

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD
ON THURSDAY, AUGUST 15, 2019

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session at 2:00 P.M. on Thursday, August 15, 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, 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 Director; Kara Jenkins, Executive Staff Officer; and Steve North, Attorney.

Guests in attendance were: Dr. Lynn Clark, Executive Director of The Children's Coalition of Northeast Louisiana, and Dr. Beth Ricks, Headmaster of Grace Episcopal School.

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 Special Session at 2:00 P.M. on Thursday, August 15, 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
3. Any other business that may come before the board

This meeting will be held in lieu of the Regular Session that was previously scheduled for Thursday, August 8, 2019.

HAL HINCHLIFFE, CHAIRMAN
kj/hh

Dated this August 5, 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 July 11, 2019, meeting. There were none, and Commissioner Joe Farr introduced a motion to approve the minutes of the previous meeting. Vice-Chairman Rick Miller seconded the motion, and it carried unanimously.

Chairman Hinchliffe acknowledged the guests and invited them to discuss Early Childhood Literacy Programs with the Board. Dr. Lynn Clark shared a plan to work in coordination with Monroe City Schools, using the Orton-Gillingham approach, to offer a program to enhance the learning potential of 4 and 5-year-old children in our communities. Dr. Beth Ricks then discussed the certification process that she was involved in to become a trainer and demonstrated how the Orton-Gillingham approach works. Chairman Hinchliffe thanked Dr. Clark and Dr.

Ricks for sharing the information, and both ladies left the meeting. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3726

A RESOLUTION APPROVING A ONE-TIME FINANCIAL CONTRIBUTION OF \$69,750.00 PAYABLE TO THE CHILDREN’S COALITION OF NORTHEAST LOUISIANA FOR THE MONROE HOUSING AUTHORITY EARLY CHILDHOOD LITERACY INITIATIVE, USING THE ORTON-GILLINGHAM APPROACH IN COORDINATION WITH MONROE CITY SCHOOLS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that a contribution of \$69,750.00 to pay for training, classroom materials, and oversight for the early childhood literacy program coordinated by Dr. Lynn Clark, Executive Director of The Children’s Coalition of Northeast Louisiana, and Dr. Beth Ricks, Certified Trainer in the Orton-Gillingham Approach, in conjunction with Monroe City Schools, is hereby approved.

The above Resolution was seconded by Commissioner Patricia 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 then introduced the first topic for discussion from the agenda, which was a request for acceptance of the low bid for the Miller Square renovation. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3727

A RESOLUTION ACCEPTING THE LOW BID FROM J.C. LEWIS CONSTRUCTION, LLC, FOR MILLER SQUARE INTERIOR RENOVATIONS, PROJECT #19CFP610.01.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that acceptance of the bid from J.C. Lewis Construction, LLC, in the amount of \$2,348,000 for Miller Square Interior Renovations, Project # 19CFP610.01, 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 moved on to address a request for permission to advertise for bids on HVAC system improvements at McKeen Plaza. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3728

A RESOLUTION GRANTING PERMISSION TO OBTAIN PROPOSALS FROM ENGINEERS REGARDING HVAC SYSTEM IMPROVEMENTS AT MCKEEN PLAZA.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that permission to obtain proposals from engineers regarding HVAC system improvements needed at McKeen Plaza is hereby granted.

BE IT FURTHER RESOLVED that permission to advertise for bids on HVAC system improvements at McKeen Plaza is hereby postponed until the aforementioned proposals are assessed.

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 Patricia Gix

NAYS: None

Chairman Hinchliffe introduced a request for approval the revised capital fund budget. After discussion, Commissioner Gix introduced the following resolution:

RESOLUTION # 3729

**A RESOLUTION AUTHORIZING APPROVAL OF THE REVISED
2019 CAPITAL FUND BUDGET AND PROPOSED 5-YEAR PLAN FOR 2019-2023.**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that revisions to the 2019 Capital Fund Budget and 5-Year Plan, as detailed in the attached worksheet, are 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 introduced a discussion regarding the tuition reimbursement assistance policy for MHA employees. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3730

**A RESOLUTION APPROVING AMENDMENTS TO THE TUITION REIMBURSEMENT
ASSISTANCE POLICY FOR MONROE HOUSING AUTHORITY EMPLOYEES.**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that amendments to the Monroe Housing Authority Employee Tuition Reimbursement Assistance Policy are hereby approved.

Amendments to the Employee Tuition Reimbursement Assistance Program are as follows:

1. Added the word "Assistance" to the program name and all references throughout the Program Guidelines document in order to clarify the fact that this is an assistance program for reimbursement of partial education expenses, not a full tuition reimbursement program.
2. Removed the requirement to maintain a 2.8 or higher GPA.
3. Opened the program up to all full-time employees in good standing.

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 brought up the final topic for discussion from the agenda, the Layton Street land purchase for possible future expansion of the Franciscan Apartments. No action was required, Mr. Smart and Ms. Wells were just notifying the Board of the purchase, which had been approved previously and took an extended period to come to fruition.

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 nothing stood out except Johnson-Carver, which was due to the renovation project. He went over the rent roll analysis, stating that the numbers were consistent. He then reviewed the crime report, commenting that Burg Jones had more than the other properties we manage. Commissioner Farr suggested more visibility of management and officers on our properties, and Mr. Smart confirmed that we are networking to get more resident officers on our sites and that managers and maintenance employees are walking the grounds on a regular basis. Mr. Smart addressed the employee report, noting that we added some but could still use more skilled maintenance employees. He informed the Board that REAC inspections had been scheduled for the week after next. Commissioner Farr suggested adding to our employee count of skilled labor in order to have people capable of taking care of our properties so we don't have to contract out so much.

Chairman Hinchliffe called on Janet Wells to present the construction report. Ms. Wells mentioned that the Johnson Carver Renovation was wrapping up and that the Miller Square Renovation would be starting soon.

She reiterated that the planning and development team would be researching to determine an appropriate course of action to address the HVAC issues at McKeen Plaza.

Chairman Hinchliffe then asked if any other updates needed to be given. Janet Sanderford stated that the financials were good, and acknowledged that if we could reduce the amount of outside contracting, that would be a good thing. Mr. Smart recapped some of the grant and other programs that are going on at the developments, stating that Jobs Plus was a big focus at our Burg Jones location.

Chairman Hinchliffe called an Executive Session, and everyone left the room besides the Board, Executive Director, and lawyer. When the Special 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. Vice-Chairman Miller seconded the motion, and it carried unanimously. The meeting was adjourned.

HAL H. 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, August 15, 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 15th day of August, 2019.

WILLIAM V. SMART, SECRETARY

(SEAL)