

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, JULY 17, 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, July 17, 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: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, Commissioner Beverly Lewis, and Steve North, Attorney

Absent: Commissioner Angelina Jones

Also present were: William V. Smart, Executive Director; Shelva Thomas, Chief Deputy Director and People Officer; Janet Sanderford, Director of Accounting; Heath Frugé, Director of Planning and Development; Naomi Jackson, Director of Section 8; 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 17, 2024, at the Housing Authority of the City of Monroe, 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

HAL HINCHLIFFE, CHAIRMAN
SW/hh

Dated July 1, 2024

Chairman Hal Hinchliffe called the meeting to order, and Mr. William V. 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 Beverly Lewis seconded the motion, and it was carried unanimously.

Chairman Hinchliffe then requested the crime report. William V. Smart provided the board with the crime report from June 2024, Mr. Smart informed the board that additional police patrol from the Monroe Police Department have been added to enhance security, particularly at Foster Heights.

Chairman Hinchliffe requested updates from William V. Smart. Mr. Smart announced the promotion of Shelva Thomas to Chief Deputy Director and People Officer. He mentioned that extensive staff training is ongoing. Additionally, Mr. Smart is preparing a report from the Ouachita Council on Aging, which will be ready for the next board meeting.

Chairman Hinchliffe then presented the first actionable item, a request for approval of the sale/transfer of Preservation Mills lots. After discussion, Steve North, Attorney, introduced the following resolution:

RESOLUTION # 3932

A RESOLUTION AUTHORIZING THE SALE/TRANSFER OF PRESERVATION MILLS LOTS.

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 the sale/transfer of Preservation Mills lots, 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: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Beverly Lewis, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the last actionable item, a request for approval of signature authority of any bank account or any certificate of deposit owned by the Monroe Housing Authority or Monroe Housing Facilities Corporation granted to the Executive Director, Deputy Director, or any board member of these organizations. After discussion, William V. Smart, Executive Director, introduced the following resolution:

RESOLUTION # 3933

A RESOLUTION AUTHORIZING SIGNATURE AUTHORITY FOR ANY BANK ACCOUNT OR CERTIFICATE OF DEPOSIT OWNED BY THE MONROE HOUSING AUTHORITY OR MONROE HOUSING FACILITIES CORPORATION IS GRANTED TO THE EXECUTIVE DIRECTOR, DEPUTY DIRECTOR, AND ANY BOARD MEMBER OF THESE ORGANIZATIONS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to authorize signature authority of any bank account or any certificate of deposit owned by the Monroe Housing Authority or Monroe Housing Facilities Corporation granted to the Executive Director, Deputy Director, or any board member of these organizations, 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: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Beverly Lewis, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe asked Shelva Thomas, Chief Deputy Director and People Officer, 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 the 2023 Compliance Audit findings. Ms. Thomas provided details on the following points:

- The Compliance Team continues to review new lease files for Johnson Carver.
- Following the follow-up of outstanding items and a detailed audit of Burg Jones Plaza, the Management team of Burg Jones Plaza will undergo personalized training sessions on rent calculations, including child support, and tenant file management starting the week of 07/15/2024. This initiative aims to enhance staff skills and promote consistency in file management across all locations.
- The Property Manager and Assistant Managers will participate in joint training sessions with the Foster Heights Management team at staggered times to minimize disruption to daily operations at Burg Jones Plaza.

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

- **Capital Fund Projects:**
Lock/Breece HVAC Replacement
Damon Mayfield Construction
 - Replacing All HVAC systems in 147 units
 - Notice to Proceed Issued 5/27/24.
 - 75% Complete.

- Lock Main Office Renovation*
Triad Maintenance Services
 - New Front Entrance, Roof, and Windows
 - Notice to Proceed Issued 5/27/24.
 - 10% Complete

South Pointe IV New Roof - Bids 8/6/24
Miller Square Parking - Bids 8/14/24

- **Insurance Projects:**
40A Lock Burn Unit
Bright Construction
 - Notice to Proceed issued 4/16/24.
 - 60% Complete

- **Other Activities:**
 - Ouachita Grand Plaza Sublease: 7/15/24

Per Levy, Levy, & Levy (PGIM's Counsel for the TPA): The lender is sending out an engagement letter and once the letter has been received and approved, we will be able to set up a call.

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.

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, July 17, 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 WHEREOF, I have set my hand and the seal of said Authority this 17th day of July 2024.

WILLIAM V. SMART, SECRETARY

(SEAL)