

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, JUNE 15, 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, June 15, 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 Joe Farr, and Steve North, Attorney

Absent: Commissioner Beverly Lewis and Commissioner Angelina Jones

Also present were: William V. Smart, Executive Director; Cheryl Farmer, Director of Operations; Jason Roubique, Director of Planning and Development; Janet Sanderford, Director of Accounting; Shelva Thomas, Director of Human Resources and Administrative Officer; Naomi Jackson, Section 8 Director; Allison Payne, Executive Administrative Assistant; and Brian Bose, Attorney

**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, June 15, 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

---

HAL HINCHLIFFE, CHAIRMAN  
ap/hh

Dated this June 6, 2022

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 Miller seconded the motion, and it carried unanimously.

Chairman Hinchliffe then asked for the crime report. William Smart provided the Board with the crime report from May 2022. He also shared that the surveillance tools utilized on our properties have been aidful in crime control, and there were no reports regarding the discharge of firearms on the properties.

Chairman Hinchliffe then presented the first actionable item, a request to accept the low bid for lawn contracts for Robinson Place I, Robinson Place II, and Preservation Mills. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION # 3858**

**A RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE LOW BID FOR THE LAWN CONTRACTS FOR ROBINSON PLACE I, ROBINSON PLACE II, AND PRESERVATION MILLS.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the acceptance of the low bid for lawn contracts for Robinson Place I, Robinson Place II, and Preservation Mills is hereby approved.

The above resolution was seconded by Vice-Chairman Miller and carried the following vote:

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

NAYS: None

After discussion, Commissioner Farr introduced the following resolution:

Chairman Hinchliffe then presented the next topic, a request for approval of modification change order #2 for the McKeen Plaza exterior renovations project. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION # 3859**

**A RESOLUTION AUTHORIZING THE APPROVAL OF CHANGE ORDER #2 IN THE AMOUNT OF \$122,515 FOR THE MCKEEN EXTERIOR RENOVATION PROJECT**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the change order #2 in the amount of \$122,515 for the McKeen exterior renovation project is hereby approved.

The above resolution was seconded by Vice-Chairman Miller and carried the following vote:

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

NAYS: None

Chairman Hinchliffe then presented the next topic, a request for permission to make a \$25,000 donation to the Ouachita Council on Aging to benefit elderly living in MHA public housing. After discussion, Vice-Chairman Miller introduced the following resolution:

**RESOLUTION #3860**

**A RESOLUTION AUTHORIZING A DONATION IN THE AMOUNT OF \$25,000 TO OUACHITA COUNCIL ON AGING TO ASSIST IN MEETING THE NEEDS OF SENIOR RESIDENTS.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the donation of \$25,000 to Ouachita Council on Aging is hereby approved.

The above resolution was seconded by Chairman Hal Hinchliffe and carried the following vote:

AYES: Chairman Hal Hinchliffe and Vice-Chairman Rick Miller

NAYS: None

ABSTAINS: Commissioner Joe Farr

Chairman Hinchliffe then presented the next topic, a request to approve the renewal of XP Synergy's contract. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION #3861**

**A RESOLUTION AUTHORIZING THE RENEWAL OF XP SYNERGY'S CONTRACT**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the renewal of XP Synergy's contract is hereby approved.

The above resolution was seconded by Vice-Chairman Miller and carried the following vote:

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

NAYS: None

Chairman Hinchliffe then presented the next topic, a request to approve the accounts receivable write-offs. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION # 3862**

**A RESOLUTION APPROVING ACCOUNTS RECEIVABLE WRITE-OFFS FOR THE FISCAL YEAR ENDING JUNE 30, 2022.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the accounts receivable write-offs for the fiscal year ending June 30, 2022, is hereby approved.

**BE IT FURTHER RESOLVED** that these write-offs include uncollectible amounts on any additional move-outs as of this date through June 30, 2022.

Summary of balances to be written off so far:

<b>Properties</b>	<b>Year</b>	<b>Count</b>	<b>Write-Off Balance</b>
Public Housing	2022	144	\$319,205.71
Retirement	2022	11	\$42,994.20
Section 8	2022	29	\$24,764.31
<b>Total</b>	<b>2022</b>	<b>184</b>	<b>\$386,964.22</b>

The above resolution was seconded by Vice-Chairman Miller and carried the following vote:

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

NAYS: None

Chairman Hinchliffe then presented the next topic, a request to approve the proposed operating budget for public housing for the fiscal year ending June 30, 2023. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION # 3863**

**A RESOLUTION APPROVING THE OPERATING BUDGET FOR  
PUBLIC HOUSING FOR THE FISCAL YEAR ENDING JUNE 30, 2023.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the public housing operating budget for fiscal year ending June 30, 2023, is hereby approved.

The above resolution was seconded by Vice-Chairman Miller and carried the following vote:

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

NAYS: None

Chairman Hinchliffe then introduced the final topic of discussion, a request to approve the proposed Section 8 budget for the fiscal year ending June 30, 2023. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION # 3864**

**A RESOLUTION APPROVING THE OPERATING BUDGET FOR  
SECTION 8 FOR THE FISCAL YEAR ENDING JUNE 30, 2023.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the Section 8 operating budget for fiscal year ending June 30, 2023, is hereby approved.

The above resolution was seconded by Vice-Chairman Miller and carried the following vote:

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

NAYS: None

Chairman Hinchliffe shifted to the report section of the meeting, asking William Smart to provide the updates for the agency. Ms. Smart stated that REAC went well, and thanked Ms. Farmer and her team for all the work they for this agency. He then reviewed the vacancy and rent roll reports for the agency.

Chairman Hinchliffe asked Shelva Thomas to provide the personnel 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.

After all reports were given, Chairman Hinchliffe adjourned the meeting and dismissed for an Executive Session.

---

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, June 15, 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 15<sup>th</sup> day of June 2022.

---

WILLIAM V. SMART, SECRETARY

(SEAL)