

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, May 19, 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, May 19, 2021, at the Housing Authority of the City of Monroe, located at 300 Harrison Street, Monroe, LA 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, Commissioner Angelina Jones and Steve North, Attorney

Absent: None

Also present were: William Smart, MHA Executive 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

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, May 19, 2021, at 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 May 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 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 reported on the April crime incidents in Corporal Kwasic Heckard's absence.

Chairman Hinchliffe then moved on to the first topic of discussion, a request to approve the annual PHA Agency Plan. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3814

A RESOLUTION APPROVING THE ANNUAL PHA AGENCY PLAN.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the annual PHA Agency Plan 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 Joe Farr, Commissioner Beverly Lewis & Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe then shifted to the next topic, a request to approve the 5-Year Capital Fund Plan and the 2021 Annual Budget for the Capital Fund Program. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3815

A RESOLUTION APPROVING THE 5-YEAR CAPITAL FUND PLAN AND THE 2021 ANNUAL BUDGET FOR THE CAPITAL FUND PROGRAM.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the 5-year capital fund plan and 2021 annual budget for the capital fund program are hereby approved.

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 moved on to the next matter, a request to approve change order #2 in the amount of \$15,049.88 for the Frances Tower HVAC project. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3816

A RESOLUTION AUTHORIZING CHANGE ORDER #2 FROM BYRNES MECHANICAL CONTRACTORS, INC. IN THE AMOUNT OF \$15,049.88 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 #2 in the amount of \$15,049.88 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 Angelina Jones

NAYS: None

Commissioner Lewis abstained from the vote.

Chairman Hinchliffe then presented the next request for permission to advertise for bids for the McKeen Plaza exterior renovations and waterproofing project. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3817

A RESOLUTION APPROVING THE ADVERTISEMENT FOR BIDS REGARDING THE MCKEEN PLAZA EXTERIOR RENOVATIONS AND WATERPROOFING PROJECT.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request of approval to advertise for bids regarding the McKeen Plaza exterior renovations and waterproofing 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 introduced the topic to re-elect the current officers for another term on the Board of Commissioners of the Monroe Housing Authority. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3818

A RESOLUTION RE-ELECTING THE CURRENT OFFICERS FOR ANOTHER TERM ON THE BOARD OF COMMISSIONERS OF MONROE HOUSING AUTHORITY.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Chairman Hal Hinchliffe and Vice-Chairman Rick Miller are hereby re-elected as officers for the following year.

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

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

NAYS: None

The final topic of discussion was an informational update from Mr. Smart regarding the agreement with G.B.Cooley. The second amendment to the management agreement was approved and signed by both agencies, and establishes which properties will remain under the management of each agency.

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 that preparations for in-home inspections have begun. Mr. Smart then reported that status of vacancies and rent roll have remained 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 and discussed the report regarding the funding used to pay landlords. She also informed the Board to expect to see changes in the budget during inspections for the funding of any repairs. She also made the Board aware that next month will be the vote for the accounts receivable charge offs and the budget for the upcoming fiscal year.

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, May 19, 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 19th day of May, 2021.

WILLIAM V. SMART, SECRETARY

(SEAL)