

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, FEBRUARY 15, 2023**

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, February 15, 2023, 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: Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Angelina Jones, Commissioner Beverly Lewis, and Steve North, Attorney

Absent: Chairman Hal Hinchliffe

Also present were: William V. Smart, Executive Director; 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; Tim Green; 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, February 15, 2023, 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

RICK MILLER, VICE-CHAIRMAN
sw/rm

Dated this February 6, 2023

Vice-Chairman Rick Miller called the meeting to order, and Mr. William Smart opened the meeting with a prayer.

Vice-Chairman Miller 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. Commissioner Beverly Lewis seconded the motion, and it carried unanimously.

Vice-Chairman Miller then asked for the crime report. Cpl. Kwasic Heckard provided the Board with the crime report from January 2023.

Vice-Chairman Miller then presented the first actionable item, a request for approval to accept low bid for the Storage Building Renovation at Johnson Carver Terrace and Burg Jones Plaza. After discussion, Commissioner Beverly Lewis introduced the following resolution:

RESOLUTION # 3881

A RESOLUTION APPROVING THE LOW BID FOR THE STORAGE BUILDING RENOVATION AT JOHNSON CARVER TERRACE AND BURG JONES PLAZA

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution to approve the low bid for the Storage Building Renovation at Johnson Carver Terrace and Burg Jones Plaza, is hereby approved.

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

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

NAYS: None

Vice-Chairman Miller then presented the next topic request for approval to accept low bid for the reconstruction of the fire-damaged units at 2903 Barrington, Apartments C & D, at Foster Heights. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3882

A RESOLUTION APPROVING THE LOW BID FOR THE RECONSTRUCTION OF THE FIRE-DAMAGED UNITS AT 2903 BARRINGTON, APARTMENTS C & D, AT FOSTER HEIGHTS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution to approve the low bid for the reconstruction of the fire-damaged units at 2903 Barrington, Apartments C & D, at Foster Heights, is hereby approved.

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

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

NAYS: None

Vice-Chairman Miller then presented the next topic request for approval to accept low bids for 2023 lawn maintenance contracts at Foster Heights, Frances Tower, and Franciscan Apartments. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3883

A RESOLUTION APPROVING LOW BIDS FOR 2023 LAWN MAINTENANCE CONTRACTS AT FOSTER HEIGHTS, FRANCES TOWER, AND FRANCISCAN APARTMENTS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution to approve low bids for 2023 lawn maintenance contracts at Foster Heights, Frances Tower, and Franciscan Apartments, is hereby approved.

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

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

NAYS: None

Vice-Chairman Miller then presented the next topic request for approval of Change Order # 7 for Frances Tower Exterior Improvements. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3884

A RESOLUTION APPROVING CHANGE ORDER #7 FOR FRANCES TOWER EXTERIOR IMPROVEMENTS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution to approve Change Order # 7 for Frances Tower Exterior Improvements, is hereby approved.

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

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

NAYS: None

Vice-Chairman Miller then presented the next topic request for approval of Change Order #8 for Frances Tower HVAC Renovation. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3885

A RESOLUTION APPROVING CHANGE ORDER #8 FOR FRANCES TOWER HVAC RENOVATION

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution to approve Change Order # 8 for Frances Tower HVAC Renovation, is hereby approved.

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

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

NAYS: None

Vice-Chairman Miller then presented the final topic request for permission to change the terms of the Frank L. Wilcox Scholarship to create a 501(c)(3) form for the annual contribution of \$12,000 to increase the award amount to \$2,000 per student up to \$12,000 and include Section 8 residents. After discussion, Commissioner Farr introduced the following resolution:

RESOLUTION # 3886

A RESOLUTION REQUESTING PERMISSION TO CHANGE THE TERMS OF THE FRANK L. WILCOX SCHOLARSHIP TO CREATE A 501(c)(3) FORM FOR THE ANNUAL CONTRIBUTION OF \$12,000 TO INCREASE THE AWARD AMOUNT TO \$2,000 PER STUDENT UP TO \$12,000 AND INCLUDE SECTION 8 RESIDENTS

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution to request permission to change the terms of the Frank L. Wilcox Scholarship to create a 501(c)(3) form for the annual contribution of \$12,000 to increase

the award amount to \$2,000 per student up to \$12,000 and include Section 8 residents, is hereby tabled.

Vice-Chairman Miller 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.

Vice-Chairman Miller asked Shelva Thomas to provide the personnel report. Ms. Thomas updated the Board on the status of personnel for the agency.

Vice-Chairman Miller asked William Smart to provide the construction report. Mr. Smart informed the Board of the status of the current construction and renovation projects.

Vice-Chairman Miller asked Aimee Buchanan to go over the financial reports. Ms. Buchanan reviewed the data for Public Housing and Section 8.

Vice-Chairman Miller asked if there was anything else that needed to be addressed. There being no further business, Vice-Chairman Miller adjourned the meeting.

RICK MILLER, VICE-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, February 15, 2023, 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 15th day of February 2023.

WILLIAM V. SMART, SECRETARY

(SEAL)