

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, APRIL 21, 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, April 21, 2021, at the Housing Authority of the City of Monroe Annex Building, located at 210 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 Beverly Lewis, and Commissioner Angelina Jones

Absent: Commissioner Joe Farr

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

Guests in attendance were: Corporal Kwasic Heckard, Monroe Police Department; and Miranda Restovic, Executive Director of Prime Time, Inc. and the Prime Time Team

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, April 21, 2021, at the Housing Authority of the City of Monroe Annex Building, 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

HAL HINCHLIFFE, CHAIRMAN
ap/hh

Dated this April 12, 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. Commissioner Angelina Jones seconded the motion, and it carried unanimously.

Chairman Hinchliffe then moved on to the first topic of discussion, a request for permission to advertise for bids for pest control. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3811

A RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE FOR BIDS FOR PEST CONTROL SERVICES

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request to advertise for bids for pest control services is hereby approved.

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

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

NAYS: None

Chairman Hinchliffe then shifted to the next topic, a request for permission to advertise for bids for waste management services. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3812

A RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE FOR BIDS FOR WASTE MANAGEMENT SERVICES

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request to advertise for bids for waste management services is hereby approved.

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

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

NAYS: None

Chairman Hinchliffe then introduced the final resolution:

RESOLUTION # 3813

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS BE PAID TO KAREN CROWELL

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Karen Crowell has submitted her six-month notice dated March 30, 2021.

NOW BE IT FURTHER RESOLVED that Karen Crowell will become eligible to receive full retirement benefits upon her retirement date of November 5, 2021.

BE IT FURTHER AUTHORIZED that Karen Crowell will receive payment for up to 300 hours balance of Annual Leave plus one-half of Sick Leave balance in one lump sum payment at her time of retirement.

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

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

NAYS: None

Chairman Hinchliffe then gave the floor over to Miranda Restovic, Executive Director of Prime Time, Inc. and the Prime-Time Team. Mrs. Restovic and her team gave a brief presentation to the board regarding the second quarter data from the Head Start program. Chairman Hinchliffe thanked Mrs. Restovic and her team for their presentation, and they left the meeting.

Chairman Hinchliffe then asked for the crime report from Corporal Kwasic Heckard. Corporal Heckard elaborated on the March crime incidents. He notified the Board that the police department will begin hosting town hall meetings by zone to address the situations within the community. He also mentioned that officers will be visiting area high schools to teach young girls about the dangers of trafficking and preventative measures. Chairman Hinchliffe thanked Corporal Heckard for his report, and Corporal Heckard left the meeting.

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 agency is currently reposting for the accounting position. He also mentioned that the HVAC renovation of the 300 Harrison Street location has begun, and it is making good progress. He then notified the Board that a new online timesheet portal has been implemented that is currently undergoing a parallel payroll period. Mr. Smart then reported to the Board of the methods of publicity that were utilized to inform the community of the Frank L. Wilcox Academic Scholarship. Mr. Smart then mentioned the agreement that was drafted with the CEO of G.B. Cooley regarding the properties under contract with the agency. Lastly, Mr. Smart reported that status of vacancies and rent roll are remaining consistent.

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 some of the high points. She also informed the Board to expect to see additional funding on the next report.

Chairman Hinchliffe asked if there was anything else that needed to be addressed. 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, April 21, 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 21st day of April, 2021.

WILLIAM V. SMART, SECRETARY

(SEAL)