

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, SEPTEMBER 16, 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 Wednesday, September 16, 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 Angelina Jones, and Commissioner Beverly Lewis (arrived after the action items)

Absent: Commissioner Joe Farr

Also present were: William Smart, MHA Executive Director; Karen Crowell, Deputy Director; Janet Sanderford, Administrative Director; Naomi Jackson, Section 8 Director; Jason Roubique, Construction Project Manager; Kara Jenkins, Executive Staff Officer; Steve North, Attorney; and Chris Bates, Detective from Monroe Police Department

**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. 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 Wednesday, September 16, 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

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HAL HINCHLIFFE, CHAIRMAN  
kj/hh

Dated this September 8, 2020

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

Chairman Hinchliffe asked for any comments regarding the last meeting. There were none, and Vice-Chairman Rick Miller introduced a motion to approve the minutes of the previous meeting. Commissioner Angelina Jones seconded the motion, and it carried unanimously.

Chairman Hinchliffe asked Detective Chris Bates to give the crime report. Detective Bates mentioned that Hurricane Laura had caused a lot of destruction in the area. He shared that the off-duty officers MHA had hired to patrol Preservation Mills were making a difference in that subdivision. Mr. Smart told him that Officer Burton would be joining us at Passman Plaza as a Resident Officer. He expressed that he was impressed with the officer and thought that he would add value to our team. Chairman Hinchliffe thanked Detective Bates for joining the meeting, and Detectives Bates signed off of WebEx.

Chairman Hinchliffe then introduced the first topic for discussion, a request for approval to accept the low bid for Frances Tower elevator improvements. After discussion, Vice-Chairman Miller introduced the following resolution:

**RESOLUTION # 3787**

**A RESOLUTION AUTHORIZING ACCEPTANCE OF THE LOW BID FROM OTIS ELEVATOR CO. FOR FRANCES TOWER ELEVATOR IMPROVEMENTS.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that authorization to accept the bid in the amount of \$398,864.00 from Otis Elevator for Frances Tower Elevator Improvements, Project # 20CFP611.01, is hereby granted.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, and Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe mentioned the request for permission to advertise for bids for the reconstruction of the unit at Miller Square that was demolished by fire. After discussion, Vice-Chairman Miller introduced the following resolution:

**RESOLUTION # 3788**

**A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO ADVERTISE FOR BIDS FOR RECONSTRUCTION OF A BURN UNIT AT MILLER SQUARE.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to advertise for bids for reconstruction of the burn unit located at 4213 Beale Street in Miller Square is hereby granted.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, and Commissioner Angelina Jones

NAYS: None

The next request was for permission to grant the 2020 incentive pay to all eligible MHA employees for achievement of 2019 HUD High Performer status. After discussion, Vice-Chairman Miller introduced the following resolution:

**RESOLUTION # 3789**

**A RESOLUTION GRANTING INCENTIVE PAY TO ALL ELIGIBLE MHA EMPLOYEES FOR ACHIEVEMENT OF HIGH PERFORMER STATUS.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that, in celebration of MHA's 2019 designation as High Performer by the U.S. Department of Housing and Urban Development, 2020 incentive pay to all eligible MHA employees is hereby granted.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, and Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe moved on to a request for permission to pay retirement benefits to Bobby Smith. After discussion, Vice-Chairman Miller introduced the following resolution:

**RESOLUTION # 3790**

**A RESOLUTION AUTHORIZING RETIREMENT BENEFITS TO BE PAID TO BOBBY SMITH**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Bobby Smith submitted his required six-month notice, dated July 20, 2020.

**NOW, BE IT FURTHER RESOLVED** that Bobby Smith will become eligible to receive full retirement benefits upon his retirement date of January 20, 2021.

**BE IT FURTHER AUTHORIZED** that Bobby Smith will receive payment for up to 300 hours balance of annual leave plus one-half of sick leave balance in one lump sum at his time of retirement.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, 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 had provided the mayor with a visual rendering of the plans for the Orange Street Firehouse. 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 up a little from the previous month and reported that the employee count was the same as last month. Mr. Smart updated the Board on the status of Preservation Mills and invited everyone to the ribbon cutting, which is scheduled for Thursday, October 29<sup>th</sup>, from 9:00 -11:00 a.m.

Chairman Hinchliffe asked Jason Roubique to provide the construction report. Mr. Roubique stated that Steve North had reached out to the bonding company regarding issues with the contractor for Burg Jones Lane office renovation. He confirmed that the contract with JC Lewis Construction for Miller Square renovation had been terminated. He added that we would be utilizing our vacant unit turnaround contractor to flip the vacant units there and handle upgrades to the remaining units as they become vacant. Mr. Roubique shared that the HVAC project at McKeen Plaza was wrapping up. He informed the Board that insurance adjusters were inspecting for roof damage at several of our locations after Hurricane Laura, adding that they confirmed the need for replacement of the roof at Frances Tower.

Chairman Hinchliffe asked Janet Sanderford to go over the financial reports. Ms. Sanderford directed attention to the location of the financials in the board packet and discussed some of the high points. She informed the Board that some of the funds in contracts will be recovered due to insurance claims from the Easter Sunday tornado.

Chairman Hinchliffe asked about resident services and any concerns that needed to be brought before the Board. Mr. Smart asked Karen Crowell to provide an update. Ms. Crowell shared that our Jobs Plus and ROSS programs were still offering assistance to residents even though in-person meetings were no longer being held due to COVID-19. She added that the addition to the Head Start facility at Robinson Place was nearing completion.

Chairman Hinchliffe asked if there was anything else that needed to be addressed. There being no further business, he adjourned the meeting.

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HAL HINCHLIFFE, CHAIRMAN

#### 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, September 16, 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 16<sup>th</sup> day of September, 2020.

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WILLIAM V. SMART, SECRETARY

(SEAL)