

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, NOVEMBER 18, 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, November 18, 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

Absent: Commissioner Joe Farr

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; Jason Roubique, Construction Project Manager; Kara Jenkins, Planning & Development Project Coordinator; Allison Payne, Executive Administrative Assistant; and Steve North, Attorney

**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, November 18, 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  
ap/hh

Dated this November 6, 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 Beverly Lewis seconded the motion, and it carried unanimously.

Chairman Hinchliffe asked for the crime report. William Smart presented the crime report on behalf of Detective Heckard who had to attend a mandatory training. Mr. Smart also notified the Board that there had been an incident involving gunfire on the Burg Jones Plaza premises.

Chairman Hinchliffe then introduced the first topic for discussion, a request for approval to accept the bid received from Industrial Roofing and Construction, LLC of Sterlington, LA for \$434,535.00 to replace the Frances Tower Roof. After discussion, Commissioner Beverly V. Lewis introduced the following resolution:

**RESOLUTION # 3795**

**A RESOLUTION ACCEPTING THE BID RECEIVED FROM INDUSTRIAL ROOFING AND CONSTRUCTION, LLC OF STERLINGTON, LOUISIANA TO REPLACE THE FRANCES TOWER ROOF.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to accept the bid in the amount of \$434,535.00 from Industrial Roofing and Construction, LLC of Sterlington, Louisiana to replace the Frances Tower roof 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 Commissioners Angelina Jones and Beverly Lewis

NAYS: None

Chairman Hinchliffe moved on to the next matter, a request to move forward with a change order in the amount of \$38,750.00 to Byrnes Mechanical for the McKeen HVAC project. After discussion, Vice-Chairman Miller introduced the following resolution:

**RESOLUTION # 3796**

**A RESOLUTION APPROVING CHANGE ORDER #3 TO BYRNES MECHANICAL FOR THE MCKEEN HVAC PROJECT.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval of change order #3 to Byrnes Mechanical in the amount of \$38,750.00 at McKeen 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 Commissioners Angelina Jones and Beverly Lewis

NAYS: None

Chairman Hinchliffe then presented the next request for approval to advertise bids for the Frances Tower Exterior Renovations and Window Replacement project. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3797**

**A RESOLUTION APPROVING THE ADVERTISEMENT FOR BIDS REGARDING THE FRANCES TOWER EXTERIOR RENOVATIONS AND WINDOW REPLACEMENT PROJECT.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for approval to advertise for bids regarding the Frances Tower exterior renovations and window replacements 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 Commissioners Angelina Jones and Beverly Lewis

NAYS: None

Chairman Hinchliffe moved on to a request for permission to advertise for Proposals for Social and Self Sufficiency Resident Services, Communication, and Public Marketing. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3798**

**A RESOLUTION AUTHORIZING THE ADVERTISEMENT OF REQUEST FOR PROPOSALS FOR SOCIAL AND SELF SUFFICIENCY RESIDENT SERVICES, COMMUNICATION, AND PUBLIC MARKETING**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana that the authorization of approval for Monroe Housing Authority to advertise for Request for Proposals for Social and Self Sufficiency Resident Services, Communication, and Public Marketing for one year with a two-year option to renew 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 Commissioners Angelina Jones and Beverly Lewis

NAYS: None

Chairman Hinchliffe presented the next topic regarding the request for permission to increase the limit in MHA's procurement policy for Public Works Contract to match the limit set by the State of Louisiana Legislature. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3799**

**A RESOLUTION GRANTING PERMISSION TO INCREASE THE LIMIT IN MONROE HOUSING AUTHORITY'S PROCUREMENT POLICY FOR PUBLIC WORKS CONTRACTS TO ALIGN AND REMAIN CONSISTENT WITH THE LIMIT SET BY THE STATE OF LOUISIANA LEGISLATURE.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to increase the limit in the Monroe Housing Authority's procurement policy for the public works contracts to align with the State of Louisiana Legislature is hereby granted.

**BE IT FURTHER RESOLVED** that henceforth, Monroe Housing Authority's procurement policy will continue to remain consistent with the limit set by the State of Louisiana Legislature.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, and Commissioners Angelina Jones and Beverly Lewis

NAYS: None

Chairman Hinchliffe then introduced the final topic for discussion, a request for permission to enter into a cooperative agreement with the Ouachita Parish Housing Program regarding the Miller-Roy development. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3800**

**A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE OUACHITA PARISH HOUSING PROGRAM REGARDING THE MILLER-ROY DEVELOPMENT.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to enter into a cooperative agreement with the Ouachita Parish Housing Program regarding the Miller-Roy development 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 Commissioners Angelina Jones and Beverly Lewis

NAYS: None

Chairman Hinchliffe shifted to the report section of the meeting, asking Mr. Smart to provide updates. Firstly, Mr. Smart thanked the Board for participating in the ribbon cutting for Preservation Mills. He then notified the Board of the Accounting Department receiving GFOA (Government Finance Officers Association) recognition. Mr. Smart mentioned the meeting he had with Detective Heckard to discuss methods to improve proactivity in crime prevention on the properties, and a meeting was also conducted with resident officers regarding crime prevention. Mr. Smart then proceeded to provide an update on vacancies: Public Housing has a 98.2% occupancy rate and Retirement Communities are at 99%. Pertaining to rent roll analysis, he stated that the end of the eviction moratorium period due to COVID is still unknown. Mr. Smart also reported that the employee count has increased from 105 to 107.

Chairman Hinchliffe asked Jason Roubique to provide the construction report. Mr. Roubique reminded the Board that the contract with Advanced Roofing at Burg Jones Lanes had been terminated and all bids are expected to be submitted by November 19, 2020. He provided an update that abatement proceedings at Miller Square were almost completed and that the learning center is awaiting a certificate of occupancy. Lastly, he mentioned that the new construction at Preservation Mills is near completion.

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 Monroe Housing Authority received several hundred thousand dollars from the CARES Act that can be utilized until December of 2021.

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, November 18, 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 18<sup>th</sup> day of November, 2020.

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WILLIAM V. SMART, SECRETARY

(SEAL)