

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, NOVEMBER 15, 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, November 15, 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 Joe Farr, and Commissioner Angelina Jones

Absent: Commissioner Beverly Lewis and Steve North, Attorney

Also present were: William V. Smart, Executive Director; Janet Sanderford, Director of Accounting; 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, November 15, 2023, at the Housing Authority of the City of Monroe, Louisiana, located at 300 Harrison Street, Monroe, LA 71201 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 November 3, 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 Joe Farr introduced a motion to approve the minutes of the previous meeting. Commissioner Angelina Jones seconded the motion, and it carried unanimously.

Chairman Hinchliffe then asked for the crime report. Executive Director, William V. Smart, provided the Board with the crime report from October 2023, stating that theft is the biggest concern at Burg Jones Plaza. Mr. Smart mentioned that the presence of Brosnan Security has been greatly helpful and that he plans to continue using the company to patrol Robinson Place in the next year.

Chairman Hinchliffe requested agency updates from William V. Smart. Mr. Smart reported that the Monroe Housing Authority's Section 8 Department achieved a commendable score of 138 on the Section Eight Management Assessment Program (SEMAP). Mr. Smart informed the board that Janet Sanderford and Aimee Buchanan attended an MRI Software training in Chicago, IL. In conclusion, Mr. Smart extended an invitation to the Monroe Housing Authority's Board of Commissioners to attend the Agency's Holiday Celebration scheduled for December 8, 2023.

Chairman Hinchliffe then presented the first actionable item, a request for approval of change order #2 to furnish and install new shower rods, lights, interior doors, and vanities at Miller Square. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION # 3903**

**A RESOLUTION APPROVING CHANGE ORDER #2 FROM D AND L OF OUACHITA, INC. OF \$247,910.75 FOR THE MILLER SQUARE RENOVATION PROJECT.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to authorize change order #2 from D and L of Ouachita, Inc. of \$247,910.75 for the Miller Square Renovation Project is hereby approved.

Commissioner Joe Farr introduced a motion to approve the above resolution. Commissioner Angelina Jones seconded the motion and carried the following vote:

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

NAYS: None

Chairman Hinchliffe then presented the next topic, a request for approval of change order #3 to replace shower valves in 201 units at Miller Square. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION # 3904**

**A RESOLUTION AUTHORIZING CHANGE ORDER #3 FROM D AND L OF OUACHITA, INC. OF \$32,261.14 FOR THE MILLER SQUARE RENOVATION PROJECT.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to authorize change order #3 from D and L of Ouachita, Inc. of \$32,261.14 for the Miller Square Renovation Project is hereby approved.

Commissioner Angelina Jones introduced a motion to approve the above resolution. Vice-Chairman Rick Miller seconded the motion and carried the following vote:

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

NAYS: None

Chairman Hinchliffe then presented the next topic, a request for approval of change order #6 to replace termite-damaged studs and 50 SF of damaged roofing at 1843 Bonner, Burg Jones Plaza. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION # 3905**

**A RESOLUTION AUTHORIZING CHANGE ORDER #6 FROM DON LEACH CONSTRUCTION, INC. FOR \$1,354.00 TO REPLACE TERMITE-DAMAGED STUDS AND 50 SF OF DAMAGED ROOFING AT 1843 BONNER, BURG JONES PLAZA.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to authorize change order #6 from Don Leach Construction, Inc. of \$1,354.00 to replace termite-damaged studs and 50 SF of damaged roofing at 1843 Bonner, Burg Jones Plaza is hereby approved.

Commissioner Joe Farr introduced a motion to approve the above resolution. Commissioner Angelina Jones seconded the motion and carried the following vote:

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

NAYS: None

Chairman Hinchliffe then presented the final topic, a request for approval of change order #7 to relocate the existing gas line in the attic at 1835 Bonner at Burg Jones Plaza. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION # 3906**

**A RESOLUTION AUTHORIZING CHANGE ORDER #7 FROM DON LEACH CONSTRUCTION, INC. OF \$1,193.05 TO RELOCATE THE EXISTING GAS LINE IN THE ATTIC OF 1835 BONNER AT BURG JONES PLAZA.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to authorize change order #7 from Don Leach Construction, Inc. of \$1,193.05 to relocate the existing gas line in the attic of 1835 Bonner at Burg Jones Plaza is hereby approved.

Commissioner Angelina Jones introduced a motion to approve the above resolution. Vice-Chairman Rick Miller seconded the motion and carried the following vote:

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

NAYS: None

Chairman Hinchliffe asked Sammie Winters, Executive Administrative Assistant to provide the personnel report. Mr. Winters updated the board on the status of personnel for the agency.

Chairman Hinchliffe asked Sammie Winters to provide the status of the 2023 Compliance Audit findings. Mr. Winters explained that in 2022, it was decided that the audit findings should be included on the agenda for every board meeting until the issue is resolved to meet Louisiana's Agreed-Upon Procedure Mandate. Mr. Winters provided the following Compliance Update:

- A meeting with Public Housing Managers was held on Thursday, October 19, 2023 at 8:30 am in the MHA Conference Room to review and discuss 2023 Audit Findings.
- The Rent Calculation tool has been added to the Shared drive for all manager to use to ensure accuracy of calculations.

- A new process for reviewing Child Support information was implemented with Tenants logging into their Child Support portal and printing verification of Child Support for file when applying for housing or completing a re-exam.
- To ensure accurate income information, income must be verified.
- To ensure Tenants and Third Parties submit complete documentation, new compliance forms have been created and distributed for "Additional Income Statements" and "Odd Job Information".
- In addition, each Public Housing Manager has been assigned a partner (another Manager) to audit a percentage of all new leases and re-exams.
- An internal audit will include a QC Checklist to track percentages of errors.
- In order to maximize efficiency and multitasking when using multiple screens and systems, additional computer monitors were ordered and distributed for all Property Managers and Property Assistants.
- To meet the daily office printing needs, additional printers were ordered for two properties.

Chairman Hinchliffe asked Heath Frugé to provide the construction report. Mr. Frugé informed the Board of the status of the current construction projects and mentioned that Adrian Fisher is interested in buying the remaining two Cooley homes.

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, does hereby certify that the attached extract from the Regular Meeting of the Board of Commissioners of said Authority held on Wednesday, November 15, 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 WHERE OF, I have set my hand and the seal of said Authority this 15<sup>th</sup> day of November 2023.

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WILLIAM V. SMART, SECRETARY

(SEAL)