

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, AUGUST 17, 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, August 17, 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; Jason Roubique, Director of Planning and Development; Janet Sanderford, Director of Accounting; Shelva Thomas, Director of Human Resources and Administrative Officer; and Sammie Winters, Executive Administrative Assistant; Aimee Buchanan, CPA Partner – Allen Green & Williamson LLP

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, August 17, 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 the 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 August 17, 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 July 2022.

Chairman Hinchliffe then presented the first actionable item, a request for permission to grant 2022 incentive pay to all eligible MHA employees for achievement of 2021 HUD High Performer status. After discussion, Chairman Hinchliffe introduced the following resolution:

RESOLUTION # 3870

A RESOLUTION AUTHORIZING INCENTIVE PAY FOR THE YEAR OF 2022 TO ALL ELIGIBLE MHA EMPLOYEES FOR ACHIEVEMENT OF 2021 HUD HIGH PERFORMER STATUS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution authorizes incentive pay for the year 2022 to all eligible MHA employees for the achievement of 2021 HUD High Performer Status, 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 Beverly Lewis, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the next topic request for approval of a change order for the Canopy Roof removal and replacement at McKeen. After discussion, Chairman Hinchliffe introduced the following resolution:

RESOLUTION # 3871

A RESOLUTION APPROVING A CHANGE ORDER FOR THE MCKEEN CANOPY ROOF REMOVAL AND REPLACEMENT.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the change order for the McKeen Canopy Roof removal and replacement, 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, a request for authorizing Annual Audit Services and Agreed-Upon Procedures for Two Years Ending June 30, 2022, and 2023 with the option to renew for the year ended June 30, 2024. After discussion, Chairman Hinchliffe introduced the following resolution:

RESOLUTION # 3872

A RESOLUTION AUTHORIZING ANNUAL AUDIT SERVICES AND AGREED-UPON PROCEDURES FOR TWO YEARS WITH AN OPTION TO RENEW FOR THE YEAR ENDED JUNE 30, 2024.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution authorizes Annual Audit Services and Agreed-Upon

Procedures for Two Years with an option to renew for the year ended June 30, 2024, is hereby approved.

The above resolution was seconded by Commissioner Lewis 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. 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, August 17, 2022, is a true and correct copy of the original minutes of the said meeting on file and 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 the same resolution adopted at the said meeting on file and of record.

IN TESTIMONY WHEREOF, I have set my hand and the seal of said Authority this 17th day of August 2022.

WILLIAM V. SMART, SECRETARY

(SEAL)