

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, MARCH 20, 2024**

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, March 20, 2024, in the Community Room at Chauvin Pointe, located at 325 Chauvin Pointe Drive, Monroe, Louisiana 71203.

Those present and absent were as follows:

Present: Vice-Chairman Rick Miller, Commissioner Beverly Lewis and Commissioner Joe Farr

Absent: Chairman Hal Hinchliffe, Commissioner Angelina Jones 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 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 Special Session at 2:00 P.M. on Wednesday, March 20, 2024, in the Community Room at Chauvin Pointe, located at 325 Chauvin Pointe Drive, Monroe, LA 71203 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

RICK MILLER, VICE-CHAIRMAN
sw/rm

Dated March 8, 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 Beverly Lewis 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 February 2024, emphasizing that the numbers for crime is slowly decreasing.

Vice-Chairman Miller requested updates from William V. Smart. Mr. Smart briefed the board that auditors from Washington, D.C. were thoroughly impressed with the maintenance and appearance of Monroe Housing Authority's properties, deeming them up to standard.

Vice-Chairman Miller then presented the first actionable item, a request for approval of updates to the Monroe Housing Authority Disaster Recovery Policy. After discussion, Shelva Thomas, Director of Human Resources and Administrative Officer, introduced the following resolution:

RESOLUTION # 3913

A RESOLUTION APPROVING UPDATES TO THE MONROE HOUSING AUTHORITY DISASTER RECOVERY POLICY.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the updates to Monroe Housing Authority's Disaster Recovery Policy is here by approved.

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

AYES: Vice-Chairman Rick Miller, Commissioner Beverly Lewis, 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 points:

- Compliance continues to QC re-exam and new lease packets of Public Housing Properties. There were discrepancies with Child Support calculations that have been identified at one property. Reiteration of Child Support calculations will be held March 27, 2024 to ensure accurate calculations next week.
- HOTMA Rent Calculations training is scheduled for April 09-13, 2024 at the Nelrod Consortium Conference for the following Property Managers and Directors:
 - Lynn Savell – Frances Towers
 - Briana Johnson – Breece/Lock
 - Helen McFee – Johnson Carver
 - Cheryl Farmer – Operations Director
 - Naomi Bowen – South Pointe
 - Shelva Thomas – Director of Human Resources and Administrative Officer
- Louisiana Housing Council HOTMA Training will be held April 29 – May 3, 2024 in Baton Rouge for the following Housing Choice Voucher team members and Directors:
 - Jacqueline Wheeler – Property Management Specialist
 - Leslie Daniels – Property Management Specialist
 - Elizabeth Michaelis – Property Management Specialist
 - Naomi Jackson – Directo of Housing Choice Voucher
 - Heath Fruge – Director of Planning and Development
 - Shelva Thomas – Director of Human Resources and Administrative Officer
 - William Smart – Executive Director

Vice-Chairman asked Heath Frugé to provide the construction report. Mr. Frugé provided the board with several updates:

- Storage unit renovation at Burg Jones nearing substantial completion in two weeks.

- Miller Square renovation started on 9/12/23 with substantial completion on 3/14/24.
- Miller Square door installation progress: 1,200 doors hung, 900 more ordered for full completion.
- Upcoming bids: Lock/Breece bidding on HVAC Replacement and main office entry/window replacement on 4/4/24. Also, bids for Miller Square mail center/parking lot expansion and McKeen Plaza parking lot repairs. Bid date set for 4/2/24 for burned unit at Lock/Breece.

Vice-Chairman Miller asked Aimee Buchanan to go over the financial reports. Ms. Buchanan 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.

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 Special Meeting of the Board of Commissioners of said Authority held on Wednesday, March 20, 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 20th day of March 2024.

WILLIAM V. SMART, SECRETARY

(SEAL)