

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, SEPTEMBER 14, 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, September 14, 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 Beverly Lewis

Absent: Commissioner Angelina Jones and Steve North, Attorney

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; Cheryl Farmer, Director of Operations; Naomi Jackson, Section 8 Director; Sammie Winters, Executive Administrative Assistant; Aimee Buchanan, CPA Partner – Allen, Green & Williamson LLP; Amy Tynes, CPA, CFE Partner – Allen, Green & Williamson LLP; and Corporal Kwasic Heckard, Monroe Police Department

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, September 14, 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 September 5, 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. Cpl. Kwasic Heckard provided the Board with the crime report from August 2022.

Chairman Hinchliffe then presented the first actionable item, a request for approval to accept revised Capital Fund Program Budgets for 2020 and 2021. After discussion, Chairman Hinchliffe introduced the following resolution:

RESOLUTION # 3873

A RESOLUTION APPROVING REVISED CAPITAL FUND PROGRAM BUDGETS FOR 2020 AND 2021

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution accepting revised Capital Fund Program Budgets for 2020 and 2021, is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe then presented the next topic request for approval to accept the proposal from Rector Reeder & Lofton PC for \$57,500 for Annual Audit Services and Agreed-Upon Procedures for the Fiscal Year Ending June 30, 2022 and the Fiscal Year Ending June 30, 2023 with an option to renew for one year. After discussion, Chairman Hinchliffe introduced the following resolution:

RESOLUTION # 3874

A RESOLUTION ACCEPTING THE PROPOSAL FROM RECTOR REEDER & LOFTON PC FOR \$57,500 FOR ANNUAL AUDIT SERVICES AND AGREED-UPON PROCEDURES FOR THE FISCAL YEAR ENDING JUNE 30, 2022, AND FISCAL YEAR ENDING JUNE 30, 2023, WITH THE OPTION TO RENEW FOR ONE YEAR

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the proposal from Rector Reeder & Lofton PC for \$57,000 for Annual Audit Services for the Fiscal Year Ending June 30, 2022, and the Fiscal Year Ending June 30, 2023, with the option to renew for one year, is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, 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 Amy Tynes to go over the financial reports. Ms. Tynes 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, September 14, 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 14th day of September 2022.

WILLIAM V. SMART, SECRETARY

(SEAL)