

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, MARCH 16, 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, March 16, 2022, at the office of the Housing Authority of the City of Monroe, Louisiana, located at 300 Harrison Street, Monroe, Louisiana 71201.

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, and Commissioner Angelina Jones

Absent: Commissioner Beverly Lewis 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; 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, March 16, 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

HAL HINCHLIFFE, CHAIRMAN
ap/hh

Dated this March 9, 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 Commissioner Joe Farr 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. Corporal Kwasic Heckard provided the Board with the crime report from February 2022. He also shared that the surveillance tools utilized on our properties have been aidful in crime control. Corporal Heckard was thanked for his report and left the meeting.

Chairman Hinchliffe then introduced the first topic of discussion, a request for permission to accept the bid from Benchmark Construction to repaint the perimeter fences. Since this item was approved via previous email poll, no further action was required by the Board. The second topic of discussion regarded permission to accept the bid from DSC Security and Communications for the installation of surveillance cameras at Breece-Lock, Foster Heights, Johnson Carver, and Miller Square. This item was also approved via previous email poll, and no further action was required by the Board.

Chairman Hinchliffe then presented the first actionable item, a request to amend the annual PHA Agency Plan. After discussion, Commissioner Jones introduced the following resolution:

RESOLUTION # 3845

A RESOLUTION PERMITTING THE AMENDMENT OF THE CURRENT ANNUAL PHA AGENCY PLAN.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the amendment to the current annual PHA Agency Plan 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 & Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe then presented the next topic, a request for approval of the annual PHA Agency Plan for 2022-2023. After discussion, Commissioner Jones introduced the following resolution:

RESOLUTION # 3846

A RESOLUTION APPROVING THE ANNUAL PHA AGENCY PLAN.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the annual PHA Agency Plan for 2022-2023 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 & Commissioner Angelina Jones

NAYS: None

The next topic of discussion was a request for permission to amend the 5-Year Capital Fund Plan and 2021 Annual Budget for the Capital Fund Program. After discussion, Commissioner Joe Farr introduced the following resolution:

RESOLUTION # 3847

A RESOLUTION PERMITTING THE AMENDMENT OF THE 5-YEAR CAPITAL FUND PLAN AND THE 2021 ANNUAL BUDGET FOR THE CAPITAL FUND PROGRAM.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the amendment to the 5-year capital fund plan and 2021 annual budget for the capital fund program are 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 & Commissioner Angelina Jones

NAYS: None

The next topic of discussion was a request to approve the 5-Year Capital Fund Plan and 2022 Annual Budget for the Capital Fund Program. After discussion, Vice-Chairman Miller introduced the following resolution:

RESOLUTION # 3848

A RESOLUTION APPROVING THE 5-YEAR CAPITAL FUND PLAN AND THE 2022 ANNUAL BUDGET FOR THE CAPITAL FUND PROGRAM.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the 5-year capital fund plan and 2022 annual budget for the capital fund program are hereby approved.

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 Angelina Jones

NAYS: None

The next topic of discussion was a request to approve change order #4 for the Frances Tower Exterior Renovation project. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3849

A RESOLUTION AUTHORIZING THE CHANGE ORDER #4 FROM ARCHITECTURE ASSOCIATES IN THE AMOUNT OF \$9,660.00 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 #4 from Architecture Associates in the amount of \$9,660.00 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 Joe Farr & Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe then presented the next topic, a request for approval of change order #7 for the Frances Tower HVAC project. After discussion, Commissioner Vice-Chairman Miller introduced the following resolution:

RESOLUTION # 3850

A RESOLUTION AUTHORIZING THE CHANGE ORDER #7 FROM BYRNES MECHANICAL CONTRACTORS, INC. IN THE AMOUNT OF \$16,296.00 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 \$16,296.00 for the Frances Tower HVAC project 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 Joe Farr & Commissioner Angelina Jones

NAYS: None

The next topic of discussion was a request to approve the change order #2 for the repair of burned units. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3851

A RESOLUTION AUTHORIZING THE CHANGE ORDER #2 FROM MAYFIELD CONSTRUCTION IN THE AMOUNT OF \$1,980.00 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 #2 from Mayfield Construction in the amount of \$1,980.00 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 Joe Farr & Commissioner Angelina Jones

NAYS: None

The next topic of discussion was a request for permission to award lawn maintenance contracts. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3752

A RESOLUTION AWARDED LAWN MAINTENANCE CONTRACTS FOR VARIOUS LOCATIONS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the following low bids be accepted and lawn maintenance contracts be awarded for these specified properties:

<u>Contractor</u>	<u>Bid Amount and Property</u>
Unique Lawn	\$ 5,300 (Alabama Place) \$26,000 (Chauvin Pointe), \$8,000 (Frances Tower), \$2,160 (Franciscan)
Perfect Cut	\$6,150 (OGP/Mulhearn), \$44,900 (South Pointe), \$35,900.00 (Passman Plaza)
US Lawns	\$64,450 (Burg Jones), \$54,300 (Miller Square)
North Pro	\$57,800 (Robinson Place), \$16,150 (Robinson II)
H Enterprises	\$26,500 (Claiborne Creek)

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 Angelina Jones

NAYS: None

Chairman Hinchliffe then presented the next topic, a request for approval of the annual appliance contract. After discussion, Commissioner Jones introduced the following resolution:

RESOLUTION # 3853

A RESOLUTION APPROVING THE ANNUAL APPLIANCE CONTRACT.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the annual appliance contract 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 & Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe then introduced the final topic of discussion, a request for permission to change the terms of the Frank L. Wilcox Scholarship. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3854

A RESOLUTION AUTHORIZING THE CHANGE IN THE TERMS OF THE FRANK L. WILCOX SCHOLARSHIP.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the change in the terms of the Frank L. Wilcox Scholarship 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 Joe Farr & 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 reviewed the findings from the previous audit and the steps the agency is taking to make the suggested corrections. He also expressed that the agency is in process of conducting conversations regarding the sell of Ouachita Grand Plaza. Lastly, he shared that the agency is in the process of REAC inspections, and he reviewed the vacancy and rent roll reports

Chairman Hinchliffe asked Shelva Thomas to provide the construction report. Ms. Thomas updated the Board on the status of personnel for the agency.

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.

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, March 16, 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 16th day of March 2022.

WILLIAM V. SMART, SECRETARY

(SEAL)