

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, OCTOBER 21, 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, October 21, 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; Janet Sanderford, Administrative Director; Naomi Jackson, Section 8 Director; Jason Roubique, Construction Project Manager; Kara Jenkins, Executive Staff Officer; Steve North, Attorney; Chris Bates, Detective from Monroe Police Department; and Lacy Ducote, MHA temp

**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. Beverly V. Lewis, Commissioner  
Ms. Angelina Jones, 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, October 21, 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 October 14, 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 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 asked Detective Chris Bates to give the crime report. Detective Bates mentioned that there had been an increase in reports of gunfire near MHA properties, and he and the force are working to address the issue of youth filming themselves with guns on the premises. He also reported that vandalism was continuing to be an issue at Preservation Mills; off-duty officer patrols are still being utilized to address the issue. Commissioner Farr asked Detective Bates to bring the new Chief over to introduce him to the board. Chairman Hinchliffe thanked Detective Bates for joining the meeting, and Detectives Bates signed off of WebEx.

Chairman Hinchliffe had to leave the meeting due to technical difficulties. Vice-Chairman Miller introduced the first topic for discussion, a request for the approval of the revised utility allowances. After discussion, Commissioner Beverly Lewis introduced the following resolution:

**RESOLUTION # 3791**

**A RESOLUTION APPROVING THE REVISED UTILITY ALLOWANCE SCHEDULE**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the following Utility Allowance Schedule is approved as revised and approved this date to be effective November 1, 2020, for new move-ins and February 1, 2021, for existing tenant re-exams.

NON-ELDERLY; LA 6-1, 6-2, 6-3, 6-4, 6-5	
1-BEDROOM	69
2-BEDROOM	71
3-BEDROOM	80
4-BEDROOM	100

NON-ELDERLY; LA 6-6, 6-7, 6-8, 6-9, 6-10, 6-12	
1-BEDROOM	84
2-BEDROOM	86
3-BEDROOM	95
4-BEDROOM	115
5-BEDROOM	134

ELDERLY 65 & OLDER; LA 6-6, 6-7, 6-8, 6-9, 6-10, 6-12	
1-BEDROOM	78
2-BEDROOM	80
3-BEDROOM	89
4-BEDROOM	109
5-BEDROOM	128

ELDERLY 65 & OLDER ON SSI, FOOD STAMPS OR MEDICAID; LA 6-6, 6-7, 6-8, 6-9, 6-10, 6-12	
1-BEDROOM	75
2-BEDROOM	77
3-BEDROOM	86
4-BEDROOM	106
5-BEDROOM	125

LA 6-11  
\$25.00 surcharge for central air conditioning

LA 6-13  
\$35.00 allowance for electricity

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

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

NAYS: None

Vice-Chairman Miller mentioned the request for permission to implement emergency procurement protocol for Frances Tower’s roof replacement due to damage from Hurricane Laura. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3792**

**A RESOLUTION AUTHORIZING IMPLEMENTATION OF EMERGENCY PROCUREMENT PROTOCOL FOR ROOF REPLACEMENT AT FRANCES TOWER DUE TO DAMAGE FROM HURRICANE LAURA.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to implement emergency protocol for procurement related to Frances Tower’s roof replacement due to damage from Hurricane Laura is hereby granted.

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

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

NAYS: None

The next request was for permission to advertise for Frances Tower’s HVAC renovation. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION # 3793**

**A RESOLUTION GRANTING PERMISSION TO ADVERTISE FOR BIDS FOR FRANCES TOWER HVAC RENOVATIONS.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that permission to advertise for bids for Frances Tower HVAC renovations is hereby granted.

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

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

NAYS: None

Vice-Chairman Miller moved on to a discussion of proposed updates to MHA policies and procedures. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION # 3794**

**A RESOLUTION ADOPTING CERTAIN PROPOSED NEW AND/OR AMENDED POLICIES AND PROCEDURES FOR MONROE HOUSING AUTHORITY.**

**WHEREAS**, Policies and procedures are essential to connecting a company’s purpose and goals to its internal operations; and,

**WHEREAS**, policies and procedures establish guidelines, promote consistency and set standards by which all employees are measured; and

**WHEREAS**, from time-to-time, it is necessary for a company to update its written policies when regulations or procedures change.

**THEREFORE, BE IT RESOLVED**, that the following Policies and Procedures have been amended as described below:

<b>Ref. #</b>	<b>Policy</b>	<b>Revisions</b>
1	At-Will Employment Policy	These policies were created due to MHA’s exit from Louisiana State Civil Service.
2	Exempt Employee Pay Policy	
3	Progressive Discipline Policy	
4	Performance Improvement Plan	

**BE IT FURTHER RESOLVED**, that a copy of all MHA Policies and Procedures are on file at MHA’s administrative offices located at 300 Harrison Street, Monroe, LA 71201.

**NOW, THEREFORE BE IT RESOLVED**, that the proposed amended Policies and Procedures are hereby approved.

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

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

NAYS: None

Vice-Chairman Miller shifted to the report section of the meeting, asking Mr. Smart to provide updates. Mr. Smart informed the Board that Kara Jenkins had been promoted to Planning and Development Project Coordinator; he introduced Lacy Ducote as the interim Executive Assistant. Mr. Smart then reported that we received a score of 99% for the Section Eight Management Assessment Program (SEMAP). He stated that we were increasing lighting at several of our locations, and he invited the Board to join us for a ribbon cutting ceremony at Preservation Mills on October 29, 2020. Mr. Smart reported that our occupancy status is 98.3% for public housing and 99% for retirement communities. He added that the rent roll analysis had increased by \$3,000 for this month. Lastly, he acknowledged that the employee report had been revised to show only active employees, thus bringing the total to 105 employees.

Vice-Chairman Miller called on Jason Roubique to provide the construction report. Mr. Roubique informed the Board that we terminated the contract with Advantage Roofing at Burg Jones Lane. He provided an update that abatement proceedings at Miller Square were under way and that the repair of the learning center is near completion. He also remarked that Frances Tower elevators are being replaced and exterior weatherproofing renovations would begin next year. Mr. Roubique stated that the HVAC renovation at McKeen Plaza is complete and punch lists are being finalized. He then added that the new construction at Preservation Mills is near completion.

Commissioner Farr asked how the Board could help to improve the reputation of MHA, so that contractors will want to do business with us. Mr. Roubique suggested that MHA's reputation would improve by doing business in a respectful and ethical manner and treating people the way we want to be treated.

Vice-Chairman Miller 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 the financials look good and that the employee payout for exiting Civil Service had been accrued so that there would not be an unexpected financial outlay. She added that insurance projects were still pending and reimbursement of expenditures is expected.

Mr. Smart applauded the team for working together and making a difference. Vice-Chairman Miller asked for a recap of residential services, and Karen Crowell provided an update on grants and other community activities. He asked if there was anything else that needed to be addressed. There being no further business, he adjourned the meeting.

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RICK MILLER, VICE-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, October 21, 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 21<sup>st</sup> day of October, 2020.

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WILLIAM V. SMART, SECRETARY

(SEAL)