

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA, HELD ON THURSDAY, JULY 9, 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 Thursday, July 9, 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, and Commissioner Patricia Gix

Absent: Commissioner Beverly 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; Janet Wells, Planning and Development Consultant; Kara Jenkins, Executive Staff Officer; and Jim Rountree, Attorney

Guests in attendance were: Detectives Chris Bates and Derek Daniel, from Monroe Police Department

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. 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 Regular Session at 2:00 P.M. on Thursday, July 9, 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

HAL HINCHLIFFE, CHAIRMAN
kj/hh

Dated this July 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 the Board 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. Commissioner Patricia Gix seconded the motion, and it carried unanimously.

Chairman Hinchliffe gave the floor over to Detective Chris Bates, who introduced his colleague, Detective Derek Daniel. He informed the Board that Detective Daniel is over the Crime Stoppers at Monroe PD. Detective Bates mentioned that they had been looking into options to help us cut down on crime in the 3rd & 4th Street area while Preservation Mills is under construction. He discussed some of the ideas they had to deter vandalism of the construction sites. The detectives confirmed that their officers were patrolling the area but that they didn't have the manpower to provide coverage constantly. They mentioned that, if we could afford it, the best way to address the situation would be to hire off-duty officers to patrol the

community in marked cars. Mr. Smart thanked the detectives for joining the meeting, confirming that we would be in touch, and Detectives Bates and Daniel left the room.

Chairman Hinchliffe then introduced the first topic for discussion, a request for permission to accept the low proposal from D & L of Ouachita for the Miller Square Learning Center renovation. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3777

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE LOW PROPOSAL FROM D & L OF OUACHITA FOR MILLER SQUARE LEARNING CENTER RENOVATION.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that authorization to accept the proposal in the amount of \$128,000.00 from D & L of Ouachita for Miller Square Learning Center Renovation, Project # 20INS610.03, is hereby granted.

BE IT FURTHER RESOLVED that selection of the contractor with the lowest-cost offer was based on emailed proposals and thus acceptance is contingent upon receipt of the formal proposal validating the commitment made via email and accompaniment of required documentation as stated in the plans and specs.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, and Commissioner Patricia Gix

NAYS: None

Chairman Hinchliffe mentioned the request for approval of Change Order #1 from JC Lewis Construction to include abatement in the Miller Square Renovation. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3778

A RESOLUTION APPROVING CHANGE ORDER #1 FROM JC LEWIS CONSTRUCTION TO INCLUDE ABATEMENT FOR MILLER SQUARE RENOVATION.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that authorization to approve change order #1 in the amount of \$1,042,407.00 from JC Lewis Construction to include abatement in the Miller Square Renovation, Project # 19CFP610.01, is hereby granted.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, and Commissioner Patricia Gix

NAYS: None

The next request was for permission to accept the low proposal from Terracon Consultants, Inc. for air monitoring during abatement procedures at Miller Square. After discussion, Commissioner Gix introduced the following resolution:

RESOLUTION # 3779

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE LOW PROPOSAL FROM TERRACON CONSULTANTS, INC. FOR AIR MONITORING SERVICE DURING ABATEMENT AT MILLER SQUARE.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that authorization to accept the proposal in the amount of \$122,900.00 from Terracon Consultants, Inc., for air monitoring service during abatement at Miller Square, Project # 19CPF610.01, is hereby granted.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, and Commissioner Patricia Gix

NAYS: None

Chairman Hinchliffe moved on to a request for permission to advertise for Frances Tower elevator replacement. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3780

A RESOLUTION AUTHORIZING MONROE HOUSING AUTHORITY TO ADVERTISE FOR BIDS FOR ELEVATOR REPLACEMENT AT FRANCES TOWER.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to advertise for bids for elevator replacement at Frances Tower is hereby granted.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, and Commissioner Patricia Gix

NAYS: None

Chairman Hinchliffe introduced a conversation regarding MHA employee benefits post-Civil Service. After discussion, Commissioner Gix introduced the following resolution:

RESOLUTION # 3781

A RESOLUTION APPROVING RETENTION OF CURRENT EMPLOYEE BENEFITS FOR MONROE HOUSING AUTHORITY EMPLOYEES POST-SEPARATION FROM LOUISIANA STATE CIVIL SERVICE.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that, upon exiting LA State Civil Service, employee benefits for all current MHA employees will remain as previously held, as confirmed in the attached memorandum, is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, and Commissioner Patricia Gix

NAYS: None

Chairman Hinchliffe shifted to the report section of the meeting, asking Mr. Smart to provide updates. Mr. Smart informed the Board that we have had some spikes in virus activity at some of our developments. He shared that one of our employees had tested positive and that we are continuing to take precautions to protect our residents and staff. Mr. Smart mentioned that we are still in need of skilled maintenance employees, adding that we are offering an Employee Referral Incentive. He provided an update on vacancies: Public Housing has a 98% occupancy rate and Retirement Communities are at 99%. He stated that the numbers were very good for year-end and how proud he was of the employees for working hard to accomplish that goal. Mr. Smart mentioned that the rent roll and employee report were about the same but that our Section 8 inspector, David Gardner, had retired.

Chairman Hinchliffe asked Janet Wells to review the construction report. Ms. Wells stated that Burg Jones Lane office renovation has been at a stand-still due to issues with the contractor; she added that Steve North will be sending a demand letter. Ms. Wells mentioned that proposals had been received for Miller Square renovation, adding that tornado damage repair was ongoing and that proposals were also received for renovating the learning center. She provided an update on McKeen Plaza's HVAC work, informing the Board that they are on-track and had no major issues. Ms. Wells stated that Preservation Mills is now 88% complete and that all 23 homes should be ready by the end of August.

Mr. Smart then asked Janet Sanderford to go over the financial reports. Ms. Sanderford informed the Board that the accounts receivable write-offs ended up at \$127k for fiscal year-end. She referred to the

items shaded in green on the financials, stating that those should be covered by CARES Act funding. She also mentioned that she had been able to apply \$13k in Federal payroll tax credits.

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 Regular Meeting of the Board of Commissioners of said Authority held on Thursday, July 9, 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 9th day of July, 2020.

WILLIAM V. SMART, SECRETARY

(SEAL)