

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, FEBRUARY 21, 2024**

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, February 21, 2024, 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: Vice-Chairman Rick Miller, Commissioner Beverly Lewis, Commissioner Joe Far, and Commissioner Angelina Jones

Absent: Chairman Hal Hinchliffe and Steve North, Attorney

Also present were: William V. Smart, Executive Director; Shelva Thomas, Director of Human Resources and Administrative Officer; Janet Sanderford, Director of Accounting; Heath Frugé, Director of Planning and Development; Cheryl Farmer, Director of Operations; Naomi Jackson, Section 8 Director; Sammie Winters, Executive Administrative Assistant; and Amy Tynes, CPA, CFE, Interim Chief Financial Officer.

**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, February 21, 2024, 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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**RICK MILLER, VICE-CHAIRMAN**  
sw/rm

Dated February 1, 2024

Vice-Chairman Rick Miller called the meeting to order, and Mr. William V. Smart opened the meeting with a prayer.

Vice-Chairman Miller 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.

Vice-Chairman Miller then requested the crime report. Executive Director William V. Smart provided the board with the crime report from January 2024, emphasizing that crime remains a primary concern at Burg Jones Plaza but assuring that everything is under control.

Vice-Chairman Miller requested updates from William V. Smart. Mr. Smart informed the board about an upcoming audit with HUD on Quality Assurance scheduled from March 5, 2024 to March 8, 2024. Additionally, Mr. Smart conveyed congratulations to Beverly Lewis, a member of the Monroe Housing Authority's Board of Commissioners, for her upcoming recognition at the 45th Annual Dr. Martin Luther King, Jr. Birthday Program.

Vice-Chairman Miller then presented the first actionable item, a request for approval of change order #2 from Don Leach Construction, Inc. in the amount of \$3,894.05 for the Johnson-Carver and Burg Jones Plaza storage room renovation. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION # 3909**

**A RESOLUTION AUTHORIZING CHANGE ORDER #2 FROM DON LEACH CONSTRUCTION, INC. IN THE AMOUNT OF \$3,894.05 FOR THE JOHNSON-CARVER AND BURG JONES PLAZA STORAGE RENOVATION.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to authorize change order #2 from Don Leach Construction, Inc. in the amount of \$3,894.05 for the Johnson-Carver and Burg Jones Plaza storage room renovation is hereby approved.

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

AYES: Vice-Chairman Rick Miller, Commissioner Beverly Lewis, Commissioner Angelina Jones, and Commissioner Joe Farr

NAYS: None

Vice-Chairman Miller then presented the next topic, a request for approval to make a one-time partnership donation of \$10,000 to Ouachita Council on Aging, designated for the expansion and remodel of their building. After discussion, Commissioner Joe Farr introduced the following resolution:

**RESOLUTION # 3910**

**A RESOLUTION AUTHORIZING A ONE-TIME PARTNERSHIP DONATION OF \$10,000 TO OUACHITA COUNCIL ON AGING, DESIGNATED FOR THE EXPANSION AND REMODEL OF THEIR BUILDING.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to authorize a one-time partnership donation of \$10,000 to Ouachita Council on Aging, designated for the expansion of their building is hereby approved.

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

AYES: Vice-Chairman Rick Miller, Commissioner Beverly Lewis, and Commissioner Angelina Jones

NAYS: Commissioner Joe Farr

Vice-Chairman Miller then presented the next topic, a request to accept low bids for 2024 lawn maintenance contracts. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION # 3911**

**A RESOLUTION AWARDEDING LAWN MAINTENANCE CONTRACTS FOR VARIOUS LOCATIONS.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the following low bids be accepted and lawn maintenance contracts be awarded for these specified properties:

<u>Contractor</u>	<u>Bid Amount and Property</u>
Unique Lawn	\$26,000.00 (Lock/Breece), \$25,300.00 (Foster Heights)
KC's Lawn Service	\$73,000.00 (Robinson Place), \$24,420.00 (Robinson Place II)
US Lawns	\$45,200.00 (Johnson-Carver), \$61,300.00 (Miller Square)
Reyes Landscape Works	\$7,450.00 (Ouachita Grand Plaza)
Tommy Rhodes	\$28,000.00 (Claiborne Creek)
C & C	\$6,875.00 (McKeen Plaza)

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

AYES: Vice-Chairman Rick Miller, Commissioner Beverly Lewis, Commissioner Angelina Jones, and Commissioner Joe Farr

NAYS: None

Vice-Chairman Miller then presented the last topic, discuss retirement of Cindy Fowler. After discussion, Executive Director, William V. Smart introduced the following resolution:

**RESOLUTION # 3912**

**A RESOLUTION AUTHORIZING RETIREMENT BENEFITS BE PAID TO CINDY FOWLER.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Cindy Fowler has submitted her six-month notice dated August 15, 2024.

**NOW BE IT FURTHER RESOLVED** that Cindy Fowler will become eligible to receive full retirement benefits upon her retirement date of August 15, 2024.

**BE IT FURTHER AUTHORIZED** that Cindy Fowler will receive payment for up to 300 hours balance of Annual Leave plus one-half of Sick Leave balance in one lump sum payment at her time of retirement.

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

AYES: Vice-Chairman Rick Miller, Commissioner Beverly Lewis, Commissioner Angelina Jones, and Commissioner Joe Farr

NAYS: None

Vice-Chairman Miller asked Shelva Thomas, Director of Human Resources and Administrative Officer, to provide the personnel report. Ms. Thomas updated the board on the status of personnel for the agency.

Vice-Chairman Miller asked Shelva Thomas to provide the status of the 2023 Compliance Audit findings. Ms. Thomas provided details on the following point:

- Compliance continues to QC re-exam packets of Public Housing Properties with no findings to discuss this meeting.

Vice-Chairman asked Heath Frugé to provide the construction report. Mr. Frugé provided the board with an update, indicating that there are 30 units remaining for the completion of the storage unit renovation at Burg Jones. He mentioned upcoming bids for various projects, including HVAC replacements and main office entry/window replacements at Lock/Breece, a mail center and parking lot expansion at Miller Square, and parking lot repairs at McKeen Plaza. Lastly, Mr. Frugé is awaiting the Insurance Adjuster's final report to finalize the renovation of a burned unit at Lock/Breece.

Vice-Chairman Miller asked Amy Tynes to go over the financial reports. Mrs. Tynes reviewed the data for Public Housing and Section 8.

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

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RICK MILLER, VICE-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, February 21, 2024, 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 21st day of February 2024.

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WILLIAM V. SMART, SECRETARY

(SEAL)