

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, JANUARY 19, 2022**

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, January 19, 2022, 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 Angelina Jones, and Steve North, Attorney

Absent: Commissioner Joe Farr and Commissioner Beverly Lewis

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; and Allison Payne, Executive Administrative Assistant

**NOTICE OF REGULAR MEETING**

TO: Mr. Hal H. Hinchliffe, Chairman  
Mr. Rick Miller, Vice Chairman  
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, January 19, 2022 at the Housing Authority of the City of Monroe, located at 300 Harrison Street, Monroe, LA 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 January 11, 2022

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 from December 2021 on Corporal Kwasic Heckard's behalf.

Chairman Hinchliffe then introduced the first topic of discussion, a request for approval of change order #3 for the Frances Tower Exterior Renovation project. After discussion, Commissioner Jones introduced the following resolution:

**RESOLUTION # 3838**

**A RESOLUTION AUTHORIZING THE CHANGE ORDER #3 FROM ARCHITECTURE ASSOCIATES IN THE AMOUNT OF \$148,283.00 FOR THE FRANCES TOWER EXTERIOR RENOVATION 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 #3 from Architecture Associates in the amount of \$148,283.00 for the Frances Tower Exterior Renovation project is hereby approved.

The above resolution was seconded by Vice-Chairman Miller and carried the following vote:

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

NAYS: None

Chairman Hinchliffe then presented the next topic, a request for permission to authorize the Housing Agency Retirement Trust. After discussion, Vice-Chairman Miller introduced the following resolution:

**RESOLUTION # 3839**

**A RESOLUTION AUTHORIZING THE HOUSING AGENCY RETIREMENT TRUST FOR THE BENEFIT OF EMPLOYEES**

**WHEREAS**, the Housing Authority of the City of Monroe (the "Authority") is a participating employer in the Housing Agency Retirement Trust, formerly The Housing-Renewal and Local Agency Retirement Plan, (the "Plan") for the benefit of its employees; and

**WHEREAS**, the Authority has the right pursuant to Section 8.1 of the Plan to amend its Joinder Agreement and Plan Specifications as of the first day of any month; and

**WHEREAS**, the Authority desires to amend its Joinder Agreement and Plan Specifications to allow Participants to elect to take loan from their account balance.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Authority's Joinder Agreement and Plan Specifications is hereby amended to permit Participant loans effective

\_\_\_\_\_.

**BE IT FURTHER RESOLVED** by the Board of Commissioners that the Executive Director of this Authority is hereby authorized to sign the Amendment for and on behalf of the Authority, and to take any actions necessary or appropriate to carry into effect the resolutions herein approved.

**CERTIFICATE**

The undersigned, \_\_\_\_\_, does hereby certify the foregoing is a true, accurate and exact copy of the appropriate portion of the minutes of the meeting held on December \_\_\_\_\_, 2021 in Monroe, Louisiana and of the appropriate resolution and action taken there.

In witness thereof, the undersigned has hereunto set his hand this \_\_\_\_\_ day of January, 2022.

\_\_\_\_\_  
Name  
\_\_\_\_\_

Title

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

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

NAYS: None

The next topic of discussion was a request for approval of change order #1 for the repair of burned units. After discussion, Vice-Chairman Miller introduced the following resolution:

**RESOLUTION # 3840**

**A RESOLUTION AUTHORIZING THE CHANGE ORDER #1 FROM MAYFIELD CONSTRUCTION IN THE AMOUNT OF \$7,455.00 FOR THE REPAIR OF BURNED UNITS**

**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 from Mayfield Construction in the amount of \$7,455.00 for the repair of burned units located at 1914 Ruth Street, 2925 Barrington Drive, and 21 Breece Circle is hereby approved.

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

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

NAYS: None

The fourth topic of discussion was a request to amend the MHA Agency Plan to include the selling of four of the Cooley Homes and demolition of the fifth Cooley Home. After discussion, Vice-Chairman Miller introduced the following resolution:

**RESOLUTION # 3841**

**A RESOLUTION AUTHORIZING AN AMENDMENT TO THE MHA AGENCY PLAN TO INCLUDE THE SELLING OF FOUR OF THE COOLEY GROUP HOMES AND THE DEMOLITION OF THE FIFTH COOLEY GROUP HOME FOR FUTURE DEVELOPMENT**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to authorize the amendment to the MHA Agency Plan to include the selling of four of the Cooley group homes and the demolition of the fifth Cooley group home for future development with HUD approval is hereby approved.

The four properties to be sold include:

- a. 113 Arkansas Ave., Monroe, LA 71201
- b. 201 Texas Ave., Monroe, LA 71201
- c. 2103 South Grand St., Monroe, LA 71201
- d. 4201 Spurgeon Dr., Monroe, LA 71203

The property to be demolished is located at 1591 Shannon St., Monroe, LA 71201.

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

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

NAYS: None

Chairman Hinchliffe then introduced the final topic of discussion, a request for approval of change order #6 for the Frances Tower HVAC project. After discussion, Commissioner Jones introduced the following resolution:

**RESOLUTION # 3842**

**A RESOLUTION AUTHORIZING THE CHANGE ORDER #6 FROM BYRNES  
MECHANICAL CONTRACTORS, INC. IN THE AMOUNT OF \$68,500.00 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 #6 from Byrnes Mechanical Contractors Inc. in the amount of \$68,500.00 for the Frances Tower HVAC project is hereby approved.

The above resolution was seconded by Vice-Chairman Miller and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, & 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 expressed that All Cares Act Funds were spent. He also remarked that the Chauvin Pointe Retirement Community was awarded the Best of the Best title for retirement communities from Delta Style. He also remarked that the agency has received over \$300,000 in emergency rental assistance from the State and recognized Shelva Thomas for receiving nearly \$500,000 in additional funding for the ROSS Grant program. Lastly, he provided recognized Dewayne Delrio and Cheryl Farmer for the work they have done to prepare for REAC inspections and reviewed the various agency reports for vacancies rent roll and employee headcount.

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.

Chairman Hinchliffe asked Janet Sanderford to go over the financial reports. Ms. Sanderford reviewed the data for Public Housing and Section 8.

Chairman Hinchliffe asked if there was anything else that needed to be addressed. There being no further business, 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, January 19, 2022 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 19<sup>th</sup> day of January 2022.

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WILLIAM V. SMART, SECRETARY

(SEAL)