

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA, HELD  
ON THURSDAY, JUNE 13, 2019

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, June 13, 2019, 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: Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

Absent: Chairman Hal H. Hinchliffe

Also, present were: William Smart, MHA Executive Director; Frank L. Wilcox, Outgoing Executive Director; Karen Crowell, Deputy Director; Janet Sanderford, Administrative Director; Janet Wells, Planning and Development Director; Kara Jenkins, Executive Staff Officer; Jim Rountree, Attorney; and Steve North, Attorney

Guests in attendance were: Sergeant Mickey Tucker, of Monroe Police Department, and Tim Green, CPA from Allen, Green, & Williamson.

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. Patricia Gix, Commissioner  
Ms. Beverly V. Lewis, Commissioner  
Mr. James A. Rountree, 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, June 13, 2019, 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
2. Any other business that may come before the Board

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HAL HINCHLIFFE, CHAIRMAN  
kj/hh

Dated this June 9, 2019

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

Vice-Chairman Miller asked the board for any comments regarding the April 30, 2019, 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.

Vice-Chairman Miller called on Sgt. Mickey Tucker to provide an update on crime statistics. Sgt. Tucker informed the Board that crime usually increases during the summer months because young people are out of school, but he added that crime rates at our properties are not bad as compared with other properties in the area. He mentioned that Monroe Police Department was in the process of hiring additional officers. Vice-Chairman Miller thanked Sgt. Tucker for the update, and he left the meeting.

Vice-Chairman acknowledged Tim Green, CPA from Allen, Green, & Williamson. Mr. Green stated that he did not have anything to report but decided to attend Mr. Smart's first board meeting as Executive Director of Monroe Housing Authority. Vice-Chairman Miller welcomed Mr. Wilcox back to the board meeting in a guest capacity. Mr. Wilcox thanked everyone for the retirement party coordinated in his

honor. He commented on how much it meant to him that so many people showed up to acknowledge the accomplishments of his 43 years at Monroe Housing Authority.

Vice-Chairman Miller introduced the first topic for discussion from the agenda by stating that it was time to designate William Smart as Secretary of the Board. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION # 3716**

**A RESOLUTION DESIGNATING WILLIAM V. SMART AS SECRETARY OF THE BOARD OF COMMISSIONERS FOR MONROE HOUSING AUTHORITY.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that designation of William V. Smart as Secretary of the Board is hereby approved.

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

**AYES:** Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

**NAYS:** None

Vice-Chairman Miller moved on to discuss a donation to Ouachita Council on Aging. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3717**

**A RESOLUTION AUTHORIZING A DONATION IN THE AMOUNT OF \$25,000 TO OUACHITA COUNCIL ON AGING TO ASSIST IN MEETING THE NEEDS OF SENIOR RESIDENTS.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the donation of \$25,000 to Ouachita Council on Aging is hereby approved.

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

**AYES:** Vice-Chairman Rick Miller, Commissioner Patricia Gix, and Commissioner Beverly Lewis

**NAYS:** None

**ABSTAINS:** Commissioner Joe Farr

Vice-Chairman Miller directed attention to a request to approve accounts receivable write-offs for this year. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3718**

**A RESOLUTION APPROVING ACCOUNTS RECEIVABLE WRITE-OFFS FOR THE FISCAL YEAR ENDING JUNE 30, 2019.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that accounts receivable write-offs for the fiscal year ending June 30, 2019, are hereby approved.

**BE IT FURTHER RESOLVED** that these write-offs include uncollectible amounts on any additional move-outs as of this date through June 30, 2019.

Summary of balances to be written off:

<b>Properties</b>	<b>Year</b>	<b>Count</b>	<b>Write-Off Balance</b>
Public Housing	2019	166	\$151,485.30
Retirement	2019	22	\$9,347.79
Section 8	2019	21	\$49,097.00
<b>Total</b>	<b>2019</b>	<b>209</b>	<b>\$209,930.09</b>

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

AYES: Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Vice-Chairman Miller introduced a discussion regarding obtaining flood insurance or remaining self-insured against floods. Mr. Rountree recommended obtaining flood insurance on Lock-Breece based on the low premium, as quoted from Gallagher Insurance, and the propensity for that property to flood. He also suggested that we remain self-insured for all of the other properties. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION # 3719**

**WHEREAS**, Monroe Housing Authority has evaluated the relative cost of flood insurance versus self-insurance;

**WHEREAS**, the disastrous flood of 2016 caused substantial damage to several of the Authority's developments, but the greatest damage was suffered at Lock-Breece;

**WHEREAS**, the benefit of flood insurance for other developments that suffered damages is very small after consideration of the premium charge and deductible;

**WHEREAS**, the Commissioners have determined it is in the best interest of the Authority to establish a self-insurance fund and not purchase flood insurance for Burg Jones, Foster Heights, Johnson Carver, Miller Square, Robinson Place, Chauvin Pointe, Claiborne Creek, Frances Tower, McKeen, Ouachita Grand Plaza, Passman Plaza, South Pointe, or any of their affiliated developments;

**NOW, THEREFORE, IT IS RESOLVED:**

1. Monroe Housing Authority shall purchase flood insurance for Lock-Breece; and
2. Monroe Housing Authority shall establish a \$2,000,000.00 self-insurance fund in lieu of flood insurance for Burg Jones, Foster Heights, Johnson Carver, Miller Square, Robinson Place, Chauvin Pointe, Claiborne Creek, Frances Tower, McKeen, Ouachita Grand Plaza, Passman Plaza, South Pointe, or any of their affiliated developments.

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

AYES: Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Patricia Gix, and Commissioner Beverly Lewis

NAYS: None

Vice-Commissioner Miller then read the discussion point regarding Johnson Carver exterior doors and light boxes. Ms. Wells was asked to expound on the topic, and she informed the Board that we would be requesting a change order at a future date to accommodate additional needs that were not included in the original scope of the contract.

This concluded the Topics for Discussion.

Vice-Chairman Miller then moved to the report section of the meeting. He asked for Mr. Smart for updates. Mr. Smart reviewed the vacancy reports and rent roll analysis. He mentioned that the numbers look good everywhere except Johnson-Carver, where we are in the middle of a large renovation project. Mr. Smart went over the employee report, noting that we have hired additional WeStaff employees to work in maintenance at some of the developments.

Vice-Chairman Miller called on Janet Wells to present the construction report. Ms. Wells informed the Board that there was a flooring issue at Robinson and Breece where a contractor had used the wrong type of glue for part of the tile installation. She stated that an expert was being called in to assess the situation. Ms. Wells then remarked that the Johnson and Carver renovations were going well. Mr. Smart confirmed that the modernized units looked great. Ms. Wells communicated that renovations at Miller Square were coming soon; she added that we would discuss plans for Miller at the next board meeting. Ms. Wells mentioned that the groundbreaking ceremony for Preservations Mills, also known as 3<sup>rd</sup> and 4<sup>th</sup> Street, was scheduled for June 20<sup>th</sup>, 2019, and board members were directed to their

invitations on the table. Mr. Smart added that he can already see a transformation happening in the 3<sup>rd</sup> and 4<sup>th</sup> Street neighborhood. He mentioned that the community was excited to rehabilitate that area and several organizations, as well as area leaders, were committed to working with us to see positive change in that area.

Vice-Chairman Miller then asked Janet Sanderford to provide an update on the financial reports. Ms. Sanderford stated that the financials looked good and that she feels the budget will be stable, with no need for revisions this year. She also mentioned that we recently sold some old trucks, recovering \$22,870.

Vice-Chairman Miller asked if there was any other business to come before the Board. Mr. Smart informed the Board that they were putting together an Emerging Leadership Scholarship Fund in honor of Mr. Wilcox. Vice-Chairman Miller asked about the scope for intended recipients, and Mr. Smart disclosed that the vision is to fund a \$1,000 scholarship for a graduating senior from each Public Housing property for a total of \$6,000 per year.

There being no further business, Commissioner Farr made a motion to adjourn the meeting. Commissioner Lewis seconded the motion, and it carried unanimously. The meeting was adjourned.

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RICK MILLER, VICE-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, June 13, 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 13<sup>th</sup> day of June, 2019.

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WILLIAM V. SMART, SECRETARY

(SEAL)