

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, JANUARY 27, 2021**

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, January 27, 2021, 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 Beverly Lewis, and Commissioner Angelina Jones

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; Jason Roubique, Construction Project Manager; and Allison Payne, Executive Administrative Assistant

Guest in attendance were: Corporal Kwasic Heckard, Monroe Police Department; Amy Tynes, CPA with Allen, Green, & Williamson LLP; and Rod Washington, Director of Communications and Client Services for XP Synergy

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. 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 Special Session at 2:00 P.M. on Wednesday, January 27, 2021, at the office of the Housing Authority of the City of Monroe, located at 300 Harrison Street, Monroe, LA 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
ap/hh

Dated this January 20, 2021

Chairman Hal Hinchliffe called the meeting to order, and Mr. 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 gave the floor over to Amy Tynes, CPA with Allen, Green, & Williamson LLP (AGW) for the audit presentation. Ms. Tynes provided an overview of the Comprehensive Annual Financial Reports and Single Audit Reports for the Year Ended June 30, 2020. She stated that the overall financial condition is good, explaining that her firm had reviewed the financials and found no significant deficiencies or material weaknesses and issued an unmodified opinion on the reports and on the federal programs that were reviewed. AGW gave MHA a clean report. Chairman Hinchliffe thanked Ms. Tynes for presenting the audit reports, and Ms. Tynes left the meeting. Following the audit review, Commissioner Joe Farr introduced the following resolution:

RESOLUTION #3803

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE AUDIT FOR THE FISCAL YEAR ENDED JUNE 30, 2020, AS PRESENTED BY ALLEN, GREEN, & WILLIAMSON, LLP (CPA), SUBJECT TO FINAL APPROVAL WITH NO SUBSTANTIVE CHANGES BY THE LEGISLATIVE AUDITORS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request to accept the audit for the fiscal year ended June 30, 2020, is hereby approved.

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

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

NAYS: None

Chairman Hinchliffe then gave the floor over to Rod Washington, Director of Communications and Client Services for XP Synergy. Mr. Washington gave a brief presentation to the board for the services that XP Synergy provides. Chairman Hinchliffe thanked Mr. Washington for his presentation, and Mr. Washington left the meeting.

Chairman Hinchliffe then asked for the crime report from Corporal Kwasic Heckard. Corporal Heckard elaborated on the December crime incidents and notified the Board that Monroe Housing Authority qualifies for grants to receive community policing and for the police department's new technology that will help combat gun violence. Chairman Hinchliffe thanked Corporal Heckard for his report, and Corporal Heckard left the meeting.

Chairman Hinchliffe then moved on to the topic of discussion, a request to accept the proposal from XP Synergy for social and self-sufficiency services, communication, and public marketing for discussion. After discussion, Commissioner Joe Farr introduced a motion to table this request for further review. Vice-Chairman Rick Miller seconded the motion, and it carried unanimously.

Chairman Hinchliffe shifted to the report section of the meeting, asking Mr. Smart to provide the updates for the agency. Mr. Smart then yielded a portion of his presentation to Shelva Thomas, MHA Human Resources Manager, to discuss the agency's work to source an online automated platform for human resources and accounting functions. Mrs. Thomas expressed that converting to this system would improve efficiency and accuracy in both departments and technologically advance the agency. Mrs. Thomas concluded that the implementation of this platform is intended to begin by the end of the first quarter. Ms. Janet Sanderford added to the discussion that the payroll software the agency currently uses will no longer be in service by the end of the year, and this automation will be necessary moving

forward. Mr. Smart and the Board thanked Mrs. Thomas for sharing this information, and Mr. Smart proceeded with the remaining agency update. Due to the eviction moratorium, the vacancies and rent roll have remained consistent with those of the previous month. Regarding this, Mr. Smart expressed that the agency is preparing for any situations that may arise after the moratorium is lifted.

Chairman Hinchliffe asked Jason Roubique to provide the construction report. Mr. Roubique informed the Board of the status of all construction and renovation projects.

Chairman Hinchliffe asked Janet Sanderford to go over the financial reports. Ms. Sanderford discussed some of the high points. She expressed that the financials for Public Housing and Section 8 are in good standing. She also notified the Board that she will be able to request money from reserves that HUD is holding for the agency, if needed.

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

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 Special Meeting of the Board of Commissioners of said Authority held on Wednesday, January 27, 2021, 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 27th day of January, 2021.

WILLIAM V. SMART, SECRETARY

(SEAL)