

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON THURSDAY, FEBRUARY 1, 2024**

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Regular Session at 2:00 P.M. on Thursday, February 1, 2024, 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 Steve North, Attorney

Absent: Commissioner Angelina Jones and Commissioner Beverly Lewis

Also present were: William V. Smart, Executive Director; Shelva Thomas, Director of Human Resources and Administrative Officer; Janet Sanderford, Director of Accounting; 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 Thursday, February 1, 2024, at the Housing Authority of the City of Monroe, Louisiana, located at 300 Harrison Street, Monroe, LA 71201 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 January 25, 2024

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 Rick Miller seconded the motion, and it carried unanimously.

Chairman Hinchliffe then asked for the crime report. Executive Director, William V. Smart, provided the board with the crime report from December 2023, emphasizing that crime remains a primary concern at Burg Jones Plaza.

Chairman Hinchliffe requested updates from William V. Smart. Mr. Smart noted that the Monroe Housing Authority held its agency Holiday Celebration on December 8, 2023, extending invitations to all MHA staff and business partners. Mr. Smart also highlighted the annual Monroe Messenger produced by the agency, featuring Chairman Hal Hinchliffe for his achievements this year. Additionally, Mr. Smart informed the board of the successful sale of all Cooley Homes and the agency's transition to using MRI software for scanning all files and documents. He also relayed the auditors' recommendation for the Monroe Housing Authority to seek new board members for the Properties of Retired Family Living Board. Lastly, Mr. Smart congratulated Monroe Housing Authority's Board of Commissioner, Beverly Lewis, for being selected to be honored and awarded at the upcoming 45th Annual Dr. Martin Luther King, Jr. Birthday Program, scheduled to take place on February 23, 2024 at the W.L. "Jack" Howard Theatre Monroe Civic Center.

Chairman Hinchliffe then presented the first actionable item, a request for approval of change order #2 from D and L of Ouachita, Inc., in the amount of \$280,171.89 for the Miller Square renovation project. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

RESOLUTION # 3907

A RESOLUTION AUTHORIZING CHANGE ORDER #2 FROM D AND L OF OUACHITA, INC. IN THE AMOUNT OF \$280,171.89 FOR THE MILLER SQUARE RENOVATION PROJECT.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to authorize change order #2 from D and L of Ouachita, Inc. in the amount of \$280,171.89 for the Miller Square renovation project is here by approved.

Commissioner Joe Farr introduced a motion to approve the above resolution. Vice-Chairman Rick Miller seconded the motion and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the final topic, a request for approval to accept low bid from D and L of Ouachita, Inc. in the amount of \$495,660.00 for the Miller Square door installation. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

RESOLUTION # 3908

A RESOLUTION ACCEPTING THE LOW BID FROM D AND L OF OUACHITA, INC. IN THE AMOUNT OF \$495,660.00 FOR THE MILLER SQUARE DOOR INSTALLATION.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to accept the low bid from D and L of Ouachita, Inc. in the amount of \$495,660.00 for the removal of all existing interior doors, mortising and hanging of furnished doors, and application of two coats of paint at Miller Square is here by approved.

Vice-Chairman Rick Miller introduced a motion to approve the above resolution. Commissioner Joe Farr seconded the motion and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe asked Shelva Thomas, Director of Human Resources and Administrative Officer, to provide the personnel report. Ms. Thomas updated the board on the status of personnel for the agency.

Chairman Hinchliffe asked Shelva Thomas to provide the status of the 2023 Compliance Audit findings. Ms. Thomas provided details on the following points:

- In December, we initiated the initial QC process by reviewing 1/3 of each Public Housing Re-Exams for accuracy, resulting in the review of 26 files.
- Computer equipment has been installed for all Property Teams.
- All new forms have been implemented.

Additionally, Ms. Thomas indicated her intention to arrange training sessions for managers regarding waitlist and rental calculations.

Mr. Frugé updated the board, stating that the extensive renovation and minor exterior repairs on the fire-damaged unit at 11A Lock are now fully completed, and the tenant has already moved in. Additionally, a fire incident took place on January 17, 2024, affecting the three-bedroom unit at 40A Lock, necessitating a complete renovation. Meanwhile, unit 40B Lock has two ceiling holes requiring patching. The insurance adjuster authorized the commencement of demolition on January 30, 2024.

Chairman Hinchliffe asked Amy Tynes to go over the financial reports. Mrs. 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, does hereby certify that the attached extract from the Regular Meeting of the Board of Commissioners of said Authority held on Thursday, February 1, 2024, 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 WHERE OF, I have set my hand and the seal of said Authority this 1st day of February 2024.

WILLIAM V. SMART, SECRETARY

(SEAL)