

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, OCTOBER 18, 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, October 18, 2023, in the Community Room at Claiborne Creek, located at 200 Claiborne Creek Driver, West Monroe, Louisiana 71291.

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Angelina Jones, Commissioner Beverly Lewis, and Steve North, Attorney

Absent: Vice-Chairman Rick Miller and 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 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, October 18, 2023 in the Community Room at Claiborne Creek, located at 200 Claiborne Creek Drive, West Monroe, LA 71291 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

---

HAL HINCHLIFFE, CHAIRMAN  
sw/hh

Dated this October 9, 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. Corporal Kwasic Heckard provided the Board with the crime report from September 2023, adding that all of Monroe Housing Authority's Public Housing Properties have seen a decrease in crime, with incidents now reduced to single-digit numbers. Chairman Hinchliffe thanked Corporal Heckard and he left the meeting.

Chairman Hinchliffe then presented the first actionable item, a request for approval of the Monroe Housing Authority Ethics Policy, Commissioner Joe Farr introduced the following resolution:

**RESOLUTION # 3902**

**A RESOLUTION APPROVING THE ETHICS POLICY FOR THE MONROE HOUSING AUTHORITY.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution to approve Monroe Housing Authority's Ethic Policy, is hereby approved.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, & Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe shifted to the report section of the meeting, asking William Smart to provide agency updates. Mr. Smart informed the board about issues related to crime at both Burg Jones Plaza and Robinson Place, highlighting the security presence provided by Brosnan Security and the Monroe Police Department. Mr. Smart reviewed the rent roll report and briefly discussed vacancies, noting that they are progressing well.

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 Shelva Thomas to provide the Status of 2023 Compliance Audit Finding. Ms. Thomas explained that in 2022, it was decided that the audit findings should be included on the agenda for every board meeting to meet Louisiana's Agreed-Upon Procedure Mandate. She also noted that the current audit revealed that the issue or noncompliance still exists at the agency, along with seven files found to be non-compliant.

Chairman Hinchliffe asked Shelva Thomas to provide further details on the Ethics Policy. The Monroe Housing Authority (Authority) has established standards of conduct for its employees and members of its Board of Commissioners. These standards are designed to assure the utmost in public trust and confidence in the policies and practices of the Authority. Operational Oversight includes regular internal audits that will be performed to ensure compliance with laws and regulations and help to maintain accurate and timely financial reporting and data collection of the Authority's risk areas of financial (collections and disbursements), operational, compliance, environmental, and IT.

Chairman Hinchliffe asked Shelva Thomas to present the winners of the 2023 Frank L. Wilcox Rising Scholars Academic Scholarship Fund. Ms. Thomas informed the board that there were two winners: Jakaleb Ellington and Destiny Long.

Chairman Hinchliffe asked Heath Frugé to provide the construction report. Mr. Frugé informed the Board of the status of the current construction 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.

---

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 Special Meeting of the Board of Commissioners of said Authority held on Wednesday, October 18, 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 18<sup>th</sup> day of October 2023.

---

WILLIAM V. SMART, SECRETARY

(SEAL)