**MINUTES OF THE MEETING OF MARKSVILLE HOUSING AUTHORITY OF THE CITY OF MARKSVILLE**

On Thursday, December 27, 2018 at 2:03 p.m., the Marksville Housing Authority of the City of Marksville, Board of Commissioners met in an Open and Regular Meeting. The Meeting was called to order by Chairperson – Lethia Winns at 2:03 p.m. and on roll call the following members of the body were present:

PRESENT: Lethia Winns- Chairperson, Carol Gagnard – Vice-Chairperson, and Elaine Hudson-Commissioner

Also Present: Victoria Burise, Chris Bruce, and Rolanda Greenhouse

ABSENT: Derrick Whittington, Weldon Simon, Emeric Jacobs, David Normand, Anthony Sampson, and Alfred Rabalais

The Chairperson opened the meeting with the Invocation by Commissioner-Elaine Hudson, and the Pledge of Allegiance by Vice-Chairperson-Carol Gagnard

Motion made by Vice - Chairperson Carol Gagnard, Seconded by Commissioner-Elaine Hudson that the Minutes of the October 11th, 2018 be, and hereby is approved as sent to the Chairperson and the Board of Commissioners. All in Favor

The Agenda was as follows:

 1. Prayer- Commissioner-Elaine Hudson

 2. Pledge - Vice-Chairperson- Carol Gagnard

 3. Roll Call- Chairperson-Lethia Winns

 4. Proposed Agenda

 5. Minutes

 6. Architect Report/Updates- CFP 501-16 Unit Modernization (Bath tubs and Showers) Addison Street and Eddy Street. Review September 27, 2018 Punchlist from Alliance Design Group for Addison Street, Eddy Street, and South Hillside Drive, and review correspondence from Alliance Design Group, LLC letters and emails.

 7. Attorney’s Report by Attorney Whittington – Discuss Alliance Design Group and Guillot Plumbing Insurance Claims. Review bid Submitted by GNCC for CFP 501-17. Hotel room may be needed Vettas Street and North Hillside for CFP-501. This item on the agenda is Tabled.

 8. Approve to amend previous Resolution #2018-686 from Simpson Security Systems, Inc, in the amount of $14,985.00, to the amount of $25,485.00, (Twenty-Five thousand, four hundred eighty-five dollars and zero cents), additional work is needed for the installation of cameras on Addison and Eddy Streets.

 9. Approve to amend Resolution for Charge-off for Bad Debts, Resolution #2018-676 from $1,293.00 to the amount of $1,319.00 and Resolution 2018-679 from $1,012.00 to the amount of $3,084.50.

 10. Approve to rescind Resolution #2018-685 to purchase of a New Maintenance Truck for the Marksville Housing Authority. Automobile Businesses were contacted to submit a quote; however, these companies did not respond.

 11. Chairperson’s Report-None

 12. Executive Director’s Report- Victoria Burise -Exec Director – Budget to Actuals discussed-Accounts Reconciliation- September 30th, 2018 and October 31st, 2018. Approve Updated New VAWA Policy (Violence Against Women Act). Approve PILOT Submission to the City of Marksville for the amount of $19,272.79. Approve Resolution Concerning General Internal Controls Policy. Approve Resolution for Fair Market Rents. Approve Rent Collection Policy. Approve Collection losses Write-Off Policy. Approve Resolution to change employee status for Chris Bruce from Full Time employment to Part-Time Employment. Approve COLA for Unclassified employee, Executive Director, Victoria Burise. Approve COLA for Unclassified employee, Administrative Assistant Rolanda Greenhouse. Approve Resolution that states that if a Tenant abandons a unit with the Marksville Housing Authority, the tenant will not receive a refund. Approve Fiscal Year Audit for June 30, 2018. The Minutes of the Monthly Board meeting will be published on the Marksville Housing Authority Website. All in Favor.

 13. Communications-none

**OLD BUSINESS**

**NEW BUSINESS**

Res.#2018-693 - Approval to amend previous Resolution #2018-686 from Simpson Security Systems, Inc, for the amount of $14,985.00 to the amount of $25,485.00was good for one-year. Motion made by Commissioner Elaine Hudson, seconded by Vice - Chairperson. All in Favor

Res.#2018-694 - Approve to rescind Resolution #2018-685 to purchase a New Maintenance Truck for the Marksville Housing Authority.

Motion made by Commissioner Elaine Hudson, seconded by Commissioner Carol Gagnard. All in favor

Res.#2018-695- Approve to Budget to Actuals- Accounts Reconciliation September 30, 2018. Motion made by Vice-Chairperson Carol Gagnard,

seconded by Commissioner Elaine Hudson. All in Favor.

Res.#2018-696- Approve to Budget to Actuals- Accounts Reconciliation October 30, 2018. Motion made by Commissioner Elaine Hudson,

seconded by Vice-Chairperson Carol Gagnard. All in Favor.

Res.#2018-697-Approve Updated New VAWA Policy (Violence Against Women Act). Motion made by Vice-Chairperson Carol Gagnard,

seconded by Elaine Hudson.

Res.#2018-698-Approve PILOT Submission of $19,272.79 to the City of Marksville. Motion made by Vice-Chairperson Carol Gagnard, seconded

by Commissioner Elaine Hudson. All in Favor.

Res. #2018-699-Approve Resolution Concerning General Internal Controls Policy which will include Receipts and Collections, Purchasing, Debt Services, Cash Receipts through Tenant Payment and Received through mail, Employees handling cash, and/or MHA assets, Restrictive Funds, Cash Disbursements, Reconciliations, Securities, Property and Equipment Additions, Purchasing, Processing of Invoices, Separation of Incompatible Duties and Restricted Access, Recording, Tenant Rents, Reporting of HUD forms, and Federal Financial Reports. Motion made by Chairperson Carol Gagnard, seconded by Commissioner Elaine Hudson.

Res. #2018-700-Approve Resolution for Fair Market Rents. Motion made by Vice-Chairperson Carol Gagnard, seconded by Commissioner Elaine Hudson. All in Favor.

Res. #2018-701-Approve Rent Collection Policy. Motion made by Vice-Chairperson Carol Gagnard, seconded by Commissioner Elaine Hudson. All in Favor.

Res. #2018-702-Approve Collection losses Write-off Policy. Motion made by Vice-Chairperson Carol Gagnard, seconded by Commissioner Elaine Hudson. All in Favor.

Res. #2018-703-Approve Resolution to change employee status for Chris Bruce from Full Time Employment to Part Time Employment (15-20 hours weekly). Motion made by Elaine Hudson, seconded by Vice-Chairperson Carol Gagnard. All in Favor.

Res. #2018-704-Approve COLA for Unclassified employee, Executive Director, Victoria Burise. Motion made by Vice-Chairperson Carol Gagnard, seconded by Elaine Hudson. All in Favor.

Res. #2018-705-Approve COLA for Unclassified employee, Administrative Assistant Rolanda Greenhouse. Motion made by Vice-Chairperson Carol Gagnard, seconded by Elaine Hudson. All in Favor

Res.#2018-706- Approve Resolution that states that if a Tenant abandons a unit, the tenant will not receive a refund. Motion made by Commissioner Elaine Hudson, seconded by Vice-Chairperson Carol Gagnard. All in Favor.

Res. #2018-707-Approve Fiscal Year for June 30, 2018, completed by Audit Solutions. Motion made by Vice-Chairperson Carol Gagnard, seconded by Elaine Hudson. All in Favor.

Motion made by Vice-Chairperson Carol Gaganard, to adjourn the meeting at 2:37 p.m., seconded by Commissioner Elaine Hudson. All in

Favor

This is a true copy of the motions passed and adopted at the December 27, 2018 Regular Meeting.

S/Victoria Burise-Executive Director, PHM s/Lethia Winns- Chairperson