

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, AUGUST 28, 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, August 28, 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, Commissioner Angelina Jones, and Steve North, Attorney

Absent: Commissioner Beverly Lewis

Also present were: William V. Smart, Executive Director; Janet Sanderford, Director of Accounting; Cheryl Farmer, Director of Operations; 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, August 28, 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 August 5, 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. William V. Smart provided the board with the crime report from July 2024. Mr. Smart highlighted that although the crime statistics for Foster Heights are elevated, most incidents occur off our property. Nonetheless, individuals involved in these incidents frequently end up on our property.

Chairman Hinchliffe asked for an update from William V. Smart regarding the Ouachita Council on Aging's sponsorship. Mr. Smart informed the board that the Ouachita Council on Aging (OCA) serves seniors in Monroe Housing Authority complexes by providing daily hot meals and monthly food boxes. Additionally, OCA offers services such as nutrition counseling, transportation, and Medicaid enrollment assistance. They also run a Medical Loan Closet and deliver a total of 23,426 meals annually. The cost per meal is \$5.31, leading to an annual total of \$124,392.06 across various locations, with emergency meals available as needed.

Chairman Hinchliffe requested agency updates from William V. Smart. Mr. Smart reported on the recent partnership with Monroe City Schools, highlighting a "Chat and Chew" event held at Johnson Carver. During this event, Superintendent Sam Moore and his team met with residents to provide key information about the upcoming school year. Additionally, Superintendent Moore and his team will be visiting all our public housing properties. Mr. Smart also mentioned that he and the Monroe Housing Authority Board of Directors will meet on Thursday, September 12, 2024, to plan the modernization of Burg Jones Plaza. He further noted that there will be a meeting with Senator Katrina Jackson-Andrews, Representative Pat Moore, and Representative Adrian Fisher this Friday, August 30, 2024, to discuss supporting the agency through the purchase or donation of land owned by the State of Louisiana Training Institute. Mr. Smart has been in contact with a state representative about this land, which spans approximately 168 acres and is intended for a Retirement and Family Housing Community. Lastly, he informed the board about a recent meeting with Todd Little and the Banyan Foundation, where they discussed the new development of tax credit properties at Claiborne Creek in West Monroe, Louisiana.

Chairman Hinchliffe requested information from William V. Smart about the Frank L. Wilcox Scholarship recipient. Mr. Smart took the opportunity to congratulate Ja'Simyah Tugler, who won the scholarship. Ms. Tugler, a resident of Burg Jones Plaza and a Wossman High School graduate, will be attending the University of Louisiana at Lafayette to major in Nursing.

Chairman Hinchliffe then presented the first actionable item, a request for approval of Change Order #1 for unforeseen electrical/plumbing repairs and ceiling patching, totaling \$48,500.00, with a \$330 breakdown per unit at Lock/Breece. After discussion, William V. Smart, Executive Director, introduced the following resolution:

RESOLUTION # 3934

A RESOLUTION AUTHORIZING CHANGE ORDER #1 FOR UNFORESEEN ELECTRICAL/PLUMBING REPAIRS AND CEILING PATCHING, TOTALING \$48,500.00, WITH A \$330 BREAKDOWN PER UNIT AT LOCK/BREECE.

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 #1 for unforeseen electrical/plumbing repairs and ceiling patching, totaling \$48,500.00, with a \$330 breakdown per unit at Lock/Breece, is hereby approved.

Commissioner Angelina Jones 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, Commissioner Angelina Jones, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the next actionable item, a request for approval of Change Order #1 for the replacement of perimeter sections around each wing wall, totaling \$6,258.00 at Lock/Breece. After discussion, William V. Smart, Executive Director, introduced the following resolution:

RESOLUTION # 3935

A RESOLUTION AUTHORIZING CHANGE ORDER #1 FOR THE REPLACEMENT OF PERIMETER SECTIONS AROUND EACH WING WALL, TOTALING \$6,258.00 AT LOCK/BREECE.

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 #1 for the replacement of perimeter sections around each wing wall, totaling \$6,258.00 at Lock/Breece, is hereby approved.

Commissioner Joe Farr 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, Commissioner Angelina Jones, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the next actionable item, a request for approval of bid award to Jackson Builders for the Miller Square Parking and Mail Center in the amount of \$169,900.00. After discussion, William V. Smart, Executive Director, introduced the following resolution:

RESOLUTION # 3936

A RESOLUTION APPROVING THE BID AWARD TO JACKSON BUILDERS FOR THE MILLER SQUARE PARKING AND MAIL CENTER IN THE AMOUNT OF \$169,900.00.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval of the bid award to Jackson Builders for the Miller Square Parking and Mail Center in the amount of \$169,900.00, is hereby approved.

ACTION TAKEN: The motion to approve Resolution #3936 was deferred by the Board. The resolution will be reconsidered at a future meeting.

DEFERRED: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Angelina Jones, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the last actionable item, a request for approval of the Housing Opportunities Through Modernization Act (HOTMA) updates for the Admissions and Continued Occupancy Policy (ACOP) and Annual Plan. After discussion, William V. Smart, Executive Director, introduced the following resolution:

RESOLUTION # 3937

A RESOLUTION APPROVING HOUSING OPPORTUNITIES THROUGH MODERNIZATION ACT (HOTMA) UPDATES FOR THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) AND ANNUAL PLAN.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval of the Housing Opportunities Through Modernization Act (HOTMA) updates for the Admissions and Continued Occupancy Policy (ACOP) and Annual Plan, is hereby approved.

Commissioner Joe Farr 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, Commissioner Angelina Jones, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe asked William V. Smart, to provide the personnel report. Mr. Smart updated the board on the status of personnel for the agency.

Chairman Hinchliffe asked William V. Smart to provide the status of the 2023 Compliance Audit findings. Mr. Smart provided details on the following points:

- **The Housing Opportunity through Modernization Act of 2016 (HOTMA)** updates for Public Housing and Section-8 have been completed and incorporated in the ACOP/Annual Plan/Tenant Selection Plan. The Public Hearing is scheduled for September 12, 2024 @ 5:00 pm at Frances Towers.
- The new lease files for Johnson Carver have been completed.

Chairman Hinchliffe asked William V. Smart to provide the construction report. Mr. Smart provided the board with several updates:

- **Capital Fund Projects:**

- **Lock/Breece HVAC Replacement**

- *Damon Mayfield Construction*

- Replacing All HVAC systems in 147 units
 - Notice to Proceed Issued 5/27/24
 - Substantial Completion projected for first week of September after
 - Initial Punch List is released

- **Lock Main Office Renovation**

- *Triad Maintenance Services*

- New Front Entrance, Roof, and Windows
 - Notice to Proceed Issued 5/27/24
 - 80% complete
 - Waiting on Roofing Materials to arrive

- **Miller Square Parking:**

- Bid 8/14/24
 - I recommend awarding Jackson Builders the project for \$169,900.

- **Foster Heights Hardware Installation:**

- Receiving Proposals until 9/24/24
 - Replacing MHA Furnished front and Back door entry hardware

- **Public Housing Smoke/CO Detectors Installation:**

- Ryan Watson Construction installed 10-year Battery operated
 - Combination Carbon Monoxide and Smoke Detectors in ALL bedrooms of ALL Public Housing Units for NSPIRE compliance
 - Completed 8/23/24

- **Insurance Projects:**

- **40A Lock Burn Unit**

- *Bright Construction*

- Notice to Proceed issued 4/16/24
 - 85% Complete
 - Waiting on flooring materials to arrive

- **Other Activities:**

- **Ouachita Grand Plaza Sublease:**

- All Parties involved are highly punctual and responsive with their submissions to the Lender's checklist.

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, August 28, 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 28th day of August 2024.

WILLIAM V. SMART, SECRETARY

(SEAL)