

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, OCTOBER 20, 2021**

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Regular Session at 2:00 P.M. on Wednesday, October 20, 2021, at the office of the Housing Authority of the City of Monroe, Louisiana, located at 300 Harrison Street, Monroe, Louisiana 71201, with the option to join via WebEx for virtual conference.

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Beverly Lewis, and Commissioner Angelina Jones

Absent: Steve North, Attorney

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

**NOTICE OF REGULAR 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 Regular Session at 2:00 P.M. on Wednesday, October 20, 2021, at the office of the Housing Authority of the City of Monroe, located at 300 Harrison Street, Monroe, Louisiana 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 October 13, 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 Joe Farr seconded the motion, and it carried unanimously.

Chairman Hinchliffe then asked for the crime report. Mr. William Smart provided the Board with the crime report of the previous month on Corporal Kwasic Heckard's behalf.

Chairman Hinchliffe then introduced the first topic of discussion, a request for approval of change order #4 for the Frances Tower Exterior HVAC project. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION # 3831**

**A RESOLUTION AUTHORIZING THE CHANGE ORDER #4 FROM BYRNES MECHANICAL CONTRACTORS, INC. IN THE AMOUNT OF \$11,591.80 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 #4 in the amount of \$11,591.80 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 Joe Farr, Commissioner Beverly Lewis, & Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe then presented the final topic of discussion, a request for permission to grant 2021 incentive pay to all eligible MHA employees for achievement of 2020 HUD High Performer status. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3832**

**A RESOLUTION GRANTING INCENTIVE PAY TO ALL ELIGIBLE MHA EMPLOYEES FOR ACHIEVEMENT OF HIGH PERFORMER STATUS.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that in celebration of MHA's 2020 designation as High Performer by the U.S. Department of Housing and Urban Development, 2021 incentive pay to all eligible MHA employees 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 Joe Farr, 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 provided the Board with an overview of the Executive Staff meeting held with the Alexandria Housing Authority. He reflected on the meeting the agency hosted with community partners and the City's economic coordinator to discuss potential programs for the Jobs Plus initiative. He then remarked on the festivities and resources that were provided at the Burg Jones Fall Bash. He also shared members of the agency's maintenance team visited classes at Wossman High School to share information about their job roles and what their work entails. Lastly, he announced that the agency has hired a new Senior Property Accountant, and the agency also intends to begin standing operation training.

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. Ms. Sanderford reviewed the bottom line for the agency and remarked that she will be working to prepare funds from Cares Act to be utilized.

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, October 20, 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 20<sup>th</sup> day of October, 2021.

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WILLIAM V. SMART, SECRETARY

(SEAL)