

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF  
DIRECTORS OF THE PROPERTIES FOR RETIRED AND FAMILY  
LIVING HELD ON WEDNESDAY, NOVEMBER 16, 2022**

The Board of Directors of the Properties for Retired and Family Living held a meeting at 2:00 P.M. on Wednesday, November 16, 2022 in the library at McKeen Plaza at 1500 McKeen Place, Monroe, LA. The Board met in joint session with the Monroe Housing Authority Board. These are the minutes from the Properties for Retired and Family Living Board meeting.

Those Board members present were:

President Joe Farr  
Director Patricia Gix  
Director Sharon Taylor  
Director Loretta Hudson

Absent were:

Director Isaiah Woods  
Director Hal Hinchliffe  
Director Gladys Smith-Coward

Also present were: William Smart, Monroe Housing Authority Executive Director; Cheryl Farmer, Operations Director; Janet Sanderford, Director of Accounting; Jason Roubique, Planning and Development Director; Sammie Winters, Executive Administrative Assistant; and Aimee Buchanan, CPA Partner – Allen Green & Williamson LLP

MHA Board members in attendance were: Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Angelina Jones, and Steve North, Attorney.

Immediately following the MHA Board meeting, President Joe Farr called the Properties for Retired and Family Living Board meeting to order.

President Farr asked the Board for any comments regarding the September 15, 2021 meeting. There were none. Director Loretta Hudson introduced a motion that the Minutes of the previous meeting be approved. Director Sharon Taylor seconded the motion and it carried unanimously.

President Farr called for a special election of officers so that others might have an opportunity to lead. During this time, Mr. William Smart remarked that the current President, Joe Farr, and Secretary/Treasurer, Cheryl Farmer of the Board have agreed to continue to serve in their roles. Mr. Smart then nominated Loretta Hudson for the role of Vice-President. After discussion President Joe Farr made the following Resolution:

**A RESOLUTION APPOINTING OFFICERS FOR THE  
PROPERTIES FOR RETIRED AND FAMILY LIVING BOARD.**

**BE IT RESOLVED** by the Board of Properties for Retired and Family Living that the following officers are hereby appointed:

<b>President</b>	<u>Joe Farr</u>
<b>Vice-President</b>	<u>Loretta Hudson</u>
<b>Secretary/Treasurer</b>	<u>Cheryl Farmer</u>

The above Resolution was seconded by Director Sharon Taylor and carried unanimously.

President Farr then asked for the construction report. Mr. Jason Roubique informed the Board that the Contractor-Ouachita continues to make good process with replacing windows at Frances Tower, along with the new lighting system that is now operational. Mr. Roubique also informed the board that the Frances Tower HVAC replacement is substantially complete with the exception of replacement of water heaters and the new

boiler flue exhaust system. The Contractor – Don Leach Construction is continuing to make good progress on the windows at McKeen Plaza. Equipment for surveillance cameras is installed, and we are now waiting on Entergy to provide power connections. Lastly, we are in the process of completing an environmental review for the Miller Square Modernization.

President Farr then asked for the financial report. Ms. Amiee Buchanan briefly elaborated on the financial report. President Farr remarked that any questions concerning financials should be directed to Ms. Buchanan.

President Joe Farr asked if there was any other business or remarks to come before the Board. Mr. Smart thanked the Board for supporting the agency and wished everyone a happy holiday. President Farr asked if there was any further business to come before the Board. There being none, President Joe Far introduced a motion to adjourn the meeting. The motion was seconded by Director Patricia Gix, carried unanimously, and the meeting was adjourned.

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JOE FARR-PRESIDENT

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SAMMIE WINTERS, EXECUTIVE ADMINISTRATIVE ASSISTANT