

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, JULY 19, 2023**

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, July 19, 2023, 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 Angelina Jones, Commissioner Joe Farr, and Steve North, Attorney

Absent: Commissioner Beverly Lewis

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; Naomi Jackson, Section 8 Director; Sammie Winters, Executive Administrative Assistant; and Aimee Buchanan, CPA Partner – Allen Green & Williamson LLP

**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, July 19, 2023, 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 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 July 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 Joe Farr 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 June 2023.

Chairman Hinchliffe then presented the first actionable item, a request for approval of bid to award Benchmark Construction of \$129,800.00 for burned unit at Lock-Breece, Vice-Chairman Rick Miller introduced the following resolution:

**RESOLUTION # 3900**

**A RESOLUTION APPROVING THE BID OF \$129,800.00 TO AWARD TO BENCHMARK CONSTRUCTION FOR THE BURNED UNIT AT LOCK-BREECE.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that bid to award Benchmark Construction of \$129,800.00 for burned unit at Lock-Breece, is hereby approved.

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

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

**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 Aimee Buchanan to go over the financial reports. Ms. Buchanan 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, July 19, 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 19<sup>th</sup> day of July 2023.

WILLIAM V. SMART, SECRETARY

(SEAL)