Joe Farr

The Board thanked Ms. Wells for the report. 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 that Ms. Sanderford was at a workshop discussing the current software transition and should be back in attendance at the next Board meeting. Mr. Wilcox said the financial report numbers looked good. He asked the Members to study the reports and to contact Janet on Monday or afterward should they have any questions. There were no questions. This concluded the Financial Reports.

Chairman Hinchliffe asked if there was any other business to come before the Board. Then, there being no further business, Commissioner Joe 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, October 12, 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 12th day of October, 2017.

FRANK L. WILCOX, SECRETARY

(SEAL)