

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, MARCH 24, 2021**

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session at 2:00 P.M. on Wednesday, March 24, 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, and Commissioner Beverly Lewis

Absent: Commissioner Angelina Jones

Also present were: William Smart, MHA Executive Director; Karen Crowell, Deputy Director; Cheryl Farmer, Operations Director; Janet Sanderford, Administrative Director; Jason Roubique, Construction Project Manager; Shelva Thomas, Human Resources Manager; Naomi Jackson, Section 8 Director; and Allison Payne, Executive Administrative Assistant

Guest in attendance were: Corporal Kwasic Heckard, Monroe Police Department

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, March 24, 2021, at the office of the Housing Authority of the City of Monroe, located at 300 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

HAL HINCHLIFFE, CHAIRMAN
ap/hh

Dated this March 15, 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 Commissioner Beverly Lewis introduced a motion to approve the minutes of the previous meeting. Vice-Chairman Rick Miller seconded the motion, and it carried unanimously.

Chairman Hinchliffe then asked for the crime report from Corporal Kwasic Heckard. Corporal Heckard elaborated on the February crime incidents. He notified the Board that crime has decreased at the properties and officers will be utilizing the facilities of units located in target areas to control crime on the properties. He also mentioned that Monroe Police Department has developed an app for smart phone devices that citizens can use to submit police reports. Chairman Hinchliffe thanked Corporal Heckard for his report, and Corporal Heckard left the meeting.

Chairman Hinchliffe then moved on to the first topic of discussion, a request for approval of the low bid from Ouachita Builders to complete the Frances Tower Exterior Renovations project. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3807

A RESOLUTION ACCEPTING THE LOW BID RECEIVED FROM OUACHITA BUILDERS TO COMPLETE THE FRANCES TOWER EXTERIOR RENOVATIONS PROJECT.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to accept the low bid in the amount of \$3,000,000 from Ouachita Builders for the Frances Tower Exterior Renovations project is hereby granted.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joes Farr, & Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe then shifted to the next topic, a request to approve the architectural fee from Architecture Associates to complete the McKeen Plaza Exterior Renovations project. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3808

A RESOLUTION ACCEPTING THE ARCHITECTURAL FEE FROM ARCHITECTURE ASSOCIATES FOR THE MCKEEN PLAZA EXTERIOR RENOVATIONS PROJECT.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to accept the architectural fee in the amount of \$103,440 from Architecture Associates for the McKeen Plaza Exterior Renovations project is hereby granted.

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

NAYS: None

Commissioner Joe Farr abstained from this vote.

Chairman Hinchliffe then introduced the final topic, a request to adopt the proposed changes to the Admissions and Continued Occupancy Plan and to adopt the proposed Schedule of Maintenance Charges. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3809

A RESOLUTION TO ADOPT THE PROPOSED CHANGES TO THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN AND TO ADOPT THE PROPOSED SCHEDULE OF MAINTENANCE CHARGES.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to adopt the proposed changes to the Admissions and Continued Occupancy Plan and to adopt the proposed Schedule of Maintenance Charges is hereby granted.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joes Farr, & Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe shifted to the report section of the meeting, asking Mr. Smart to provide the updates for the agency. Mr. Smart reported to the Board that the status of vacancies has remained consistent due to the eviction moratorium period and that there has been an increase in rent roll. He also mentioned that Preservation Mills will have reached 50% occupancy by the beginning of April. He also informed the Board of the market adjustments and title changes that took place with MHA staff last week. Lastly, Mr. Smart notified the Board of the new hire in the agency's accounting department.

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 discussed some of the high points. She also informed the Board of additional income the agency will receive to offset Cares Act expenses.

Chairman Hinchliffe asked if there was anything else that needed to be addressed. Commissioner Lewis announced that Ochsner is providing the option to administer COVID-19 vaccines on-site for agencies and organizations in the area and to let her know if the services are needed anywhere. There being no further business, he adjourned the meeting.

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, March 24, 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 24th day of March, 2021.

WILLIAM V. SMART, SECRETARY

(SEAL)