

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA, HELD  
ON THURSDAY, JANUARY 9, 2020

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Regular Session at 2:00 P.M. on Thursday, January 9, 2020, at the office of the Housing Authority of the City of Monroe, Louisiana, located at 300 Harrison Street, Monroe, Louisiana 71201.

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, and Commissioner Beverly Lewis

Absent: Commissioner Patricia Gix

Also present were: William Smart, MHA Executive Director; Cheryl Farmer, Operations Manager; Karen Crowell, Deputy Director; Janet Sanderford, Administrative Director; Janet Wells, Planning and Development Consultant; Naomi Jackson, Director of Section 8; Kara Jenkins, Executive Staff Officer; and Steve North, Attorney

Guests in attendance were: Sergeant Mickey Tucker, of Monroe Police Department; Miranda Restovic, President/Executive Director of LA Endowment for the Humanities (LEH); Jared White, Director of Special Projects at LEH; Steve Hall, President of ARCO Builders; and Ashton Russell, of ARCO Builders

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. Patricia Gix, Commissioner  
Ms. Beverly V. Lewis, Commissioner  
Mr. James A. Rountree, Attorney  
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 Thursday, January 9, 2020, at the office of the Housing Authority of the City of Monroe, located at 300 Harrison Street, Monroe, Louisiana 71201 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

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HAL HINCHLIFFE, CHAIRMAN  
kj/hh

Dated this January 6, 2020

Chairman Hal Hinchliffe called the meeting to order, and William Smart was asked to open the meeting with a prayer.

Chairman Hinchliffe asked the board for any comments regarding the December meeting. There were none, and Commissioner Joe Farr introduced a motion to approve the minutes of the previous meeting. Commissioner Beverly Lewis seconded the motion, and it carried unanimously.

Chairman Hinchliffe greeted the guests in attendance. He presented Sergeant Mickey Tucker with a cupcake for Law Enforcement Appreciation Day, expressing gratitude for the work that Sgt. Tucker has done for MHA. Chairman Hinchliffe then asked Sgt. Tucker to provide an update on crime statistics. Sgt. Tucker thanked him for the kind sentiments and went into his report, informing the Board that there had been some shootings involving 14 and 15-year old children. He also mentioned that they were entering

parade season, with 3 parades next month. Chairman Hinchliffe thanked him for the update, and Sgt. Tucker left the meeting.

Chairman Hinchliffe gave the floor over to Miranda Restovic and the Prime Time team for their presentation. Ms. Restovic provided the Board with an update of their successes. She mentioned that MHA was their first partner in the area and shared that Robinson Place (RP) holds a special place in their hearts since it was their first location. She explained that they have reached maximum capacity in the existing space at RP and presented options for expansion that would allow them to accommodate more children in their Head Start program. The options involved the temporary lease of a modular building or construction of an addition to the existing building for a more permanent solution to provide 3 additional classrooms, community space, and a kitchen. Chairman Hinchliffe thanked Ms. Restovic and her associates for sharing the information, and the guests left the meeting.

Chairman Hinchliffe acknowledged that the first topic for discussion was regarding Prime Time's proposal of expansion options. During the conversation, the Board agreed that they were comfortable allowing Prime Time to utilize the lot next to the existing building as requested in their proposal. Chairman Hinchliffe suggested and the Board agreed that they table the decision regarding construction of the addition or lease of a modular until they look into the situation a little more. Steve North requested a copy of the existing Head Start lease agreement. Cheryl Farmer suggested making sure that lot wasn't planned for a park or other community amenity as part of Robinson Place II. Karen Crowell committed to do some research to see if there were any Federal dollars that could be attributed to the project.

Chairman Hinchliffe then introduced the next discussion, a request for permission to extend the waste disposal contract with Waste Connection of Louisiana for an additional 12-month period as allowed for in the contract. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3753**

**A RESOLUTION AUTHORIZING EXTENSION OF THE WASTE DISPOSAL CONTRACT WITH WASTE CONNECTIONS OF LOUISIANA FOR AN ADDITIONAL 12 MONTH PERIOD STARTING FEBRUARY 1, 2020, FOR PROJECTS LA 6-1 THROUGH 6-5, 6-11, 6-13, CLAIBORNE CREEK, AND OUACHITA GRAND PLAZA.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that extension of the waste disposal contract with Waste Connections of Louisiana for an additional 12-month period starting February 1, 2020, as allowed for in the contract, is hereby approved.

The above resolution was seconded by Vice-Chairman Rick Miller and carried the following vote:

**AYES:** Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, and Commissioner Beverly Lewis

**NAYS:** None

Chairman Hinchliffe then shifted to the report section of the meeting, asking Mr. Smart to provide updates. Mr. Smart informed the Board that we are hiring Adam from Morris & Young to develop a new website for MHA. He added that policy and procedures were being updated and that the Jobs Plus program is going well. Mr. Smart reviewed the vacancy reports, remarking that public housing was 96% full and retirement communities were at 99%. He went over the rent roll analysis, stating that the numbers were good, and addressed the employee report, commenting that MHA currently had a total of 127 employees. Commissioner Farr asked about the status of the maintenance department. Mr. Smart shared that a Maintenance Foreman and some other maintenance employees had been hired.

Chairman Hinchliffe then asked Janet Wells to go over the construction report. Ms. Wells informed the Board that renovations at Johnson and Carver had been completed. She shared that there would be deductive change orders next month because expenses were below the contracted budget. She mentioned that we were placing a roof warranty claim at McKeen Plaza. Ms. Wells also provided an update on construction at Preservation Mills, stating that they were making good progress and adding that demolition of 5 more houses on lots in the neighborhood were scheduled. She mentioned that cameras were approved by the city and would be installed on utility poles on all of the properties.

Chairman Hinchliffe then asked Janet Sanderford to go over the financial reports. Ms. Sanderford stated that the financials were good and proceeded to hit the high points. Chairman Hinchliffe asked if there was anything else that needed to be addressed. There being no further business, he adjourned the meeting.

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HAL HINCHLIFFE, CHAIRMAN

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WILLIAM V. SMART, SECRETARY

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 Regular Meeting of the Board of Commissioners of said Authority held on Thursday, January 9, 2020, 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 9<sup>th</sup> day of January, 2020.

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WILLIAM V. SMART, SECRETARY

(SEAL)