

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, NOVEMBER 17, 2021**

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 17, 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 Zoom for virtual conference.

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Beverly Lewis, Commissioner Angelina Jones, and Steve North, Attorney

Also present were: William Smart, MHA Executive Director; Jason Roubique, Director of Planning and Development; Janet Sanderford, Director of Accounting; Cheryl Farmer, Director of Operations; Shelva Thomas, Director of Human Resources and Administrative Officer; Naomi Jackson, Director of Section 8 and Allison Payne, Executive Administrative Assistant

**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 17, 2021, at the office of the Housing Authority of the City of Monroe, located at 300 Harrison Street, Monroe, Louisiana 71201, and via Zoom 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 10, 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 Vice-Chairman Rick Miller introduced a motion to approve the minutes of the previous meeting. Commissioner Angelina Jones seconded the motion, and it carried unanimously.

Chairman Hinchliffe then asked for the crime report. Mr. William Smart provided the Board with the crime report of the previous month on Corporal Kwasic Heckard's behalf and stated that he will be requesting more police presence at the properties.

Chairman Hinchliffe then introduced the first topic of discussion, a request for permission to adopt the Louisiana Compliance Questionnaire for the fiscal year ending June 30, 2021. After discussion, Vice-Chairman Miller introduced the following resolution:

**RESOLUTION # 3833**

**A RESOLUTION ADOPTING THE LOUISIANA COMPLIANCE QUESTIONNAIRE FOR THE FISCAL YEAR ENDING JUNE 30, 2021.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the Louisiana Compliance Questionnaire for the fiscal year ending June 30, 2021 is hereby adopted.

The above resolution was seconded by Commissioner Jones and carried the following vote:  
AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Beverly Lewis, & Commissioner Angelina Jones  
NAYS: None

Chairman Hinchliffe then presented the next topic, a request for permission to accept the low bid from Benchmark Construction for the renovation of 68 Roy Drive in the Johnson Carver community. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3834**

**A RESOLUTION ACCEPTING THE LOW BID FROM BENCHMARK CONSTRUCTION FOR THE RENOVATION OF 68 ROY DRIVE IN THE JOHNSON CARVER COMMUNITY.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request to accept the low bid in the amount of \$148,900 for the renovation of 68 Roy Drive in the Johnson Carver community is hereby granted.

The above resolution was seconded by Commissioner Jones and carried the following vote:  
AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Beverly Lewis, & Commissioner Angelina Jones  
NAYS: None

The next topic of discussion was a request to authorize change order #5 for the Frances Tower HVAC project. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION # 3835**

**A RESOLUTION AUTHORIZING CHANGE ORDER #5 FROM BYRNES MECHANICAL CONTRACTORS, INC. IN THE AMOUNT OF \$91,000 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 authorize the change order #5 in the amount of \$91,000.00 from Byrnes Mechanical Contractors, Inc. for the Frances Tower HVAC project is hereby granted.

The above resolution was seconded by Commissioner Lewis and carried the following vote:  
AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Beverly Lewis, & Commissioner Angelina Jones  
NAYS: None

The fourth topic of discussion was a request to authorize change order #1 for the Claiborne Creek balcony removal and water damage repair project. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3836**

**A RESOLUTION AUTHORIZING CHANGE ORDER #1 IN THE AMOUNT OF \$21,641.00 FOR THE CLAIBORNE CREEK BALCONY REMOVAL AND WATER DAMAGE REPAIR PROJECT.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to authorize the change order #1 in the amount of \$21,641.00 for the Claiborne Creek balcony removals and water damage repair project is hereby granted.

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

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

NAYS: None

Chairman Hinchliffe then introduced the final topic of discussion, a request to approve the sell the five Cooley Group home properties subject to approval by the U.S. Dept. of Housing and Urban Development and subject to approval of MHA legal counsel. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3837**

**A RESOLUTION APPROVING THE SELL OF THE FIVE COOLEY GROUP HOME PROPERTIES.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request to approve the sell the five Cooley Group home properties subject to approval by the U.S. Dept. of Housing and Urban Development and subject to approval of MHA legal counsel is hereby granted. The properties will be sold for at least their appraised value. Appraisals have recently been completed by Michael Graham Real Estate. In addition to appraisals, Monroe Housing Authority has completed a detailed environmental assessment of each property that will be required by HUD. The five properties to be sold are as follows:

- a. 113 Arkansas Ave., Monroe, LA 71201 – appraised at \$218,000
- b. 2103 South Grand St., Monroe, LA 71201 – appraised at \$232,000
- c. 1591 Shannon St., Monroe, LA 71201 – appraised at \$229,000
- d. 4201 Spurgeon Dr., Monroe, LA 71203 – appraised at \$247,000
- e. 201 Texas Ave., Monroe, LA 71201 – appraised at \$232,000

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

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

NAYS: None

Chairman Hinchliffe shifted to the report section of the meeting, asking Mr. Smart to provide the updates for the agency. Mr. Smart provided the Board with an overview of the meeting the Executive staff held with MOEBiz regarding scanning. He also remarked that the agency will be closed on Thursday and Friday in recognition of the Thanksgiving and Acadian holiday. Lastly, he provided that Board with an overview of the agency's accomplishments and events for the year 2021 via slideshow presentation.

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

He also prefaced a possible change order regarding the Frances Tower exterior renovation project. Lastly, Mr. Roubique mentioned the need to update the five-year plan to reflect actual expenditures.

Chairman Hinchliffe asked Janet Sanderford to go over the financial reports. Ms. Sanderford expressed that the funds for Public Housing and Section 8 were in good standing. She also remarked that insurance has increased for Central and directors, and that all Cares Act money must be utilized by the agency by the end of the year.

Chairman Hinchliffe asked if there was anything else that needed to be addressed. Mr. Smart presented the Board with their gifts from the Incentive event. There being no further business upon receipt of gifts, Chairman Hinchliffe 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 17, 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 17<sup>th</sup> day of November, 2021.

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WILLIAM V. SMART, SECRETARY

(SEAL)