

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, DECEMBER 16, 2020**

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session for a joint meeting with the Properties for Retired and Family Living Board. The session was held -at 2:00 P.M. on Wednesday, December 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 Joe Farr

Absent: Commissioner Beverly V. Lewis

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

Guests from the Properties for Retired and Family Living Board were: Lynda McGehee, Patricia Gix, Gladys Smith-Coward, Sharon Taylor, and Todd Little

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, December 16, 2020, at the Housing Authority of the City of Monroe Annex Building, located at 210 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 December 7, 2020

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 asked for the crime update. Corporal Kwasic Heckard elaborated on the November crime incidents and notified the Board of the police department's new technology that will help combat gun violence. Corporal Heckard then stated that the off-duty officer patrol on 3rd and 4th Street will continue to be led by POC Stadius. Lastly, Corporal Heckard informed the Board that the decision to install cameras on the properties must be made by City Hall and Legal. Regarding this, Mr. Smart mentioned to the Board that he was in ongoing discussions with Mayor Ellis and Chief Zordan in hopes of a resolution to allow for installation of cameras on the properties.

Chairman Hinchliffe then introduced the first topic for discussion, a request to approve the bid received from Byrnes Mechanical Contractors, Inc. for \$852,000 for the Frances Tower HVAC project. After discussion, Vice-Chairman Miller introduced the following resolution:

RESOLUTION # 3802

A RESOLUTION TO APPROVE THE BID RECEIVED FROM BYRNES MECHANICAL CONTRACTORS, INC. IN THE AMOUNT OF \$852,000 FOR THE FRANCES TOWER HVAC PROJECT.

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 \$852,000 from Byrnes Mechanical Contractors, Inc. for the Frances Tower HVAC project is hereby granted.

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

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

NAYS: None

Commissioner Joe Farr abstained from this vote.

Chairman Hinchliffe shifted to the report section of the meeting, asking Mr. Smart to provide the updates for the agency. Firstly, Mr. Smart thanked the Board for participating in the ribbon cutting for the Head Start Center opening. Mr. Smart then proceeded to provide additional information from the aforementioned meeting with Mayor Ellis and the Chief of Police. The discussion included the possibility of community policing and substations. Mr. Smart then proceeded to provide an update on vacancies: Public Housing has a 97.9% occupancy rate and Retirement Communities are at 99%. Regarding rent roll and employee count, Mr. Smart remarked that these statuses have remained consistent with those of the previous month.

Chairman Hinchliffe asked Jason Roubique to provide the construction report. Mr. Roubique informed the Board that the Burg Jones Plaza office renovations have resumed. He provided an update on the unit renovations at Miller Square that are nearing completion and announced that the learning center has received its certificate of occupancy. He also notified the Board that the project to renovate the two elevators in Frances Tower will begin in January. He then mentioned the exterior renovation project for Frances Tower that is expected to go out for bid in 2021. Mr. Roubique also announced that the new construction at Preservation Mills is expected to be completed by the end of the year. Lastly, he stated that plans are being made to continue a previous project started at the St. John Plaza.

Chairman Hinchliffe asked Janet Sanderford to go over the financial reports. Ms. Sanderford discussed some of the high points. She informed the Board all financials are adequately calculated for this time of year. She also notified the Board that she will be able to request money from reserves that HUD is holding for Section 8, if needed.

Chairman Hinchliffe asked if there was anything else that needed to be addressed. Mr. Todd Little provided an update on the Robinson Place II project to convert to a permanent loan. This

conversion is projected to happen by the end of January 2021. 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, December 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 16th day of December, 2020.

WILLIAM V. SMART, SECRETARY

(SEAL)