

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, JUNE 16, 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, June 16, 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, Commissioner Joe Farr, Commissioner Angelina Jones and Steve North, Attorney

Absent: Vice-Chairman Rick Miller and Commissioner Beverly Lewis

Also present were: William Smart, MHA Executive Director; Janet Sanderford, Administrative Director; Jason Roubique, Construction Project Manager; Cheryl Farmer, Operations Director; 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, June 16, 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 June 9, 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 Joe Farr 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. Mr. William Smart reported on the May crime incidents in Corporal Kwasic Heckard's absence. Mr. Smart also expressed that the agency plans to have Entergy placed on the company's insurance to install cameras on various properties.

Chairman Hinchliffe acknowledged that it was time for the re-appointment of Commissioner Angelina Jones as Resident Commissioner. Mr. Steve North officiated as Ms. Jones took her oath for the renewal of her five-year term.

Chairman Hinchliffe then moved on to the first topic of discussion, a request for permission to accept the low bid from D & L of Ouachita for the reconstruction of burn units at Foster Heights and Breece/Lock. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3819

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE LOW BID FROM D& L OF OUACHITA IN THE AMOUNT OF \$309,000 FOR THE RECONSTRUCTIONS OF BURN UNITS AT FOSTER HEIGHTS AND BREECE/LOCK.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to accept the low bid in the amount of \$309,000 from D & L of Ouachita for reconstruction of the burn units located at 1914 Ruth Street, 2925 Barrington Drive (Apt. A), and 21 Breece Circle (Apt. A) is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, & Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe then introduced the next topic, a review of the accounts receivable write-offs. After discussion, Commissioner Joe Farr introduced the following resolution:

RESOLUTION # 3820

A RESOLUTION APPROVING ACCOUNTS RECEIVABLE WRITE-OFFS FOR THE FISCAL YEAR ENDING JUNE 30, 2021.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the accounts receivable write-offs for the fiscal year ending June 30, 2021, is hereby approved.

BE IT FURTHER RESOLVED that these write-offs include uncollectible amounts on any additional move-outs as of this date through June 30, 2021.

Summary of balances to be written off so far:

Properties	Year	Count	Write-Off Balance
Public Housing	2021	119	\$168,645.54
Retirement	2021	12	\$2,295.30
Section 8	2021	24	\$53,820.74
Total	2021	184	\$224,761.58

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, & Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe moved on to the next topic, a review of the proposed public housing operating budget for the fiscal year ending June 30, 2022. After discussion, Commissioner Jones introduced the following resolution:

RESOLUTION # 3821

**A RESOLUTION APPROVING THE OPERATING BUDGET FOR
PUBLIC HOUSING FOR THE FISCAL YEAR ENDING JUNE 30, 2022.**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the public housing operating budget for fiscal year ending June 30, 2022, is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, & Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe then moved on to the final topic, a review of the proposed Section 8 budget for the fiscal year ending June 30, 2022. After discussion, Commissioner Joe Farr introduced the following resolution:

RESOLUTION # 3822

**A RESOLUTION APPROVING THE OPERATING BUDGET FOR
SECTION 8 FOR THE FISCAL YEAR ENDING JUNE 30, 2022.**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the Section 8 operating budget for fiscal year ending June 30, 2022, is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, & 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 that Monroe Housing Authority would be participating in the Sleeves Up Campaign hosted by The Louisiana Department of Health and HUD regarding COVID-19 vaccinations. 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 insurance proceeds.

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, June 16, 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 16th day of June, 2021.

WILLIAM V. SMART, SECRETARY

(SEAL)