

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, MAY 15, 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, May 15, 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 Angelina Jones, and Commissioner Beverly Lewis

Absent: Commissioner Joe Farr 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; 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, May 15, 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 May 3, 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 Angelina Jones introduced a motion to approve the minutes of the previous meeting. Vice-Chairman Rick Miller 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 April 2024, emphasizing a steady decline in crime rates at Burg Jones Plaza attributed to the active presence of patrols conducted by the Monroe Police Department and Brosnan Security.

Chairman Hinchliffe requested updates from William V. Smart. Mr. Smart informed the board that the staff from the Section 8 Department attended the HOTMA training in Baton Rouge. Furthermore, he notified the board that South Pointe had passed its REAC Inspection, achieving a score in the high 90s.

Chairman Hinchliffe then presented the first actionable item, a request for approval of Change Order #1 from Mayfield Construction in the amount of \$3,034.36 for Miller Square Interior Doors. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION # 3920**

**A RESOLUTION AUTHORIZING CHANGE ORDER #1 FROM MAYFIELD CONSTRUCTION IN THE AMOUNT OF \$3,034.36 FOR MILLER SQUARE INTERIOR DOORS.**

**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 #1 from Mayfield Construction in the amount of \$3,034.36 for Miller Square Interior Doors, is hereby approved.

Vice-Chairman Rick Miller 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 Beverly Lewis and Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe then presented the next actionable item, a request for approval for the public sale of lots owned by Monroe Housing Facilities Corp at St. John and Telemaque, at their appraised value. After discussion, Amy Tynes, CPA, CFE, Interim Chief Financial Officer, introduced the following resolution:

**RESOLUTION # 3921**

**A RESOLUTION AUTHORIZING THE PUBLIC SALE OF LOTS OWNED BY MONROE HOUSING FACILITIES CORP AT ST. JOHN AND TELEMAQUE, AT THEIR APPRAISED VALUE.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to authorize the public sale of lots owned by Monroe Housing Facilities Corp at St. John and Telemaque, at their appraised value, 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 Beverly Lewis and Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe then presented the last actionable item, a request for approval for the update to the 5-Year Plan and 2024 Annual Statement, reflecting the 2024 Capital Fund Grant amount of \$5,588,742.00 per year. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION # 3922**

**A RESOLUTION AUTHORIZING THE UPDATE TO THE 5-YEAR PLAN AND 2024 ANNUAL STATEMENT, REFLECTING THE 2024 CAPITAL FUND GRANT AMOUNT OF \$5,588,742.00 PER YEAR.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to authorize the update to the 5-Year Plan and 2024 Annual Statement, reflecting the 2024 Capital Fund Grant amount of \$5,588,742.00 per year, 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 Beverly Lewis and Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe 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.

Chairman Hinchliffe asked Shelva Thomas to provide the status of the 2023 Compliance Audit findings. Ms. Thomas provided details on the following points:

- A 100% new Lease Audit was conducted at Burg Jones Plaza. Currently, the property team is following up on outstanding items.

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

**Miller Square Door Installation**

- Expected completion date 5/24/24

**Lock/Breece HVAC Replacement**

- Replacing All HVAC systems in 147 units
- Pre-Construction Meeting on 5/7/24 with D&L of Ouachita dba Damon Mayfield.
- We are waiting for the first 50 units to arrive before issuing a Notice to Proceed on 5/27/24.

**Lock Main Office Renovation**

- New Front Entrance, Roof, and Windows
- Pre-construction meeting on 5/9/24 with Triad Maintenance Services.
- We are waiting on a final sign-off from the Fire Marshal before the GC
- Can get his building permit. I will issue a Notice to Proceed once everything is
- Cleared by the Fire Marshal.

**Section 8 Office Painting**

- Started 5/15/24

Chairman Hinchliffe asked Amy Tynes to go over the financial reports. Mrs. 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.

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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, May 15, 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 15<sup>th</sup> day of May 2024.

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WILLIAM V. SMART, SECRETARY

(SEAL)