

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, SEPTEMBER 15, 2021**

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session for a joint meeting with the Properties for Retired Living Board and the Monroe Affordable Housing and Community Housing Development Organization, Inc. The session was held at 2:00 P.M. on Wednesday, September 15, 2021, at the Annex of the Housing Authority of the City of Monroe, located at 210 Harrison Street, Monroe, LA 71201, with the option to join via Zoom for virtual conference.

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Beverly Lewis, Commissioner Angelina Jones, and Steve North, Attorney

Absent: Commissioner Joe Farr

Also present were: William Smart, MHA Executive Director; Jason Roubique, Planning and Development Director; Cheryl Farmer, Operations Director; Shelva Thomas, Human Resources Director; and Allison Payne, Executive Administrative Assistant

Guests from the Properties for Retired and Family Living Board and the Monroe Affordable Housing and Community Housing Development Organization, Inc. were: Lynda McGehee, Gladys Smith-Coward, and Sharon Taylor

**NOTICE OF SPECIAL MEETING**

TO: Mr. Hal H. Hinchliffe, Chairman  
Mr. Rick Miller, Vice Chairman  
Dr. Henry Bonner, Jr., Chairman Emeritus  
Mr. Joe Farr, Commissioner  
Ms. Beverly V. Lewis, Commissioner  
Ms. Angelina Jones, Commissioner  
Mr. Steve North, 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 2:00 P.M. on Wednesday, September 15, 2021, at the Housing Authority of the City of Monroe, located at 210 Harrison Street, Monroe, LA 71201, and via WebEx video conference call 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  
ap/hh

Dated this September 8, 2021

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

Chairman Hinchliffe asked for any comments regarding the last meeting. There were none, and Vice-Chairman Rick Miller introduced a motion to approve the minutes of the previous meeting. Commissioner Angelina Jones seconded the motion, and it carried unanimously.

Chairman Hinchliffe then asked for the crime report. Corporal Kwasic Heckard reported on the August crime incidents at the various properties. Corporal Heckard also informed the Board that he will be travelling to the various properties to set up surveillance with the Monroe Police Department's IT representative.

Chairman Hinchliffe then introduced the first topic of discussion, a request for approval of change order #2 for the Frances Tower Exterior Renovation project. After discussion, Commissioner Jones introduced the following resolution:

**RESOLUTION # 3829**

**A RESOLUTION AUTHORIZING THE CHANGE ORDER #2 FROM ARCHITECTURE ASSOCIATES IN THE AMOUNT OF \$60,180.00 FOR THE FRANCES TOWER EXTERIOR RENOVATION PROJECT**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to authorize the change order #2 from Architecture Associates in the amount of \$60,180.00 for the Frances Tower Exterior Renovation project 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 Beverly Lewis, & Commissioner Angelina Jones

**NAYS:** None

Chairman Hinchliffe then presented the final topic of discussion, a request for approval of change order #3 for the Frances Tower HVAC. After discussion, Vice-Chairman Rick Miller introduced the following resolution:

**RESOLUTION # 3830**

**A RESOLUTION AUTHORIZING CHANGE ORDER #3 FROM BYRNES MECHANICAL CONTRACTORS, INC. IN THE AMOUNT OF \$22,340.00 FOR THE FRANCES TOWER HVAC PROJECT.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to authorize the change order #3 in the amount of \$22,340.00 from Byrnes Mechanical Contractors, Inc. for the Frances Tower HVAC project is hereby granted.

The above resolution was seconded by Commissioner Jones and carried the following vote:

**AYES:** Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Beverly Lewis, & Commissioner Angelina Jones

**NAYS:** None

Chairman Hinchliffe shifted to the report section of the meeting, asking Mr. Smart to provide the updates for the agency. Mr. Smart informed the Board of the new logos on the fleet vehicles, the President's vaccination mandate for businesses, and also of the REAC Training that has been set in place for staff through the IWTP Grant the agency was awarded. He also informed the Board that the Alexandria Housing Authority will be attending an executive staff meeting hosted by Monroe Housing Authority on September 28, 2021. He also mentioned that the agency is preparing to host a Fall festival for the residents of Burg Jones. Lastly, Mr. Smarty

mentioned that the agency is working to get vacancies filled, rent roll is down, and the agency is receiving inquiries from financial services regarding receiving funds.

Chairman Hinchliffe asked Jason Roubique to provide the construction report. Mr. Roubique informed the Board of the status of all construction and renovation projects.

Chairman Hinchliffe asked Janet Sanderford to go over the financial reports as of year-end. Ms. Sanderford reviewed the financials from the month of July and remarked that she is sending an annual financial statement to the Department of Housing and Urban Development. This financial statement quantifies as 30% of the agency's REAC score.

Chairman Hinchliffe asked if there was anything else that needed to be addressed. There being no further business, he adjourned the meeting.

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HAL HINCHLIFFE, CHAIRMAN

#### CERTIFICATE

William V. Smart, 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, August 18, 2021, 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 15<sup>th</sup> day of September, 2021.

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WILLIAM V. SMART, SECRETARY

(SEAL)