

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON WEDNESDAY, OCTOBER 25, 2017

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session at 12:00 P.M. on Wednesday, October 25, 2017 at the office of the Housing Authority of the City of Monroe, Louisiana located at 210 Harrison Street, Monroe, Louisiana 71201. The Board met in joint session with the Properties for Retired Living Board. The Monroe Housing Authority Board met 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: Commissioner Beverly Lewis

Also present were: Frank L. Wilcox, Monroe Housing Authority Executive Director, Bobby Simmons, Deputy Director, Cheryl Farmer, Director of Operations, Janet Sanderford Administrative Director, Janet Wells, Director of Planning and Development, Karen Crowell, Executive Staff Officer, and Jim Rountree, Attorney.

PRL Board attendees: President, William Smart, Vice-President, Joe Farr, and Directors Cheryl Farmer, Gladys Smith, Patricia Gix, Sharon Taylor, and Hal Hinchliffe. Also present were: Ashley Wilson, Little and Associates and Marieanne Hereford.

NOTICE OF SPECIAL 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 Special Session at 12:00 P.M. on Wednesday, October 25, 2017 meeting jointly with the Properties for Retired Living Board at 210 Harrison Street, Monroe, Louisiana 71201 for the following purposes:

1. Approve Minutes of Previous Meeting
2. Update on Robinson Place II Development
3. Any other business that may come before the Board

HAL HINCHLIFFE, CHAIRMAN
/k/hh

Dated this October 20, 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 October 12, 2017 meeting. There were none and Commission 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, Monroe Housing Authority Executive Director, to provide the Executive Director's Management Reports. Mr. Wilcox reported that planned new construction projects, including: Robinson Place II, St. John's Plaza, and Preservation

Mills, were all progressing on schedule. Mr. Wilcox said the agency was excited to have the opportunity to provide these affordable housing options to the community.

Mr. Wilcox also reported that the agency's budgets, occupancy levels, and property conditions were good. He went on to report that MHA's transition to site-based wait list was on schedule. He said the site-based approach would provide a more streamlined applicant and lease-up process and would also provide MHA customers with added convenience.

There were no questions. This concluded the Executive Directors Reports.

Chairman Hinchliffe called on Bobby Simmons, Monroe Housing Authority Deputy Director, to provide Management Reports. Mr. Simmons presented the Vacancy Detail report and stated that the occupancy levels were good and that unit turnaround and lease-up efforts were progressing on schedule. Mr. Simmons said the Rent Roll Analysis report was the same as was reported during the October 12th Board meeting. There were no questions. This concluded Mr. Simmons report.

Chairman Hinchliffe called on Cheryl Farmer, Monroe Housing Authority Director of Operations, to provide the Director of Operations reports. Ms. Farmer stated that staff hiring and retainage numbers remained steady and there we no staff issues to report. There were no questions. This concluded the Director of Operations report.

Chairman Hinchliffe called on Janet Sanderford, Monroe Housing Authority Administrative Director, to provide the Financial Reports. Ms. Sanderford stated that the information was the same as was reported during the October 12th Board meeting. There were no questions. This concluded the Financial report.

Chairman Hinchliffe called on Janet Wells to provide the Planning and Development report. Ms. Wells provided an updated status for current projects. There were no questions. This concluded the Planning and Development report.

Chairman Hinchliffe asked if there was any other business to comber before the Board. Then, there being no further business, Commissioner Joe 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 Special Meeting of the Board of Commissioners of said Authority held on Wednesday, October 25, 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 25th day of October, 2017.

FRANK L. WILCOX, SECRETARY

(SEAL)