

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, JUNE 21, 2023**

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session at 2:00 P.M. on Wednesday, June 21, 2023, at Passman Plaza, located at 230 DeSiard Street, Monroe, Louisiana 71201.

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, Commissioner Angelina Jones, Commissioner Beverly Lewis, Commissioner Joe Farr, and Steve North, Attorney

Absent: Vice-Chairman Rick Miller

Also present were: William V. Smart, Executive Director; Janet Sanderford, Director of Accounting; Shelva Thomas, Director of Human Resources and Administrative Officer, Cheryl Farmer, Director of Operations; Heath Frugé, Director of Planning and Development; Sammie Winters, Executive Administrative Assistant; and Amy Tynes, CPA, CFE, Interim Chief Financial Officer

**NOTICE OF SPECIAL 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 Special Session at 2:00 P.M. on Wednesday, June 21, 2023, at Passman Plaza, located at 230 DeSiard Street, Monroe, LA 71201, and via Zoom conference call 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

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HAL HINCHLIFFE, CHAIRMAN  
sw/hh

Dated this June 7, 2023

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 Angelina Jones 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. Mr. William Smart provided the Board with the crime report from May 2023.

Chairman Hinchliffe then presented the first actionable item, a review of accounts receivable write-offs, Commissioner Beverly Lewis introduced the following resolution:

**RESOLUTION # 3894**

**A RESOLUTION APPROVING ACCOUNTS RECEIVABLE WRITE-OFFS 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 accounts receivable write-offs for the fiscal year ending June 30, 2023, is hereby approved.

Summary of Accounts Receivable Write-Offs:

Year	Public Housing		Section 8		Retired Properties	
	Count	Write-Off Balance	Count	Write-Off Balance	Count	Write-Off Balance
2023	150	\$269,847.63	19	\$48,978.00	17	\$12,309.54
2022	166	\$332,018.41	12	\$24,764.31	55	\$44,284.20
2021	119	\$168,645.54	24	\$53,820.74	12	\$2,295.30
2020	145	\$127,239.28	29	\$56,373.00	11	\$3,209.66
2019	180	\$165,623.33	21	\$49,097.00	22	\$9,347.79

The above resolution was seconded by Commissioner Jones and carried the following vote:

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Angelina Jones, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe then presented the next topic request, approval of change order #2, #3, and #4 for restorations at Johnson-Carver. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION # 3895**

**A RESOLUTION AUTHORIZING CHANGE ORDERS #2, #3, AND #4 FOR JOHNSON-CARVER UNIT AND STORAGE RESTORATION.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to authorize the change orders for Johnson-Carver, are hereby approved.

The above resolution was seconded by Commissioner Lewis and carried the following vote:

AYES: Chairman Hal Hinchliffe, Commissioner Angelina Jones, Commissioner Joe Farr, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe then presented the next topic request, approval of low bids for security services at Burg Jones Lane. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3896**

**A RESOLUTION ACCEPTING THE LOW BIDS FOR SECURITY SERVICES AT BURG JONES LANE.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the low bids submitted for security services at Burg Jones Lane, are hereby approved.

The above resolution was seconded by Commissioner Jones and carried the following vote:

**AYES:** Chairman Hal Hinchliffe, Commissioner Angelina Jones, Commissioner Joe Farr, and Commissioner Beverly Lewis

**NAYS:** None

Chairman Hinchliffe then presented the next topic request, approval of change order #2 for restoration at Foster Heights. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION # 3897**

**A RESOLUTION APPROVING CHANGE ORDER #2 IN THE AMOUNT OF \$8,550.00 FOR A UNIT RESTORATION AT FOSTER HEIGHTS.**

**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 \$8,550.00 for a unit restoration at Foster Heights, is hereby approved.

The above resolution was seconded by Commissioner Lewis and carried the following vote:

**AYES:** Chairman Hal Hinchliffe, Commissioner Angelina Jones, Commissioner Joe Farr, and Commissioner Beverly Lewis

**NAYS:** None

Chairman Hinchliffe then presented the next topic request, approval of budget for fiscal year ending 2024. After discussion, Commissioner Lewis introduced the following resolution:

**RESOLUTION # 3898**

**A RESOLUTION APPROVING BUDGET FOR THE FISCAL YEAR ENDING 2024.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval of the budget for the fiscal year ending 2024, is hereby approved.

The above resolution was seconded by Commissioner Jones and carried the following vote:

**AYES:** Chairman Hal Hinchliffe, Commissioner Angelina Jones, Commissioner Joe Farr, and Commissioner Beverly Lewis

**NAYS:** None

Chairman Hinchliffe then presented the final topic request, approval to adopt the proposed changes to the Admissions and Continued Occupancy Plan. After discussion, Commissioner Farr introduced the following resolution:

**RESOLUTION # 3899**

**A RESOLUTION TO ADOPT THE PROPOSED CHANGES TO THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to adopt the changes to the Admissions and Continued Occupancy Plan, is hereby granted.

The above resolution was seconded by Commissioner Lewis and carried the following vote:

AYES: Chairman Hal Hinchliffe, Commissioner Angelina Jones, Commissioner Joe Farr, and Commissioner Beverly Lewis

NAYS: None

Chairman Hinchliffe shifted to the report section of the meeting, asking William Smart to provide the updates for the agency. Mr. Smart 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 Heath Frugé to provide the construction report. Mr. Frugé informed the Board of the status of the current construction and renovation projects.

Chairman Hinchliffe asked Amy Tynes to go over the financial reports. Ms. 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.

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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, June 21, 2023, 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 21<sup>st</sup> day of June 2023.

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WILLIAM V. SMART, SECRETARY

(SEAL)