

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA, HELD  
ON THURSDAY, JULY 11, 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, July 11, 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: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Beverly Lewis, and Chairman Emeritus Henry Bonner, Jr.

Absent: Commissioner Patricia Gix

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; and Jim Rountree, Attorney.

Guests in attendance were: Sergeant Mickey Tucker, of Monroe Police Department, and Naomi Jackson, MHA Director of Section 8.

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, July 11, 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 July 3, 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 June 13, 2019, meeting. There were none, and Commissioner Beverly Lewis introduced a motion to approve the minutes of the previous meeting. Commissioner Rick Miller seconded the motion, and it carried unanimously.

Chairman Hinchliffe called on Sgt. Mickey Tucker to provide an update on crime statistics. Sgt. Tucker informed the Board that there had been an increase in gang activity in the area. He went on to share that the perpetrators were mostly young kids carrying out random shootings and street robberies. He mentioned that Monroe Police Department has 6 new cadets starting August 1<sup>st</sup>. Chairman Hinchliffe thanked Sgt. Tucker for the update, and he left the meeting.

Chairman Hinchliffe acknowledged that Naomi Jackson was present for this month's meeting. He called on her to give some information on Homeownership for Housing Choice Vouchers. Ms. Jackson informed the Board that a public hearing had been held in May with no opposition to the implementation of the new program allowing HCV recipients the opportunity to apply their voucher toward homeownership. She added that over the next year

Section 8 employees would be working to prepare 10 tenants for homeownership. Ms. Jackson mentioned that Regions Bank, Bancorp South, and Iberia Bank had committed to partnering with us to provide training as well as opportunities for lending for HCV tenants. Chairman Hinchliffe thanked Ms. Jackson for updating the Board on the new program offering, and Ms. Jackson left the meeting.

Chairman Hinchliffe introduced the first topic for discussion from the agenda, which was a contract duration extension at Johnson. After discussion, Commissioner Beverly Lewis introduced the following resolution:

**RESOLUTION # 3720**

**A RESOLUTION APPROVING A ZERO COST CHANGE ORDER FOR CONTRACT DURATION EXTENTION AT JOHNSON, PROJECT #18CFP602.02.**

**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 \$0.00 from Cook Construction for contract duration extension due to a 53-day inclement weather and tenant relocation delay at Johnson, Project # 18CFP602.02, is hereby approved.

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

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

NAYS: None

Chairman Hinchliffe moved on to address a request for approval of a change order for Carver exterior door and light boxes. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3721**

**A RESOLUTION APPROVING A CHANGE ORDER IN THE AMOUNT OF \$229,700.00 FOR CARVER EXTERIOR DOORS AND LIGHT BOXES.**

**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 \$229,700.00 from Cook Construction for Carver exterior doors and light boxes, Project # 18CFP602.03, is hereby approved.

**Cost of Changes:**

|                              |                  |
|------------------------------|------------------|
| Light Boxes 26 x \$300       | \$ 7,800.00      |
| Door/Frame Units 3 x \$1,250 | 3,750.00         |
| Door Slab/Hinges 6 x \$875   | 5,250.00         |
| Frame Repair 388 x \$200     | 77,600.00        |
| Door Plates 446 x \$175      | 78,050.00        |
| Dead Bolt Locks 446 x \$100  | <u>44,600.00</u> |
|                              | \$229,700.00     |

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 introduced a request for approval of a change order for Robinson and Breece kitchen and bathroom renovations. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION # 3722**

**A RESOLUTION APPROVING A CHANGE ORDER IN THE AMOUNT OF \$84,665.45 FOR ROBINSON AND BREECE KITCHEN AND BATHROOM 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 \$84,665.45 from Gibraltar Construction for Robinson and Breece kitchen and bathroom renovations, Project # 17CFP01-0109, is hereby approved.

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

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

NAYS: None

Chairman Hinchliffe introduced a discussion regarding revisions to the 2017 and 2018 Capital Fund budgets. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3723**

**A RESOLUTION APPROVING REVISIONS TO THE 2017 AND 2018 CAPITAL FUNDS BUDGETS TO ADJUST FOR DIFFERENCES IN ESTIMATED COSTS VERSUS ACTUAL EXPENSES.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that revisions to the 2017 and 2018 Capital Funds Budgets are hereby approved.

**2017 CFP budget revisions:**

- Adjust A&E fees – TAAG – 17CFP01-0109 RP Kit & Bath Reno
- Adjust work item amounts – 17CFP01-0109 RP Kit & Bath Reno
- Remove A&E fees – Frances Tower – not applicable

**2018 CFP budget revisions:**

- Adjust A&E fees – TBA – 18CFP606-01 BJL Office Reno
- Adjust work item amounts – 18CFP606-01 BJL Office Reno
- Adjust work item amounts – 18CFP602.02 & 18CPF602.03 Johnson/Carver Interior Reno

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 Beverly Lewis

NAYS: None

Chairman Hinchliffe introduced the next topic, the Frank L. Wilcox Rising Scholars Academic Scholarship Fund. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3724**

**A RESOLUTION APPROVING CREATION OF THE FRANK L. WILCOX RISING SCHOLARS ACADEMIC SCHOLARSHIP FUND.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that creation of the Frank L. Wilcox Rising Scholars Academic Scholarship Fund is hereby approved, to be funded using non-HUD funds from the Monroe Housing Authority's Facilities Trust account, starting with an initial deposit of \$12,000.

**BE IT FURTHER RESOLVED** that the fund will provide scholarships annually in the amount of \$1,000 each for 1 qualifying student from each of the 6 public housing properties (Burg Jones Lane, Foster Heights, Johnson Carver Terrace, Lock-Breece Place, Miller Square, and Robinson Place), for a total expense of \$6,000 per year.

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 Beverly Lewis

NAYS: None

Chairman Hinchliffe directed attention to a request to review the newly-created MHA Employee Tuition Reimbursement Policy and Program Guidelines. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3725**

**A RESOLUTION APPROVING ESTABLISHMENT OF POLICY FOR  
TUITION REIMBURSEMENT FOR MONROE HOUSING AUTHORITY EMPLOYEES.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the Monroe Housing Authority Employee Tuition Reimbursement Policy and Program Guidelines 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 Beverly Lewis

NAYS: None

This concluded the Topics for Discussion.

Chairman Hinchliffe then moved to the report section of the meeting. He asked for Mr. Smart for updates. Mr. Smart reviewed the vacancy reports, commenting that everything was in line except Johnson-Carver, which was just due to the renovation project. Mr. Smart went over the rent roll analysis, stating that the numbers were consistent. He addressed the employee report, noting that we lost 1 WeStaff employee since last month's meeting and reporting that we still need more skilled maintenance employees.

Chairman Hinchliffe called on Janet Wells to present the construction report. Ms. Wells informed the Board that the Johnson interior renovation was 99% complete. She reported that renovations at Breece were past the deadline originally allotted and that communication efforts were being made to get Gibraltar to prioritize reaching substantial completion. Ms. Wells mentioned that Frances Tower and McKeen are the focus areas now. She added that bids were out for weatherproofing Frances Tower and that options were being weighed for repairing or replacing the pipes at McKeen to address HVAC issues. Ms. Wells reported that trees were being removed at 3<sup>rd</sup> and 4<sup>th</sup> Street development but that they had been waiting 6 weeks for the permit. Commissioner Farr asked that Mr. Smart go with Ms. Wells to follow up on the permit issue since it was holding up 2 of our projects.

Chairman Hinchliffe then asked Janet Sanderford to provide an update on the financial reports. Ms. Sanderford stated that the financials for Monroe Housing and Section 8 both look good. She also reviewed the Section 8 HAP report. Frank Wilcox interjected that he had come across some old pictures from when he had started working at Monroe Housing Authority. He remarked on how much change had taken place on his watch, and he mentioned that he felt pretty good about the financial position he was leaving things.

Chairman Hinchliffe called an Executive Session, and everyone left the room besides the Board, executive directors, and lawyers. When the Regular Session reconvened, Chairman Hinchliffe shared that there were no action items determined in the Executive Session.

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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HAL H. 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, July 11, 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 11<sup>th</sup> day of July, 2019.

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WILLIAM V. SMART, SECRETARY

(SEAL)