

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, FEBRUARY 13, 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, February 13, 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 Patricia Gix

Absent: Commissioner Beverly Lewis

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; Naomi Jackson, Director of Section 8; Kara Jenkins, Executive Staff Officer; Steve North, Attorney; and Jim Rountree, Attorney.

Guests in attendance were: Sergeant Mickey Tucker, of Monroe Police Department; Tim Green, CPA from Allen, Green, & Williamson, LLP; and Doug Crawford, of Crawford Environmental Services.

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, February 13, 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

HAL HINCHLIFFE, CHAIRMAN
kj/hh

Dated this February 5, 2020

Vice-Chairman Rick Miller called the meeting to order, and William Smart was asked to open the meeting with a prayer.

Vice-Chairman Miller asked Sgt. Tucker to provide an update on crime statistics. Sgt. Tucker reported that crime was down a little and shared that parade season was going well. He informed the Board that Chief Ellis had retired due to some health concerns and that Monroe PD has a new Interim Chief, Reggie Brown. Sgt. Tucker stated that he expected Chief Brown to attend the next MHA board meeting. He added that they had 2 recruits in the Academy and were bringing in officers from other areas as well. Mr. Smart mentioned that we would be getting some addresses to Sgt. Tucker regarding drug activity around Preservation Mills, the 3rd and 4th Street development currently under construction. Sgt. Tucker responded that they would increase patrols in that area. Mr. Smart thanked him for the update, and Sgt. Tucker left the meeting.

Vice-Chairman Miller asked the board for any comments regarding the January meeting. There were none, and Commissioner Joe Farr introduced a motion to approve the minutes of the previous meeting. Commissioner Patricia Gix seconded the motion, and it carried unanimously.

Vice-Chairman Miller gave the floor over to Tim Green of Allen, Green, & Williamson LLP (AGW) for the audit presentation. Mr. Green shared that he was filling in for Amy Tynes, the CPA in charge of the MHA audit. He stated that the overall financial condition is good, explaining that his firm had reviewed the financials and found no significant deficiencies or material weaknesses. AGW gave MHA a clean opinion, which is the best you can get. Mr. Green passed out a 5-year income statement summary and hit the highlights. He stated that grants were making a difference in our numbers year-over-year. He also mentioned that we had transferred some money out of the Facilities Corp. Janet Sanderford added that the numbers looked a little different because the costs affiliated with the construction of Robinson Place II was paid out, but financing would soon be established, which would replace those funds. Chairman Hinchliffe, who had joined the meeting early on in the presentation, thanked Mr. Green for sharing the audit findings.

Chairman Hinchliffe then acknowledged that the first topic for discussion was a request for acceptance of the audit. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3754

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE AUDIT FOR THE FISCAL YEAR ENDED JUNE 30, 2019, AS PRESENTED BY CERTIFIED PUBLIC ACCOUNTANTS FROM ALLEN GREEN & WILLIAMSON, LLP, SUBJECT TO FINAL APPROVAL BY LEGISLATIVE AUDITORS WITH NO SUBSTANTIVE CHANGES.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the audit for the fiscal year ended June 30, 2019, as presented by Certified Public Accountants from Allen Green & Williamson, LLP is hereby accepted, subject to final approval by legislative auditors with no substantive changes.

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, and Commissioner Patricia Gix

NAYS: None

Chairman Hinchliffe introduced the next discussion, a request for approval of a deductive change order for Carver Interior Renovations. After discussion, Commissioner Gix introduced the following resolution:

RESOLUTION # 3755

A RESOLUTION APPROVING A DEDUCTIVE CHANGE ORDER IN THE AMOUNT OF \$156,003 FOR CARVER INTERIOR RENOVATIONS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that change order # 3 with S. Cook Construction, LP, for Carver Interior Renovations, project # 18CFP602.03, is hereby approved.

BE IT FURTHER RESOLVED that change order # 3 decreased the contracted amount by \$156,003 due to revisions in the scope of work that resulted in project expenses falling below initial expectations.

Summary of activity on the Carver Interior Renovations contract:

Original contract sum	\$ 1,845,000.00
<u>Net change by previously authorized change orders</u>	<u>\$ 229,700.00</u>
Contract sum prior to this change order	\$ 2,074,700.00
<u>Amount of this change order (# 3)</u>	<u>\$ (156,003.00)</u>
Final contract sum	\$ 1,918,697.00

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, and Commissioner Patricia Gix

NAYS: None

Chairman Hinchliffe moved on to a deductive change order request for Johnson Interior Renovations. After discussion, Commissioner Gix introduced the following resolution:

RESOLUTION # 3756

A RESOLUTION APPROVING A DEDUCTIVE CHANGE ORDER IN THE AMOUNT OF \$111,388 FOR JOHNSON INTERIOR RENOVATIONS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that change order # 3 with S. Cook Construction, LP, for Johnson Interior Renovations, project # 18CFP602.02, is hereby approved.

BE IT FURTHER RESOLVED that change order # 3 decreased the contracted amount by \$111,388 due to revisions in the scope of work that resulted in project expenses falling below initial expectations.

Summary of activity on the Johnson Interior Renovations contract:

Original contract sum	\$ 1,485,000.00
<u>Net change by previously authorized change orders</u>	<u>\$ 0.00</u>
Contract sum prior to this change order	\$ 1,485,000.00
<u>Amount of this change order (# 3)</u>	<u>\$ (111,388.00)</u>
Final contract sum	\$ 1,373,612.00

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, and Commissioner Patricia Gix

NAYS: None

Chairman Hinchliffe then introduced a request for approval of a change order for McKeen’s HVAC Conversion. Mr. Smart asked Janet Wells to explain the need for additional funding. Commissioner Farr abstained from the vote due to his external business interactions with the contractor, Byrnes Mechanical. After discussion, Vice-Chairman Miller introduced the following resolution:

RESOLUTION # 3757

A RESOLUTION APPROVING CHANGE ORDER # 1, IN THE AMOUNT OF \$65,374, TO BYRNES MECHANICAL CONTRACTORS FOR MCKEEN HVAC RENOVATIONS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that change order # 1, in the amount of \$65,374, to Byrnes Mechanical Contractors for McKeen HVAC Renovations, project # 19CFP613.01, is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, and Commissioner Patricia Gix

NAYS: None

Chairman Hinchliffe directed attention to the next discussion point, a request for permission to submit an application for the HUD EnVision Center Demonstration. Mr. Smart asked Karen Crowell to share a little bit about the program. After discussion, Commissioner Gix introduced the following resolution:

RESOLUTION # 3758

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO SUBMIT AN APPLICATION TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) ON BEHALF OF MILLER SQUARE FOR THE ENVISION CENTER DEMONSTRATION PROGRAM.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the request to submit an application to the Department of Housing and Urban

Development (HUD) on behalf of Miller Square for the EnVision Center Demonstration, is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, and Commissioner Patricia Gix

NAYS: None

Chairman Hinchliffe then moved on to a request for permission to grant Prime Time authorization to place a modular building next to Robinson's Head Start building. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3759

A RESOLUTION AUTHORIZING PRIME TIME, INC. TO PLACE A MODULAR BUILDING ON THE LOT ADJACENT TO THE EXISTING FACILITY FOR EXPANSION OF THE ROBINSON PLACE HEAD START PROGRAM.

WHEREAS, Prime Time, Inc. shall be responsible for acquisition of the custom-built modular space to match the existing building exterior.

WHEREAS, Prime Time, Inc. shall retain all financial obligations involved in the temporary addition, including payment for lease of the modular building and the expense for obtaining and maintaining appropriate insurance coverage during the installation period as well as ongoing general liability coverage for the duration of facility utility.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that expansion of the Robinson Place Head Start facility through placement of a modular building adjacent to the current structure 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, and Commissioner Patricia Gix

NAYS: None

Chairman Hinchliffe shifted to the report section of the meeting, asking Mr. Smart to provide updates. Mr. Smart informed the Board that we were putting in additional parking at Chauvin Pointe. He mentioned that security measures were being taken at the property management offices, stating that panic buttons had been installed and physical barriers were being built to separate the managers' offices from the resident-accessible areas. He added that an HVAC guy had been hired and that they planned to add more. Mr. Smart shared that McKeen Plaza had been a pilot for accepting debit cards at our locations and that it was going well. Commissioner Farr asked if we were charging the resident for the debit card fee, and Janet Sanderford committed to find out and let him know. Mr. Smart discussed the training that MHA leadership had attended, stating that they brought back some information that would be implemented.

Mr. Smart reviewed the vacancy reports, remarking that public housing was 97.5% full and retirement communities were at 99%. He went over the rent roll analysis, stating that the numbers were consistent with previous months. Since Sgt. Tucker had already addressed crime, Mr. Smart moved on to address the employee report, commenting that we had moved some people from WeStaff to MHA payroll but the totals did not change.

Chairman Hinchliffe asked Janet Wells to review the construction report. Ms. Wells mentioned that the updated report was included in the packet but chose to forego further discussion for now, stating that they had already hit most of the important points as they discussed the change orders.

Chairman Hinchliffe then asked Janet Sanderford to go over the financial reports. Ms. Sanderford stated that the financials were looking good overall for Public Housing as well as Section 8. She referenced the location of the financial reports in the board packet and reminded everyone that they could contact her any time with questions.

Jim Rountree joined the meeting, and Chairman Hinchliffe called an Executive Session. Tim Green, Janet Sanderford, Naomi Jackson, and Kara Jenkins left the room, and Doug Crawford was admitted. After discussion, the Executive Session was concluded and employees were invited back to the meeting. Commissioner Farr introduced the following resolution:

RESOLUTION # 3760

A RESOLUTION AUTHORIZING WILLIAM SMART TO INFORM JC LEWIS CONSTRUCTION, THE CONTRACTOR FOR MILLER SQUARE RENOVATION, THAT THE CONTRACT WILL BE SUSPENDED UNTIL FURTHER NOTICE.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that suspension of the contract for Miller Square Renovations, project # 19CFP610.01, 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, and Commissioner Patricia Gix

NAYS: None

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

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, February 13, 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 13th day of February, 2020.

WILLIAM V. SMART, SECRETARY

(SEAL)