

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON THURSDAY, JUNE 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 Thursday, June 20, 2024, in the Community Room at Passman Plaza, 230 Desiard Plaza Drive, Monroe, Louisiana 71201.

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, and Steve North, Attorney

Absent: Commissioner Angelina Jones and Commissioner Beverly Lewis

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; Sammie Winters, Executive Administrative Assistant; and Aimee Buchanan, CPA Partner – Allen Green & Williamson LLP.

**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 Thursday, June 20, 2024, in the Community Room at Passman Plaza, located at 230 Desiard Plaza Drive, 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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HAL HINCHLIFFE, CHAIRMAN  
SW/hh

Dated May 31, 2024

Immediately following the Properties for Retired and Family Living Board meeting, Chairman Hal Hinchliffe called the meeting to order.

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. Vice-Chairman Rick Miller seconded the motion, and it was carried unanimously.

Chairman Hinchliffe then requested the crime report. William V. Smart presented the board with the May 2024 crime report, noting assaults at Burg Jones Plaza, Foster Heights, and Robinson Place. He assured the board that every measure is being taken to stop these incidents, including funding additional patrols by the Monroe Police Department in these areas.

Chairman Hinchliffe requested updates from William V. Smart. Mr. Smart reported to the board that he, Councilwoman Juanita Woods, and Corporal Kwasic Heckard had met with residents at Foster Heights to discuss a recent shooting. He also informed them that letters were being sent to each resident, enforcing a curfew. Additionally, Mr. Smart informed the board that NSPIRE is the new inspector for the Monroe Housing Authority. He recognized two properties for their outstanding accomplishments in recent inspections: South Point I, which scored 99%, and Miller Square, which scored 97%. Furthermore, he noted that the agency is continuing to provide training for employees to keep up with ongoing changes and announced an upcoming conversion to a new system with Tenmast.

Chairman Hinchliffe then presented the first actionable item, discuss the retirement of Naomi Jackson. After discussion, William V. Smart, Executive Director, introduced the following resolution:

**RESOLUTION # 3923**

**A RESOLUTION AUTHORIZING RETIREMENT BENEFITS TO BE PAID TO NAOMI JACKSON.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Naomi Jackson has submitted her six-month notice dated May 16, 2024.

**NOW BE IT FURTHER RESOLVED** that Naomi Jackson will become eligible to receive full retirement benefits upon her retirement date of November 16, 2024.

**BE IT FURTHER AUTHORIZED** that Naomi Jackson 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 Joe Farr 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, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the next actionable item, review accounts receivable write-offs. After discussion, Janet Sanderford, Director of Accounting, introduced the following resolution:

**RESOLUTION #3924**

**A RESOLUTION APPROVING ACCOUNTS RECEIVABLE WRITE-OFFS FOR THE FISCAL YEAR ENDING JUNE 30, 2024.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the accounts receivable write-offs for the fiscal year ending June 30, 2024, is hereby approved.

Summary of Accounts Receivable Write-Offs:

Year	Public Housing		Section 8		Retired Properties	
	Count	Write-Off Balance	Count	Write-Off Balance	Count	Write-Off Balance
2024	144	\$194,749.70	34	\$106,090.59	28	\$27,634.85
2023	150	\$269,847.63	19	\$48,978.00	17	\$12,309.54

Vice-Chairman Rick Miller introduced a motion to approve the above resolution. Commissioner Joe Farr seconded the motion and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the next actionable item, a request for approval of the budget for the fiscal year ending 2025. After discussion, Aimee Buchanan, CPA Partner – Allen Green & Williamson LLP, introduced the following resolution:

**RESOLUTION #3925**

**A RESOLUTION APPROVING THE BUDGET FOR THE FISCAL YEAR ENDING 2025.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval of the budget for the fiscal year ending 2025, is hereby approved.

Commissioner Joe Farr 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, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the next actionable item, a request for approval of change order #1 from Bright Construction LLC in the amount of \$1,885.00 for the renovation of the burned unit at Breece/Lock. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION #3926**

**A RESOLUTION APPROVING CHANGE ORDER #1 FROM BRIGHT CONSTRUCTION LLC IN THE AMOUNT OF \$1,885.00 FOR THE RENOVATION OF THE BURNED UNIT AT BREECE/LOCK.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to authorize change order #1 from Bright Construction LLC in the amount of \$1,885.00 for the additional framing demo/installation at 40A Lock, is hereby approved.

Commissioner Joe Farr 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, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the next actionable item, a request for approval of change order #2 from Bright Construction LLC in the amount of \$1,580.00 for the renovation of the burned unit at Breece/Lock. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION #3927**

**A RESOLUTION APPROVING CHANGE ORDER #2 FROM BRIGHT CONSTRUCTION LLC IN THE AMOUNT OF \$1,580.00 FOR THE RENOVATION OF THE BURNED UNIT AT BREECE/LOCK.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval of change order #2 from Bright Construction in the amount of \$1,580.00 for the replacement of all front porch siding at 40A Lock, is hereby approved.

Vice-Chairman Rick Miller introduced a motion to approve the above resolution. Commissioner Joe Farr seconded the motion and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the next actionable item, a request for approval of the bid award to Bayou Mosquito for the 2024-2025 Annual Pest Control Contract. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION #3928**

**A RESOLUTION APPROVING THE BID AWARD TO BAYOU MOSQUITO FOR THE 2024-2025 ANNUAL PEST CONTROL CONTRACT.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval of the bid award to Bayou Mosquito for the 2024-2025 Annual Pest Control Contract, is hereby approved.

Commissioner Joe Farr 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, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the next actionable item, a request for approval of the bid award to Ryan Watson Construction for the PHA Smoke Detector Installation Contract. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION #3929**

**A RESOLUTION APPROVING THE BID AWARD TO RYAN WATSON CONSTRUCTION FOR THE PHA SMOKE DETECTOR INSTALLATION CONTRACT.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval of the bid award to Ryan Watson Construction for the PHA Smoke Detector Installation Contract, is hereby approved.

Commissioner Joe Farr 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, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the next actionable item, a request for approval of standardized travel per diems for MHA employees and the Board of Commissioners while traveling on behalf of the agency. After discussion, William V. Smart, Executive Director, introduced the following resolution:

**RESOLUTION #3930**

**A RESOLUTION AUTHORIZING STANDARDIZED TRAVEL PER DIEMS FOR MHA EMPLOYEES AND THE BOARD OF COMMISSIONERS WHILE TRAVELING ON BEHALF OF THE AGENCY.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to authorize standardized travel per diems for MHA employees and the Board of Commissioners while traveling on behalf of the agency, is hereby approved.

Vice-Chairman Rick Miller introduced a motion to approve the above resolution.  
Commissioner Joe Farr seconded the motion and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, and Commissioner Joe Farr

NAYS: None

Chairman Hinchliffe then presented the last actionable item, a request for permission to make a \$25,000 donation to the Ouachita Council on Aging to benefit the elderly living in MHA public housing. After discussion, William V. Smart, Executive Director, introduced the following resolution:

**RESOLUTION #3931**

**A RESOLUTION AUTHORIZING A DONATION IN THE AMOUNT OF \$25,000 TO THE OUACHITA COUNCIL ON AGING TO ASSIST IN MEETING THE NEEDS OF SENIOR RESIDENTS.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval to authorize a \$25,000 donation to the Ouachita Council on Aging to benefit the elderly living in MHA public housing, is hereby approved.

Vice-Chairman Rick Miller introduced a motion to approve the above resolution.

AYES: Chairman Hal Hinchliffe and Vice-Chairman Rick Miller

NAYS: Commissioner Joe Farr

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:

- We are pleased to announce and welcome Naomi Bowen to the Compliance Department. Naomi has been with the agency for 10 years and was formerly the property manager at South Pointe.

- The Compliance team has completed a 100% Audit of all new lease files for the following properties:
  - Burg Jones Plaza
  - Miller Square
  - Foster Heights
- Low-Income Tax Credit Training has been scheduled for July 16 and 17 for the following agency staff:

	Name	E-mail
1	Joanie Danna	<a href="mailto:dannaj@monroeha.com">dannaj@monroeha.com</a>
2	Christy Lary	<a href="mailto:LaryC@monroeha.com">LaryC@monroeha.com</a>
3	Myeasha Gatson	<a href="mailto:gatsonm@monroeha.com">gatsonm@monroeha.com</a>
4	Courtney Wallace	<a href="mailto:WallaceC@monroeha.com">WallaceC@monroeha.com</a>
5	Kara Jenkins	<a href="mailto:jenkinsk@monroeha.com">jenkinsk@monroeha.com</a>
6	Cheryl Farmer	<a href="mailto:FarmerC@monroeha.com">FarmerC@monroeha.com</a>
7	Naomi Bowen	<a href="mailto:bowenn@monroeha.com">bowenn@monroeha.com</a>
8	Susan Watson	<a href="mailto:WatsonS@monroeha.com">WatsonS@monroeha.com</a>
9	Pashonna Guttikonda	<a href="mailto:guttikondap@monroeha.com">guttikondap@monroeha.com</a>
10	Briana Johnson	<a href="mailto:johnsonb@monroeha.com">johnsonb@monroeha.com</a>
11	Kristen Cavin	<a href="mailto:CavinK@monroeha.com">CavinK@monroeha.com</a>

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
- 10% Complete

**Lock Main Office Renovation**

**Triad Maintenance Services**

- New Front Entrance, Roof, and Windows
- Notice to Proceed Issued 5/27/24.
- GC is waiting on materials before mobilizing

**Insurance Projects:**

**40A Lock Burn Unit**

**Bright Construction**

- Notice to Proceed issued 4/16/24

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.

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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 Special Meeting of the Board of Commissioners of said Authority held on Thursday, June 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 WHEREOF, I have set my hand and the seal of said Authority this 20<sup>h</sup> day of June 2024.

WILLIAM V. SMART, SECRETARY

(SEAL)