

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, JULY 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, July 21, 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; Cheryl Farmer, Operations Director; Shelva Thomas, Human Resources Manager; Naomi Jackson, Section 8 Director; and Allison Payne, Executive Administrative Assistant

Also in attendance were: Corporal Kwasic Heckard, Monroe Police Department; Diane Mulhearn, Bancorp South; and Myeasha Gatson, Property Manager

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, July 21, 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 July 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 Joe Farr 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. Corporal Kwasic Heckard reported on the June crime incidents. He also stated that the police department has been hosting town hall meetings at each district of the city, and he invited our agency to attend. Jason Roubique also notified Corporal Heckard that our agency is in the process of installing video cameras at the various properties. Chairman Hinchliffe thanked Corporal Heckard and he left the meeting.

Chairman Hinchliffe then introduced the guest speakers, Diane Mulhearn of Bancorp South and Myeasha Gatson, property manager for Preservation Mills to discuss the Homeownership Program. Ms. Mulhearn and Ms. Gatson discussed the structure of the program and presented their request to have funds allocated for program costs and assistance with down payment and closing costs.

Chairman Hinchliffe then moved on to the first topic of discussion, a request for permission to allocate funds for associated program costs and to provide participants with assistance with down payment and closing costs. After discussion, Commissioner Joe Farr introduced the following resolution:

RESOLUTION # 3823

A RESOLUTION REAUTHORIZING PERMISSION FOR MONROE HOUSING AUTHORITY TO ALLOCATE FUNDS IN THE AMOUNT OF \$50,000.00 FOR A HOMEOWNERSHIP PROGRAM

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that authorization for the Monroe Housing Authority to allocate funds in the amount of \$50,000.00 for use for a Homeownership Program is hereby approved; and, **BE IT RESOLVED** that these funds shall be used to pay for associated program costs and to provide program participants with funds to assist with down payment and closing costs; and **BE IT RESOLVED** that the funds are to be used solely to facilitate homeownership for participants in Monroe Housing Authority's Public Housing and Housing Choice Voucher (Section 8) Programs; and, **BE IT RESOLVED** that each home purchased must be located within the City Limits of the City of Monroe, Louisiana; and **BE IT FURTHER RESOLVED** that contributions are not to exceed \$2,000.00 per participant.

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 Joe Farr, & Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe then introduced the next topic, a request for permission to accept the low bid from Don Leach Construction for the exterior renovation project at McKeen Plaza. After discussion, Commissioner Jones introduced the following resolution:

RESOLUTION # 3824

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE LOW BID FROM DON LEACH CONSTRUCTION IN THE AMOUNT OF \$1,778,000 FOR THE EXTERIOR RENOVATION PROJECT AT MCKEEN PLAZA.

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 \$1,778,000 from Don Leach Construction for the McKeen Plaza exterior renovations project 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 Joe Farr, & Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe moved on to the next topic, to discuss the retirement of Kelly Farmer. After discussion, Commissioner Jones introduced the following resolution:

RESOLUTION # 3825

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS BE PAID TO KELLY FARMER

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Kelly Farmer has submitted her six-month notice dated July 7, 2021.

NOW BE IT FURTHER RESOLVED that Kelly Farmer will become eligible to receive full retirement benefits upon her retirement date of January 7, 2022.

BE IT FURTHER AUTHORIZED that Kelly Farmer 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 Vice-Chairman Miller and carried the following vote:

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

NAYS: None

Chairman Hinchliffe then presented the final topic of discussion, a request to approve the change order #1 for the Frances Tower Exterior Renovation project. After discussion, Vice-Chairman Miller introduced the following resolution:

RESOLUTION # 3826

A RESOLUTION AUTHORIZING THE CHANGE ORDER #1 FROM ARCHITECTURE ASSOCIATES IN THE AMOUNT OF \$134,787.85 FOR THE FRANCES TOWER EXTERIOR RENOVATION 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 #1 from Architecture Associates in the amount of \$134,787.85 for the Frances Tower Exterior Renovation project 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 Joe Farr, 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 two applicants have been selected to receive the Frank Wilcox Scholarship. Mr. Smart then updated the Board on the new hire at Burg Jones Plaza, a co-manager position to accommodate for the size of the property. Mr. Smart also presented the new uniforms and decals for maintenance staff and vehicles to remarket the agency. Lastly, Mr. Smart provided the agency update regarding vacancies and rent roll averages, and he also mentioned the onboarding of new hires from part-time to full-time.

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 as of year-end. Ms. Sanderford reviewed some of the high points and remarked that the bottom line still looks good.

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, July 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 July, 2021.

WILLIAM V. SMART, SECRETARY

(SEAL)