

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, APRIL 12, 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, April 12, 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 Patricia Gix and Commissioner Beverly Lewis

Absent: Commissioner Joe Farr

Also present were: Henry Bonner, Jr., MHA Board Chairman Emeritus, Frank L. Wilcox, Monroe Housing Authority Executive Director, Cheryl Farmer, Director of Operations, Janet Sanderford, Administrative Director, Janet Wells Planning and Development Director, Karen Crowell, Executive Staff Officer, William Smart, President, Properties for Retired and Family Living Board and Jim Rountree, Attorney.

Guest in attendance were: 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, 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, April 12, 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

HAL HINCHLIFFE, CHAIRMAN
/k/hh

Dated this April 2, 2018

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

Chairman Hinchliffe asked the Board for any comments regarding the March 8, 2018 meeting. There were none and Commissioner Patricia Gix introduced a motion that the Minutes of the previous meeting be approved. Commissioner Beverly Lewis seconded the motion and it carried unanimously.

Chairman Hinchliffe called on Sgt. Mickey Tucker with the Monroe Police Department to provide an update on crime statistics. Sgt. Tucker informed the Board that the city was experiencing a crime wave in the southern part of the city and there had been several recent shootings. Sgt. Tucker said that the department was working with ATF, a federal agency, with the intent to charge federally, where appropriate, thereby subjecting convicted persons to harsher punishment. The Members asked Sgt. Tucker to keep them informed of further developments. Chairman Hinchliffe thanked Sgt. Tucker for his report. Sgt. Tucker left the meeting.

Attorney Jim Rountree then administered the Oath of Office for Chairman Hal Hinchliffe and Chairman Hinchliffe's seat on the board was renewed for another term.

Chairman Hinchliffe called on Mr. Frank Wilcox, Executive Director, to discuss the Topics for Discussion from the agenda.

Mr. Wilcox began by asking the Board to review the License Agreement between Monroe Housing Authority and Robinson Place II, L.P. for the Robinson Place II development. After discussion Commissioner Gix introduced the following Resolution:

RESOLUTION # 3643

A RESOLUTION AUTHORIZING PERMISSION
TO ENTER INTO A LICENSE AGREEMENT
WITH ROBINSON PLACE II, L.P.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the License Agreement between The Housing Authority of the City of Monroe and Robinson Place II, L.P. is hereby approved.

BE IT FURTHER RESOLVED that Frank L. Wilcox, Executive Director, is hereby authorized to sign the Agreement on behalf of the Housing Authority.

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

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

NAYS: None

Mr. Wilcox then moved to a request for approval of the proposed Smoke-Free Policy for Public Housing. After review and discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3644

A RESOLUTION ADOPTING
A SMOKE-FREE HOUSING POLICY
AND AUTHORIZING IMPLEMENTATION
OF THE POLICY EFFECTIVE JULY 31, 2018

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that, in accordance with a Final Rule issued by the Department of Housing and Urban Development (HUD), a Smoke-Free Public Housing Policy is hereby approved.

BE IT FURTHER RESOLVED that all provisions and requirements of the Policy will be in full force effective July 31, 2018.

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

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

NAYS: None

Mr. Wilcox asked the Board to review a request to renew the Official Journal Agreement with the News-Star. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3645

A RESOLUTION DESIGNATING THE NEWS-STAR
AS THE OFFICIAL MHA JOURNAL

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that on May 11, 2017, by Resolution # 3578, the News-Star was designated as the Official Journal of the Monroe Housing Authority; and

BE IT RESOLVED that the current Agreement will expire on June 9, 2018; and

BE IT FURTHER RESOLVED that the News-Star and the Monroe Housing Authority wish to renew the Agreement for a one-year period with all current rates:

- \$3.36 per column inch for 10 column Legal Display Ads
- \$5.60 per column inch for 6 column Legal Display Ads
- \$0.24 a line for 10 column Legal Line Ads
- \$10.00 for Affidavits

to remain in effect throughout the duration of the contract renewal period beginning June 10, 2018 and ending June 10, 2019; and

THEREFORE, BE IT RESOLVED that the News-Star is hereby designated to continue as the Official Journal of the Monroe Housing Authority.

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

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

NAYS: None

Mr. Wilcox asked the Board to review the bids received for Ceiling Repairs for Various Sites. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3646

A RESOLUTION ACCEPTING THE LOW BID RECEIVED
FROM TERRAL HEAT AND AIR FOR
CEILING REPAIRS FOR VARIOUS SITES

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the low bid received from Terral Heat and Air for Ceiling Repairs for Various Sites:

	Cost per square foot to remove existing texture, apply new orange peel texture and paint	Cost per square foot to apply texture only to already clean ceiling	Cost per square foot to remove existing ceiling, strip, install new gypsum board, tape, apply orange peel texture and paint as specified
Terral Heat and Air	\$5.50	\$3.25	\$6.50

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, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then asked the Board to review the bids received for Water Heaters. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3647

A RESOLUTION ACCEPTING THE OVERALL LOW BID
RECEIVED FROM COBURN'S FOR WATER HEATERS
(PURCHASE ONLY, NO INSTALLATION)

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the overall low bid received from Coburn's for Water Heaters (purchase only, no installation) for:

Bidder	30 Gallon Tall Natural Gas	40 Gallon Tall Natural Gas
Coburn's	\$435.23	\$365.91

is hereby approved.

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

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

NAYS: None

Mr. Wilcox then discussed the request for bids for Lawn Service for Frances Tower and Robinson Place and called on Janet Wells to provide more detail. Ms. Wells informed the Board that no bids were received for either development for the April 10, 2018 bid opening. Ms. Wells stated that Planning and Development would look for new contractors who might be willing to bid the two projects.

Ms. Wilcox then asked the Board to approve Change Order #1 for Breece Roofing. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3648

A RESOLUTION ACCEPTING CHANGE ORDER #2
FOR BREECE PLACE ROOFING 17GEN02-01

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that Change Order #2 for Sol Construction, LLC in the amount of \$3,478.59 for:

- #1 Power washing not required because fascia and soffit where it was needed was removed, reducing cost by (\$2,500.00)
- #2 Removed and replaced defective decking, increasing cost by \$2,318.75
- #3 Removed and replaced defective fascia boards, increasing cost by \$184.84
- #4 Added 1x4 at storage room to support soffit, increasing cost by \$2,475.00
- #5 Extended the valley at each storage room (2 sides), increasing cost by \$1,000.00

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, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox moved on to a request for permission to exercise the Homeownership Voucher Program Option. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3649

A RESOLUTION AUTHORIZING PERMISSION
TO EXERCISE THE HOMEOWNERSHIP VOUCHER PROGRAM OPTION

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that authorization to exercise the Option to allow families to use their voucher HAP assistance for the Homeownership Voucher Program 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, Commissioner Patricia Gix and Commissioner Beverly Lewis

NAYS: None

Mr. Wilcox then moved to a request for permission to submit an application for the Incumbent Worker Training Program grant through the Louisiana Workforce Commission. After discussion Commissioner Lewis introduced the following Resolution:

RESOLUTION # 3650

A RESOLUTION AUTHORIZING PERMISSION
TO SUBMIT AN APPLICATION FOR GRANT FUNDING
FOR THE INCUMBENT WORKER TRAINING PROGRAM

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that authorization to submit an application for grant funding for the Incumbent Worker Training Program through the Louisiana Workforce Commission is hereby approved.

BE IT FURTHER RESOLVED that Frank L. Wilcox is hereby authorized to sign on behalf of the Monroe Housing Authority all application related documents and, upon approval of the grant application, all contract related documents for the Incumbent Worker Training Program.

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

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

NAYS: None

This concluded the Topics for Discussion.

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%. He reviewed the Rent Roll Analysis and reported that the numbers were good. The Crime Statistics report was covered earlier in the meeting by Sgt. Tucker. Chairman Hinchliffe suggested that MHA staff encourage residents to get involved in neighborhood watch meetings.

Mr. Wilcox reviewed the construction report and informed the board that there might be a 40% increase in Capital funding for this year.

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, Commissioner Lewis 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 Regular Meeting of the Board of Commissioners of said Authority held on Thursday, April 12, 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 12th day of April 2018.

FRANK L. WILCOX, SECRETARY

(SEAL)