

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, APRIL 19, 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, April 19, 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: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Angelina Jones, Commissioner Beverly Lewis, and Steve North, Attorney

Absent: Commissioner Joe Farr

Also present were: William V. Smart, Executive Director; Janet Sanderford, Director of Accounting; Cheryl Farmer, Director of Operations; Heath Frugé, Director of Planning and Development; Sammie Winters, Executive Administrative Assistant; and Amy Tynes, CPA, CFE, Interim Chief Financial Officer

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, April 19, 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

HAL HINCHLIFFE, CHAIRMAN
sw/hh

Dated this April 11, 2023

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 Vice Chairman Rick Miller introduced a motion to approve the minutes of the previous meeting. Commissioner Beverly Lewis seconded the motion, and it carried unanimously.

Chairman Hinchliffe then asked for the crime report. Mr. William Smart provided the Board with the crime report from March 2023.

Chairman Hinchliffe then presented the first actionable item, discuss retirement of Cloteel Edwards, Commissioner Beverly Lewis introduced the following resolution:

RESOLUTION # 3887

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS BE PAID TO CLOTEEL EDWARDS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Cloteel Edwards has submitted her six-month notice dated March 31, 2023.

NOW BE IT FURTHER RESOLVED that Cloteel Edwards will become eligible to receive full retirement benefits upon her retirement date of October 31, 2023.

BE IT FURTHER AUTHORIZED that Cloteel Edwards will receive payment for up to 300 hours balance of Annual Leave plus one-half of Sick Leave balance in one lump sum payment at her time of retirement.

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

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

NAYS: None

Chairman Hinchliffe then presented the next topic request for approval of the Frank L. Wilcox Scholarship for six students from family housing and housing choice voucher communities to receive a one-time \$2,000 award for the current academic year as MHA makes an annual contribution of \$25,000 to the scholarship fund. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3888

A RESOLUTION APPROVING THE FRANK L. WILCOX SCHOLARSHIP FOR SIX STUDENTS FROM FAMILY HOUSING AND HOUSING CHOICE VOUCHER COMMUNITIES TO RECEIVE A ONE-TIME \$2,000 AWARD FOR THE CURRENT ACADEMIC YEAR AS MHA MAKES AN ANNUAL CONTRIBUTION OF \$25,000 TO THE SCHOLARSHIP FUND.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the Frank L. Wilcox Scholarship for six students from family housing and housing choice voucher communities to receive a one-time \$2,000 award for the current academic year as MHA makes an annual contribution of \$25,000 to the scholarship fund, 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 Angelina Jones, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe then presented the next topic request approval of the annual PHA Agency Plan. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3889

A RESOLUTION APPROVING THE ANNUAL PHA AGENCY PLAN.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the annual PHA Agency Plan, 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 Angelina Jones, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe then presented the next topic request approval of the 5-Year Capital Fund Plan and 2023 Annual Budget for the Capital Fund Program. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3890

A RESOLUTION APPROVING THE 5-YEAR CAPITAL FUND PLAN AND THE 2023 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 2023 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 Angelina Jones, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe then presented the final topic request for permission to grant 2023 incentive pay to all eligible MHA employees for achievement of 2022 HUD High Performer status. After discussion, Commissioner Lewis introduced the following resolution:

RESOLUTION # 3891

A RESOLUTION AUTHORIZING INCENTIVE PAY FOR THE YEAR OF 2023 TO ALL ELIGIBLE MHA EMPLOYEES FOR ACHIEVEMENT OF 2022 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 be authorized to grant 2023 incentive pay to all eligible MHA employees for achievement of 2022 HUD High Performer status, 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 Angelina Jones, and Commissioner Beverly Lewis

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 William Smart to provide the personnel report. Mr. Smart updated the Board on the status of personnel for the agency.

Chairman Hinchliffe asked Heath Frugé to provide the construction report. Mr. Frugé 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 Special Meeting of the Board of Commissioners of said Authority held on Wednesday, April 19, 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 19th day of April 2023.

WILLIAM V. SMART, SECRETARY

(SEAL)