

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, APRIL 20, 2022**

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 20, 2022, 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 Beverly Lewis, and Steve North, Attorney

Absent: Commissioner Joe Farr and Commissioner Angelina Jones

Also present were: William Smart, MHA Executive Director; Jason Roubique, Director of Planning and Development; Janet Sanderford, Director of Accounting; Cheryl Farmer, Director of Operations; Shelva Thomas, Director of Human Resources and Administrative Officer; and Allison Payne, Executive Administrative Assistant

**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 20, 2022 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 previous meeting
2. Presentation of management and financial reports
3. Any other business that may come before the board

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HAL HINCHLIFFE, CHAIRMAN  
ap/hh

Dated this April 11, 2022

Chairman Hal Hinchliffe called the meeting to order, and Mr. William Smart was asked to open the meeting with a prayer.

Chairman Hinchliffe asked for any comments regarding the last meeting. There were none, and 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. Corporal Kwasic Heckard provided the Board with the crime report for the previous month. Corporal Heckard was thanked for his report and left the meeting.

Chairman Hinchliffe acknowledged that it was time for the re-appointment of Vice-Chairman Rick Miller. Mr. Steve North officiated as Vice-Chairman Miller took his oath for the renewal of his five-year term.

With no topics of discussion or action items to address, Chairman Hinchliffe shifted to the report section of the meeting, asking Mr. Smart to provide the updates for the agency. Mr. Smart reviewed the vacancy and rent roll reports of the agency. He shared that a new ticketing system has been developed in the IT department to keep track of all requests and address all technological issues. He also recognized Shelva Thomas on her acceptance into Leadership Louisiana.

Chairman Hinchliffe asked Shelva Thomas to provide the construction report. Ms. Thomas updated the Board on the status of personnel for the agency.

Chairman Hinchliffe asked Jason Roubique to provide the construction report. Mr. Roubique informed the Board of the status of the current construction and renovation projects.

Chairman Hinchliffe asked Janet Sanderford to go over the financial reports. Ms. Sanderford reviewed the data for Public Housing and Section 8. She also highlighted the increases in insurance costs for the agency.

After all reports were given, Chairman Hinchliffe dismissed for an Executive Session. Upon completion of the Executive Session, all reconvened for adjournment.

Chairman Hinchliffe asked if there was anything else that needed to be addressed. There being no further business, Chairman Hinchliffe adjourned the meeting.

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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 Regular Meeting of the Board of Commissioners of said Authority held on Wednesday, April 20, 2022 is a true and correct copy of the original minutes of said meeting on file and of 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 same resolution adopted at said meeting on file and of record.

IN TESTIMONY WHEREOF, I have set my hand and the seal of said Authority this 20<sup>th</sup> day of April 2022.

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WILLIAM V. SMART, SECRETARY

(SEAL)