

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, DECEMBER 4, 2019

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session for a joint meeting with the Properties for Retired and Family Living Board at 11:30 A.M. on Wednesday, December 4, 2019, at the Lotus Club, Premier Room, located at 130 DeSiard Street, Suite 901, Monroe, Louisiana 71201.

Board members present were: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

Board member absent: Vice-Chairman Rick Miller

Also present were: William Smart, MHA Executive Director; Karen Crowell, Deputy Director; Cheryl Farmer, Director of Operations; Janet Sanderford, Administrative Director; Janet Wells, Planning and Development Consultant; and Kara Jenkins, Executive Staff Officer

Guests from the Properties for Retired and Family Living Board were: Lynda McGehee, Gladys Smith-Coward, Sharon Taylor, and Marieanne Hereford

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. 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 Special Session at 11:30 A.M. on Wednesday, December 4, 2019, meeting jointly with the Properties for Retired and Family Living Board at the Lotus Club, Premier Room, located at 130 DeSiard Street, Suite 901, Monroe, Louisiana 71201 for the following purposes:

1. Approve minutes of previous meeting
2. Any other business that may come before the board

HAL HINCHLIFFE, CHAIRMAN
kj/hh

Dated this November 27, 2019

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 November 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 then introduced the first topic for discussion, a request for permission to advertise for bids for lawn service contracts. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3748

**A RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE
FOR BIDS FOR LAWN SERVICES FOR VARIOUS SITES**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request for permission to advertise for bids for lawn service contracts for various sites is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe introduced a request for permission to advertise for bids for the Architecture and Engineering (A&E) contracts. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3749

A RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE FOR BIDS FOR THE ARCHITECTURE AND ENGINEERING CONTRACTS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request for permission to advertise for bids for A&E (architecture and engineering) contracts is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe moved on to address a request for permission to advertise for the vacant unit turn around contract. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3750

A RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE FOR BIDS FOR THE VACANT UNIT TURN AROUND CONTRACT

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request for permission to advertise for bids for the vacant unit turn around contract is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe introduced a request for permission to pay retirement benefits to David Gardner, an inspector in the Section 8 group. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3751

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS TO BE PAID TO DAVID GARDNER

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that David Gardner submitted his required six-month notice dated December 3, 2019.

NOW, BE IT FURTHER RESOLVED that David Gardner will become eligible to receive full retirement benefits upon his retirement date of June 26, 2020.

BE IT FURTHER AUTHORIZED that David Gardner will receive payment for up to 300 hours balance of annual leave plus one-half of sick leave balance in one lump sum at his time of retirement.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe moved on to a request for permission to pay retirement benefits to Calvin Green, a maintenance employee at Burg Jones Lane. After discussion Commissioner Lewis introduced the following resolution:

RESOLUTION # 3752

**A RESOLUTION AUTHORIZING RETIREMENT BENEFITS
BE PAID TO CALVIN GREEN**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Calvin Green submitted his required six-month notice dated December 4, 2019.

NOW, BE IT FURTHER RESOLVED that Calvin Green will become eligible to receive full retirement benefits upon his retirement date of June 4, 2020.

BE IT FURTHER AUTHORIZED that Calvin Green will receive payment for up to 300 hours balance of annual leave plus one-half of sick leave balance in one lump sum at his time of retirement.

The above Resolution was seconded by Commissioner Gix and carried the following vote:

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Patricia Gix, 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 shared that there would be abbreviated reporting this meeting due to the joint meeting of the Boards. He stated that the vacancy and employee reports were included in the packet for anyone who would like to see them. He then asked Janet Wells to briefly go over the construction report. Ms. Wells stated that the Johnson and Carver renovations were wrapping up. She mentioned that the renovation of Miller Square was underway and that the HVAC conversion at McKeen Plaza would soon be started as well.

Chairman Hinchliffe then asked for an update on the financial reports. Janet Sanderford stated that she had financial reports available for anyone interested in seeing the details. Chairman Hinchliffe moved on to the accomplishments report, asking Karen Crowell to provide an update. Ms. Crowell directed everyone's attention to the brochures listing MHA's accomplishments.

Chairman Hinchliffe wished everyone a happy holidays and commended Mr. Smart and the staff for a job well done. Chairman Hinchliffe asked if there was anything else that needed to be addressed. There being no further business, Chairman Hinchliffe adjourned the meeting.

HAL HINCHLIFFE, CHAIRMAN

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 Wednesday, December 4, 2019, 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 4th day of December, 2019.

WILLIAM V. SMART, SECRETARY

(SEAL)