

MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD ON THURSDAY, APRIL 23, 2020

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session at 2:00 P.M. on Thursday, April 23, 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, Commissioner Joe Farr, Commissioner Beverly Lewis, and Commissioner Patricia Gix

Absent: Vice-Chairman Rick Miller

Also present were: William Smart, MHA Executive Director; Karen Crowell, Deputy Director; Cheryl Farmer, Operations Director; Janet Sanderford, Administrative Director; Janet Wells, Planning and Development Consultant; Naomi Jackson, Section 8 Director; Kara Jenkins, Executive Staff Officer; and Steve North, Attorney.

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. 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 Special Session at 2:00 P.M. on Thursday, April 23, 2020, via WebEx video conference call for the following purposes:

1. Approve minutes of previous meeting
2. Any other business that may come before the board

HAL HINCHLIFFE, CHAIRMAN
kj/hh

Dated this April 16, 2020

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

Chairman Hinchliffe asked the board for any comments regarding the March meeting. There were none, and Commissioner Joe Farr introduced a motion to approve the minutes of the previous meeting. Commissioner Beverly Lewis seconded the motion, and it carried unanimously.

Chairman Hinchliffe then introduced the topic for discussion, retention of Architecture Associates, APC, for the architecture and engineering contract. Commissioner Farr abstained from the vote due to a business relationship with the contractor. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3767

**A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO ENGAGE
ARCHITECTURE ASSOCIATES, APC, IN A RETAINER AGREEMENT FOR
ARCHITECTURE & ENGINEERING SERVICES FOR PUBLIC HOUSING PROJECTS.**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the firm, Architecture Associates, APC, is deemed most qualified to perform architecture

and engineering services for Public Housing projects that may include but are not limited to renovations, construction, and deferred maintenance for a one-year period, with the ability to extend the contract for an additional year.

BE IT FURTHER RESOLVED that MHA is hereby authorized to engage the firm with project-based contracts for said services within that period.

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

AYES: Chairman Hal Hinchliffe, Commissioner Patricia Gix, & Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe shifted to the report section of the meeting, asking Mr. Smart to provide updates. Mr. Smart informed the Board of the operating procedures MHA has been using in response to COVID-19. He shared that employees are using social distancing, wearing masks and gloves, and taking care of business by phone and mail when possible. Mr. Smart added that all MHA employees were paid and not required to use their leave during the 3-week period that they were sent home. He commented that each of the employees at the board meeting had stepped up to make sure everything was taken care of. Mr. Smart shared that the Food Bank was bringing food for all public housing residents, and Karen Crowell mentioned that they would be making the rounds another time after that.

Mr. Smart provided an update on tornado recovery efforts, reporting that 29 units were damaged at Miller Square with 7 residents rehoused. He mentioned that the maintenance employees did a good job of jumping into action when called upon on that Sunday afternoon; they removed trees that fell onto houses and secured tarps on units with roof damage. Mr. Smart added that proposals were currently being taken for repairs.

Mr. Smart informed the Board that MHA has \$200,000 set aside from prior periods that can be used only in disaster situations to assist Public Housing or Section 8 residents and agencies. He requested board approval to provide 1,500 families with \$50 worth in groceries each and provide masks for staff. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3768

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO SPEND DISASTER FUNDS TO ASSIST PUBLIC HOUSING AND/OR SECTION 8 RESIDENTS AND STAFF.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Monroe Housing Authority is authorized to provide assistance to Public Housing and/or Section 8 residents or staff using the disaster relief funds as they see fit while maintaining compliance with fund utilization requirements.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Patricia Gix, & Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe asked Janet Wells to review the construction report. Ms. Wells stated that the primary update she needed to provide would be detailed in the Executive Session, so she encouraged them to move forward with the financial reports rather than duplicating efforts.

Mr. Smart then asked Janet Sanderford to go over the financial reports. Ms. Sanderford stated that the financials were good. She mentioned that we would be receiving two months of additional operating subsidy from HUD and that other funds would be coming available eventually in response to the COVID-19 pandemic.

Chairman Hinchliffe called an Executive Session, and Janet Sanderford, Naomi Jackson, Cheryl Farmer, Karen Crowell, and Kara Jenkins left the room. After discussion, the Executive Session was concluded and employees were invited back to the meeting. Commissioner Farr stated that no action was taken in the Executive Session.

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

WILLIAM V. SMART, SECRETARY

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 Thursday, April 23, 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 23rd day of April, 2020.

WILLIAM V. SMART, SECRETARY

(SEAL)