

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA, HELD  
ON THURSDAY, MARCH 08, 2018

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, March 8, 2018 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 Joe Farr, Commissioner Patricia Gix and Commissioner Beverly Lewis

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, Janet Wells Planning and Development Director, Karen Crowell, Executive Staff Officer and William Smart, President, Properties for Retired and Family Living Board.

Guest in attendance were: Miranda Restovic, Stalanda Butcher and Angel Coates with Prime Time, Inc., and Amy Tynes, with Allen, Green & Williamson, LLP (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  
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, March 8, 2018 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

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HAL HINCHLIFFE, CHAIRMAN  
/k/hh

Dated this March 1, 2018

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 February 8, 2018 meeting. There were none and Commissioner Beverly Lewis 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 Miranda Restovic, President and Executive Director of Louisiana Endowment for the Humanities and Prime, Time, Inc. to provide an update on the Head Start program. Ms. Restovic introduced Ms. Angel Coates, Prime Time's Director of Monitoring and Compliance and Ms. Stalanda Butcher, Regional Head Start Director, and complimented her staff for their outstanding achievements over the past year. Ms. Restovic also thanked the Members of

the Board and Mr. Wilcox for supporting Prime Time and being the first to partner with Prime Time in establishing a Head Start Center in the community. Ms. Restovic called on Ms. Butcher to provide an update on the Head Start program's progress.

Ms. Butcher provided statistical data that confirmed the Head Start program was proving to be successful in helping children close the achievement gap. Chairman Hinchliffe and all of the Members of the Board congratulated the Prime Time team and expressed their appreciation for the partnership and the opportunity to provide this quality educational curriculum to families in the community. Ms. Restovic, Ms. Butcher and Ms. Coates left the meeting.

Chairman Hinchliffe called on Amy Tynes with Allen, Green & Williamson, LLP (CPA) to present the audit review. Ms. Tynes reviewed the draft audit in detail and provided specifics on the findings. Ms. Tynes informed the Board and the Executive Director of the importance of updating policies and made specific mention of budgeting, purchasing and disaster planning. Ms. Tynes went on to state that there was a clean opinion on the financials. Mr. Wilcox asked for confirmation that Allen, Green & Williamson, LLP would mail the audit to HUD. Ms. Tynes confirmed that she would mail the audit to HUD. The Members thanked Ms. Tynes for her report. Ms. Tynes left the meeting.

Chairman Hinchliffe called on Mr. Frank Wilcox, Executive Director to discuss the topics on the agenda. Mr. Wilcox began by asking the Board to approve the audit. After discussion Commissioner Beverly Lewis introduced the following Resolution:

**RESOLUTION # 3638**

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE AUDIT  
FOR THE FISCAL YEAR ENDING JUNE 30, 2017  
AS PRESENTED BY ALLEN, GREEN AND WILLIAMSON, LLP (CPA)  
SUBJECT TO FINAL APPROVAL BY THE LEGISLATIVE AUDITORS  
AND NO SUBSTANTIVE CHANGES

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the audit for the fiscal year ending June 30, 2017 as presented by Allen, Green and Williamson, LLP (CPA) and subject to final approval by the Legislative Auditors and no substantive changes 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, Commissioner Joe Farr, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then moved to a request for authorization to adopt the Five Year Plan for years 2018 through 2022 and the 2018 Annual Plan. After review and discussion Commissioner Joe Farr introduced the following Resolution:

**RESOLUTION # 3639**

A RESOLUTION AUTHORIZING THE FIVE-YEAR PLAN,  
AND THE 2018 ANNUAL PLAN

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the Five-year Plan for years 2018 through 2022, and the 2018 Annual Plan are hereby approved.

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

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

NAYS: None

Mr. Wilcox requested that the Board review the bids received for Flooring Replacement for Various Sites and called on Janet Wells to provide the Members with additional information. Ms. Wells stated that only one bid was received and that it was from a reputable source. She went on to say that the Planning and Development Department was experiencing difficulties in finding qualified and willing bidders for some of the smaller projects. The Members expressed concern over the low response and asked that P&D work to increase bidder turnout. After discussion Commissioner Lewis introduced the following Resolution:

**RESOLUTION # 3640**

**A RESOLUTION REJECTING THE BID RECEIVED FOR FLOORING REPLACEMENT FOR VARIOUS SITES**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the bid received for Flooring Replacement for Various Sites is hereby rejected.

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

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

NAYS: None

Ms. Wells then moved to the bids received for Bathroom Renovations for Various Sites and explained that again only one bidder responded with a bid that was approximately double the previous bid amounts. After discussion Commissioner Lewis introduced the following Resolution:

**RESOLUTION # 3641**

**A RESOLUTION REJECTING THE BID RECEIVED FOR BATHROOM RENOVATIONS FOR VARIOUS SITES**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the bid received for Bathroom Renovations for Various Sites is hereby rejected.

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

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

NAYS: None

Mr. Wilcox asked Ms. Wells to bring the Board up-to-date on the status of the St. John project. Ms. Wells informed the Board that due to the number of cultural resource findings during the Phase I Archaeological Survey that a Phase II study would be required. Ms. Wells said that P&D had solicited proposals for the Phase II study and that the deadline to submit proposal was March 14, 2018. Ms. Wells stated that, since the Board would not meet again until mid-April, MHA was requesting a Resolution accepting the lowest bid for the Phase II Archaeological Study for St. John in an amount not to exceed \$60,000.00. Commissioner Hinchliffe requested that a turnaround time be added to the contract to ensure timely completion. After discussion Commissioner Farr introduced the following Resolution:

**RESOLUTION # 3642**

**A RESOLUTION AUTHORIZING THE SET ASIDE OF UP TO \$60,000.00 IN MONROE FACILITIES TRUST (NON-HUD) FUNDS TO COVER COSTS FOR A PHASE II ARCHAEOLOGICAL SURVEY FOR ST. JOHN PLAZA; AND, PERMISSION FOR FRANK WILCOX TO REVIEW AND ACCEPT THE LOWEST QUALIFYING BID, NOT TO EXCEED \$60,000.00**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that authorization to set aside up to \$60,000.00 in Monroe Facilities Trust (non-HUD) funds; and, permission for Frank Wilcox to review and accept the lowest qualifying bid for the Phase II Archaeological Survey is hereby approved.

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

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

NAYS: None

Mr. Wilcox asked Cheryl Farmer to provide the Board with an update on the financing for Robinson Place II. Ms. Farmer stated that it would be challenging but it was promising that the loan could close in March. Ms. Farmer went on to state that MHA would need a thorough attorney review of the documents prior to closing.

Chairman Hinchliffe then moved to the report section of the meeting and asked for updates. Mr. Wilcox reviewed the Vacancy Report noting a current occupancy rate of 99.5%. He reviewed the Rent Roll Analysis and reported that the numbers were good. Mr. Wilcox then asked the Members to review all of the reports and to let him know if they had any questions.

Mr. Wilcox called on Janet Sanderford, Administrative Director, to summarize the Financial Reports and answer any question that the Board may have. Ms. Sanderford stated that the numbers were good and asked the Members to review the reports in detail and to contact her should there be any questions.

The Members thanked Mr. Wilcox and the staff for the reports.

Chairman Hinchliffe asked if there was any other business to come before the Board. Then, there being no further business, Vice-Chairman Rick Miller made a motion to adjourn the meeting. Commissioner Farr seconded the motion and it carried unanimously. The meeting was adjourned.

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HAL HINCHLIFFE, CHAIRMAN

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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, March 08, 2018 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 8<sup>th</sup> day of March 2018.

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FRANK L. WILCOX, SECRETARY

(SEAL)