

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, MAY 18, 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, May 18, 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: Cheryl Farmer, Director of Operations; Jason Roubique, Director of Planning and Development; Janet Sanderford, Director of Accounting; 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, May 18, 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 May 11, 2022

Chairman Hal Hinchliffe called the meeting to order, and Vice-Chairman Rick Miller opened 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. Vice-Chairman Miller seconded the motion, and it carried unanimously.

Chairman Hinchliffe then asked for the crime report. Cheryl Farmer provided the Board with the crime report from April 2022. She also shared that the surveillance tools utilized on our properties have been aidful in crime control, and evictions will be done on residents involved in crimes on the properties.

Chairman Hinchliffe then presented the first actionable item, a request to approve change order #4 for the Frances Tower Exterior Renovation project. After discussion, Vice-Chairman Miller introduced the following resolution:

RESOLUTION # 3855

A RESOLUTION AUTHORIZING THE CHANGE ORDER #5 FROM ARCHITECTURE ASSOCIATES IN THE AMOUNT OF \$13,205.00 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 #5 from Architecture Associates in the amount of \$13,205.00 for the Frances Tower Exterior Renovation project 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 modification to the Capital Budget. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3856

A RESOLUTION APPROVING THE MODIFICATION OF THE CAPITAL FUND BUDGET

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that modifications to the capital fund budget are 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 introduced the final topic of discussion, a request for approval to purchase carbon monoxide detectors for Public Housing. After discussion, Vice-Chairman Miller introduced the following resolution:

RESOLUTION # 3857

A RESOLUTION APPROVING THE PURCHASE OF CARBON MONOXIDE DETECTORS FOR PUBLIC HOUSING

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the purchase of carbon monoxide for all Public Housing Properties 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 shifted to the report section of the meeting, asking Cheryl Farmer to provide the updates for the agency. Ms. Farmer reviewed the vacancy report and expressed that rent increases were done at all 202 properties.

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, May 18, 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 18th day of May 2022.

WILLIAM V. SMART, SECRETARY

(SEAL)