

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, JULY 20, 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, July 20, 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, Commissioner Beverly Lewis, Commissioner Angelina Jones, and Steve North, Attorney

Absent: None

Also present were: William V. Smart, Executive Director; 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; Naomi Jackson, Section 8 Director; 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, July 20, 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 July 11, 2022

Chairman Hal Hinchliffe called the meeting to order, and Mr. William Smart 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. William Smart provided the Board with the crime report from June 2022. He also expressed that Cheryl and the property managers will be meeting with residents to address issues with crime.

Chairman Hinchliffe then presented the first actionable item, a request to approve the settlement agreement with Advantage Roofing to close out the Burg Jones Lane project. After discussion, Commissioner Jones introduced the following resolution:

RESOLUTION # 3865

A RESOLUTION APPROVING THE SETTLEMENT AGREEMENT WITH ADVANTAGE ROOFING TO CLOSE OUT THE BURG JONES LANE PROJECT

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution to approve the settlement agreement with Advantage Roofing to close out the Burg Jones Lane 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 Beverly Lewis, Commissioner Angelina Jones, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the next topic a request for approval of 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 # 3866

A RESOLUTION APPROVING 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 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 Beverly Lewis, Commissioner Angelina Jones, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the next topic, a request for approval of change order #8 for the Frances Tower HVAC Project. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3867

A RESOLUTION APPROVING CHANGE ORDER #8 IN THE AMOUNT OF \$1,510.00 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 change order #8 in the amount of \$1,510.00 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 Beverly Lewis, Commissioner Angelina Jones, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the next topic, a request for approval of change order #1 for the Johnson Carver burned unit project. After discussion, Vice-Chairman Miller introduced the following resolution:

RESOLUTION # 3868

A RESOLUTION APPROVING CHANGE ORDER #1 IN THE AMOUNT OF \$2,123.92 FOR THE JOHNSON CARVER BURNED UNIT PROJECT

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the change order #1 in the amount of \$2,123.92 for the Johnson Carver burned unit 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 Beverly Lewis, Commissioner Angelina Jones, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then introduced the final topic of discussion, the annual Election of Officers After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3869

A RESOLUTION RE-ELECTING THE CURRENT OFFICERS FOR ANOTHER TERM ON THE BOARD OF COMMISSIONERS OF MONROE HOUSING AUTHORITY.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Chairman Hal Hinchliffe and Vice-Chairman Rick Miller are hereby re-elected as officers for the following year.

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

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

NAYS: None

Chairman Hinchliffe shifted to the report section of the meeting, asking William Smart to provide the updates for the agency. Mr. Smart reviewed the vacancy and rent roll reports for the agency.

Chairman Hinchliffe asked Shelva Thomas to provide the personnel 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. Chairman Hinchliffe then announced that Allison Payne will be relocating to another state and will no longer be serving as the Executive Administrative Assistant for the Monroe Housing Authority. 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, July 20, 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 20th day of July 2022.

WILLIAM V. SMART, SECRETARY

(SEAL)