

MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD ON WEDNESDAY, AUGUST 19, 2020

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session at 2:00 P.M. on Wednesday, August 19, 2020, at the office of the Housing Authority of the City of Monroe, Louisiana, located at 300 Harrison Street, Monroe, Louisiana 71201, with the option to join via WebEx for virtual conference.

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Angelina Jones, and Commissioner Beverly Lewis

Absent: None

Also present were: William Smart, MHA Executive Director; Karen Crowell, Deputy Director; Cheryl Farmer, Operations Director; Janet Sanderford, Administrative Director; Naomi Jackson, Section 8 Director; Janet Wells, Planning and Development Consultant; Jason Roubique, Construction Project Manager; Kara Jenkins, Executive Staff Officer; and Steve North, Attorney

Guests in attendance were: Detectives Chris Bates and Derek Daniel, from Monroe Police Department; and Shelva Thomas, MHA Human Resource Manager

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. 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 Wednesday, August 19, 2020, at the office of the Housing Authority of the City of Monroe, located at 300 Harrison Street, Monroe, Louisiana 71201, and via WebEx video conference call 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 August 10, 2020

Chairman Hal Hinchliffe called the meeting to order, and William Smart was asked to open the meeting with a prayer.

Mr. Smart introduced a couple of new employees and had them tell the Board a little bit about themselves. Ms. Shelva Thomas joined MHA as the Human Resource Manager, and Mr. Jason Roubique will be working as Construction Project Manager in the Planning and Development department. The Board welcomed both individuals to the team, and Ms. Thomas left the room.

Chairman Hinchliffe asked Detective Chris Bates to give the crime report. Detective Bates shared that he and Monroe PD had been focusing on crime prevention in the 3rd and 4th Street area. He disclosed that MHA had hired off-duty officers to patrol the community in marked cars and reported that there had been no additional break-ins at Preservation Mills since the details began. He asked his colleague, Detective Derek Daniel, to add his thoughts to the conversation. Detective Daniel confirmed that the additional

patrols had really made a difference in that area and added that they were available to provide the service through the month of September as well. Mr. Smart thanked the detectives for joining the meeting, and Detectives Bates and Daniel signed off of WebEx.

Chairman Hinchliffe acknowledged that it was time for the appointment of a new Board member. Mr. Smart introduced Ms. Angelina Jones and informed the Board that Mayor Ellis had approved for Ms. Jones to join MHA's Board as the Resident Commissioner to finish out Ms. Patricia Gix' term. Mr. Steve North officiated as Ms. Jones took her oath. Everyone welcomed Ms. Jones to the Board, and she expressed that she was honored to be a part of the Board.

Chairman Hinchliffe asked for any comments regarding the last 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.

Chairman Hinchliffe then introduced the first topic for discussion, a request for approval of the Section 8 Management Assessment Program (SEMAP) Certification. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3782

A RESOLUTION APPROVING THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION FOR THE FISCAL YEAR OF JULY 1, 2019, THROUGH JUNE 30, 2020.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that approval of the Section 8 Management Assessment Program (SEMAP) Certification for the fiscal year of July 1, 2019, through June 30, 2020, is hereby granted.

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

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

NAYS: None

Chairman Hinchliffe mentioned the request for approval to terminate the contract for Miller Square Renovation. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3783

A RESOLUTION AUTHORIZING TERMINATION OF THE CONTRACT WITH JC LEWIS CONSTRUCTION FOR MILLER SQUARE RENOVATION.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that authorization to terminate the remainder of the contract with JC Lewis Construction for Miller Square Renovation, Project # 19CFP610.01, is hereby granted; and

BE IT FURTHER RESOLVED that MHA has permission to close out the contract by making a final payment to JC Lewis Construction in the amount of \$92,760.00.

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

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

NAYS: None

The next request was for permission to adopt the annual LA Compliance Questionnaire. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3784

A RESOLUTION ADOPTING THE LOUISIANA COMPLIANCE QUESTIONNAIRE FOR THE FISCAL YEAR ENDED JUNE 30, 2020.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the Louisiana Compliance Questionnaire for the fiscal year ended June 30, 2020, is hereby adopted.

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

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

NAYS: None

Chairman Hinchliffe moved on to a request for permission to change the late fee structure in regards to rent collection. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3785

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO CHANGE THE LATE FEE STRUCTURE REGARDING RENT COLLECTION.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that authorization to change the late fee structure is hereby granted; and

BE IT FURTHER RESOLVED that MHA is allowed to post the public notice to disclose the late fee change and review comments submitted by the public, if applicable; and

BE IT FURTHER RESOLVED that upon completion of the public notice and comment period, a flat late fee of \$20.00 will be enacted, to be assessed on the 7th of the month if the resident has not paid their rent in full by the close of business on the 6th of the month; and

BE IT FURTHER RESOLVED that MHA will update policies and notices to reflect the change to the Admissions & Continued Occupancy Plan, lease agreements, house rules, and any other agency documentation that is deemed beneficial for notification purposes.

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

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

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 are in the process of updating our policies after separating from Louisiana State Civil Service. He shared that some of the employees had been concerned but that he felt that they were feeling better about things now. Mr. Smart provided an update on vacancies: Public Housing has a 97.5% occupancy rate and Retirement Communities are at 99%. He stated that the rent roll was consistent with previous months, and reported that 3 new hires were added to the employee report.

Chairman Hinchliffe asked Janet Wells to review the construction report. Ms. Wells stated that Burg Jones Lane office renovation was still dragging on. She mentioned that the brick issue at Robinson Place II was being fixed. Ms. Wells added that the elevator at Frances Tower is being replaced. She provided an update on McKeen Plaza's HVAC work, informing the Board that four of the five sections had been completed. Ms. Wells stated that the first 5 units at Preservation Mills are done, and that the next 5 homes should be ready next week. She also reported that the security systems were being installed at each location today.

Mr. Smart then asked Janet Sanderford to go over the financial reports. Ms. Sanderford informed the Board that the June financials in front of them should be close to year-end final numbers. She went through some of the numbers to hit the high points.

Chairman Hinchliffe mentioned the conversation with Mayor Ellis where they had discussed the potential for the City to donate the fire station to MHA. Mr. Smart suggested that we could make it into a community center, management office, youth building, or other useful facility. Ms. Karen Crowell added that she was preparing a layout for the envisioned facility for the mayor's review.

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 Wednesday, August 19, 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 19th day of August, 2020.

WILLIAM V. SMART, SECRETARY

(SEAL)