

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD ON THURSDAY, MARCH 12, 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, March 12, 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 Patricia Gix, and Commissioner Beverly Lewis

Absent: Commissioner Joe Farr

Also present were: William Smart, MHA Executive Director; 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; Steve North, Attorney; Jim Rountree, Attorney; and Sergeant Mickey Tucker, of Monroe Police Department.

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, March 12, 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 March 3, 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 February meeting. There were none, and Vice-Chairman Rick Miller introduced a motion to approve the minutes of the previous meeting. Commissioner Patricia Gix seconded the motion, and it carried unanimously.

Chairman Hinchliffe asked Sgt. Tucker to provide an update on crime statistics. Sgt. Tucker let everyone know that Chief Brown had a prior engagement but will try to be at the next meeting. He stated that Coronavirus is scaring everyone and that precautions need to be taken to stay safe. Sgt. Tucker then discussed some of the criminal activity on or near our properties. He shared that there had been some drug activity on S 12th Street and that they were still trying to curb the vandalism on S. 3rd & 4th Streets. Chairman Hinchliffe thanked him for the update, and Sgt. Tucker left the meeting.

Chairman Hinchliffe mentioned that today was a special day because it was time for the renewal of Commissioner Beverly Lewis' board appointment. Attorney Steve North officiated in the ceremony, informing the Board that Mayor Mayo had appointed Commissioner Lewis for another term. He then led

her through taking the oath. Everyone congratulated Commissioner Lewis and thanked her for her service to the Board.

Chairman Hinchliffe then introduced the first topic for discussion, a request for approval of the annual PHA Agency Plan. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3761

A RESOLUTION APPROVING THE ANNUAL PHA AGENCY PLAN.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the annual PHA Agency Plan 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 Patricia Gix, & Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe moved on to the next topic, a request for approval of change order #2 for Burg Jones Office Renovations. After discussion, Commissioner Gix introduced the following resolution:

RESOLUTION # 3762

A RESOLUTION AUTHORIZING CHANGE ORDER # 2 FOR BURG JONES LANE OFFICE RENOVATION, PROJECT # 18CFP606.01.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that change order # 2, in the amount of \$6,696.50, from Advantage Roofing Construction of LA, Inc. for Project # 18CFP606.01, Burg Jones Lane Office Renovation, 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 Patricia Gix, & Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe transitioned to a change order request for Preservation Mills. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3763

A RESOLUTION AUTHORIZING CHANGE ORDER # 2 FOR PRESERVATION MILLS CONSTRUCTION, PROJECT # 18PRM3N4.02.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that change order # 2, in the amount of \$9,978.00, from D & L of Ouachita, Inc. for Project # 18PRM3N4.02, Preservation Mills Construction, 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 Patricia Gix, & Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe then brought up a request for permission to award lawn maintenance contracts for various properties. After discussion, Vice-Chairman Miller introduced the following resolution:

RESOLUTION # 3764

A RESOLUTION AWARDING LAWN MAINTENANCE CONTRACTS FOR VARIOUS LOCATIONS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the following low bids be accepted and lawn maintenance contracts be awarded for these specified properties:

<u>Contractor</u>	<u>Bid Amount</u>	<u>Property</u>
KC Lawn Service	\$ 5,370.00	Alabama Place
US Lawns	\$ 56,300.00	Burg Jones Lane
Perfect Cut	\$ 5,900.00	Frances Tower
KC Lawn Service	\$ 5,436.78	S. 3 rd & 4 th St. vacant lots
KC Lawn Service	\$ 6,941.20	Preservation Mills

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Patricia Gix, & Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe introduced the next topic for discussion, an update regarding the vacant unit turnaround contract renewal. Mr. Smart asked Janet Wells to provide information to the Board. Ms. Wells directed everyone’s attention to the purchase approval request form in the board packet which showed the 3 companies who submitted proposals and the corresponding amounts. At \$10,814.90, Timothy’s Precision Cleaning came in well below the price of the other two. Due to the amount of the contract, board approval was not required, but the information was provided to the Board since permission to advertise for the contract was previously approved by them.

Chairman Hinchliffe asked Mr. Smart to provide information on the Public Officials insurance coverage. Mr. Smart shared that a policy had been drawn to cover the board and MHA management in the event of lawsuits or liability affecting public officials or employment practices. He informed the Board that the expense for the coverage did not require board approval but that he wanted them to know that protection had been acquired.

Chairman Hinchliffe shifted to the report section of the meeting, asking Mr. Smart to provide updates. Mr. Smart informed the Board that we are looking for ways to make our processes more automated. He mentioned that we will be accepting rent electronically through debit card processing and MoneyGram. Janet Sanderford interjected that the pilot program at McKeen Plaza was going well and that they would be setting up the debit card payment option at Frances Tower next. Mr. Smart also stated that we would be putting trackers on the trucks.

Mr. Smart reviewed the vacancy reports, reporting that public housing was 98% full and the retirement communities were at 99%. He went over the rent roll analysis, stating that the numbers had increased \$4,000 over the previous month. Mr. Smart moved on to address the employee report, commenting that we had added a couple of maintenance guys.

Mr. Smart asked Janet Wells to review the construction report. Ms. Wells informed the board that the McKeen HVAC conversion was going smoothly and was on-schedule. She mentioned that we are waiting on a report for Frances Tower’s weatherproofing project. Ms. Wells stated that getting cameras at all of our locations continued to be a struggle. Mr. Smart interjected shared sentiments, adding that obtaining approval from the City had taken longer than expected. Ms. Wells clarified that the most recent obstacle came from Entergy but they were trying to find a resolution.

Ms. Wells went on to provide an update on Preservation Mills, stating that the first 5 houses will be done April 23rd. She mentioned that Karen Crowell was preparing for the ribbon cutting. Commissioner Lewis asked about the problems they had been having in the 3rd and 4th Street area. Ms. Wells confirmed that they are still having trouble with vandalism but that Monroe Police Department had committed to stepping up patrols in the area to try to deter such activities. Commissioner Lewis commented that the security cameras would probably also help with that.

Mr. Smart then asked Janet Sanderford to go over the financial reports. Ms. Sanderford stated that the financials were good. She mentioned that there were three payday in January, so the numbers looked a little skewed. She also reported that Section 8 was doing well.

Chairman Hinchliffe asked about how MHA was dealing with the Coronavirus. Mr. Smart shared that flyers had been distributed to employees and residents expressing the importance of cleaning surfaces,

washing hands, and using hand sanitizer. Commissioner Lewis asked if residents were required to report if they have a confirmed case of the virus. Mr. Smart stated that employees were asking those questions before entering units to address maintenance work orders but that we had no way to know for sure that residents would share that information freely.

Chairman Hinchliffe asked about Robinson Place II. Janet Sanderford explained that Citibank was processing a loan conversion; she also provided information about how the financials were originally structured. Mr. Smart asked Janet Wells to update the Board on the construction side of Robinson II. Ms. Wells shared that Brockman Builders and TBA Studios were taking care of some issues and fixing the brick issue.

Chairman Hinchliffe called an Executive Session, and Janet Sanderford, Naomi Jackson, Cheryl Farmer, Karen Crowell, and Kara Jenkins left the room. After discussion, the Executive Session was concluded and employees were invited back to the meeting. Chairman Hinchliffe stated that Jim Rountree would provide the wording for the following resolution:

RESOLUTION # 3765

A RESOLUTION AUTHORIZING WILLIAM SMART TO INFORM J.C. LEWIS CONSTRUCTION, THE CONTRACTOR FOR MILLER SQUARE RENOVATION, THAT MHA WILL ENGAGE AN ABATEMENT CONTRACTOR.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that permission to engage an abatement contractor for Miller Square Renovations, project # 19CFP610.01, is hereby approved.

BE IT FURTHER RESOLVED that Executive Director William Smart is hereby authorized to notify J.C. Lewis Construction that these actions are being taken and that once the construction site has been “environmentally cleaned,” MHA will notify J.C. Lewis Construction to resume work.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Patricia Gix, & Commissioner Beverly Lewis

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, March 12, 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 12th day of March, 2020.

WILLIAM V. SMART, SECRETARY

(SEAL)