

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, APRIL 17, 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 Wednesday, April 17, 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 Angelina Jones, and Steve North, Attorney

Absent: Commissioner Joe Farr 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 Wednesday, April 17, 2024, at the Housing Authority of the City of Monroe, 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 April 8, 2024

Chairman Hal Hinchliffe called the meeting to order, and Mr. William V. 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 Angelina Jones seconded the motion, and it was carried unanimously.

Chairman Hinchliffe then requested the crime report. Corporal Kwasic Heckard provided the board with the crime report from March 2024, highlighting a gradual decrease in crime.

Chairman Hinchliffe requested updates from William V. Smart. Mr. Smart informed the board that REAC Inspections have commenced at South Pointe.

Chairman Hinchliffe then presented the first actionable item, a request for permission to accept the low bid from D & L of Ouachita for \$1,056,000.00 for the Breece/Lock HVAC replacement. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

RESOLUTION # 3914

A RESOLUTION ACCEPTING THE LOW BID FROM D & L OF OUACHITA FOR \$1,056,000.00 FOR THE HVAC REPLACEMENT AT BREECE/LOCK.

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 & L of Ouachita for \$1,056,000.00 for the Breece/Lock HVAC replacement, is hereby approved.

Commissioner Angelina Jones 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 Angelina Jones

NAYS: None

Chairman Hinchliffe then presented the next actionable item, a request for permission to accept the low bid from Triad Maintenance Services for \$216,000.00 for the Breece/Lock office

renovation process. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

RESOLUTION # 3915

A RESOLUTION ACCEPTING THE LOW BID FROM TRIAD MAINTENANCE SERVICES FOR \$216,000.00 FOR THE OFFICE RENOVATION PROCESS AT BREECE/LOCK.

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 Triad Maintenance Services for \$216,000.00 for the Breece/Lock office renovation process, is hereby approved.

Commissioner Angelina Jones 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 Angelina Jones

NAYS: None

Chairman Hinchliffe then presented the next actionable item, a request for permission to accept the 2023 Audit Report pending the Louisiana Legislative Auditor's approval. After discussion, Amy Tynes, CPA, CFE, Interim Chief Financial Officer, introduced the following resolution:

RESOLUTION # 3916

A RESOLUTION APPROVING THE 2023 AUDIT REPORT PENDING THE LOUISIANA LEGISLATIVE AUDITOR'S APPROVAL.

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 2023 Audit Report pending the Louisiana Legislative Auditor's approval, is hereby approved.

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

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

NAYS: None

Chairman Hinchliffe then presented the next actionable item, a request for approval of the Annual PHA Agency Plan. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

RESOLUTION # 3917

A RESOLUTION APPROVING THE ANNUAL 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.

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

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

NAYS: None

Chairman Hinchliffe then presented the next actionable item, a request for approval of the 5-Year Capital Fund Plan and 2024 Annual Budget for the Capital Fund program, and introduced the following resolution:

RESOLUTION # 3918

A RESOLUTION APPROVING THE 5-YEAR CAPITAL FUND PLAN AND THE 2024 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 2024 Annual Budget for the Capital Fund Program, are hereby approved.

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

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

NAYS: None

Chairman Hinchliffe then presented the final actionable item, a request for permission to amend the 2022 and 2023 Annual Budgets for the Capital Fund Program, and introduced the following resolution:

RESOLUTION # 3919

A RESOLUTION PERMITTING THE 2022 AND 2023 ANNUAL BUDGETS 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 amendment to the 2022 and 2023 annual budgets for the Capital Fund Program are hereby approved.

Commissioner Angelina Jones 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 Angelina Jones

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:

- Compliance provided retraining on Child Support Calculations was provided to Property Managers who continue to have opportunities.
- Compliance continues to QC re-exam and new lease packets of Public Housing Properties. Rental calculations continue to be reviewed and there has been some reiteration of pay frequency when determining rental calculation for Property Managers explaining:
 - Every 2 weeks – there are 26 pay periods annually.
 - Twice a month – there are 24 pay periods annually.
- The Nelrod Consortium Conference was held in Las Vegas, Nevada April 09-13, 2024. Our team attended classes on HOTMA Rent Calculations, Payback agreements, Administration and Reporting, NSPIRE Inspection, Emotional & Mental Awareness, & Leadership and Team Building.

Vice-Chairman asked Heath Frugé to provide the construction report. Mr. Frugé provided the board with several updates:

- **Storage Unit Renovations (Burg Jones & Johnson Carver):**
 - Substantial completion on 3/28/24.
 - Retainage to be released after May 12th.
- **Miller Square Renovation:** Work began on 9/12/23.
 - We Issued Substantial Completion on 3/14/24.
 - Retainage to be released after April 28th.
- **Miller Square Door Installation**
 - The Notice to Proceed was issued on 2/21/24.

- Received final 900 doors and hardware on 4/15/24 and the contractor has resumed installation.
- **Bid results from 4/11/24**
 - Lock/Breece HVAC Replacement (apparent low bidder D&L of Ouachita \$1,056,000)
 - Lock Main Office Renovation (apparent low bidder Triad Maintenance Services \$216,000)
- **Upcoming Bids**
 - Miller Square Mail Center and Parking Lot Expansion
 - McKeen Plaza Parking Lot Repairs
 - Foster Heights Sewer repairs
 - JD Farr Jr (Section 8) Building Interior Painting

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 Wednesday, April 17, 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 WHEREOF, I have set my hand and the seal of said Authority this 17th day of April 2024.

WILLIAM V. SMART, SECRETARY

(SEAL)