

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, SEPTEMBER 18, 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, September 18, 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 Beverly Lewis, and Commissioner Angelina Jones

Absent: Commissioner Joe Farr and Steve North, Attorney

Also present were: William V. Smart, Executive Director; Shelva Thomas, Chief Deputy Director and People Officer; Cheryl Farmer, Director of Operations; Naomi Jackson, Section 8 Director; 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, September 18, 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 September 6, 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 Beverly Lewis 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, Executive Director, presented the board with the crime report for August 2024. Mr. Smart emphasized that there were no shootings reported for the month of August, and the team is committed to maintaining this positive trend moving forward.

Chairman Hinchliffe requested agency updates from William V. Smart. Mr. Smart reported that the Monroe Housing Authority's board of directors met on Thursday, September 12, 2024, to discuss the modernization of Burg Jones Plaza. He also mentioned that he will continue to engage with senators and representatives regarding the purchase of land within the city.

Chairman Hinchliffe then presented the first actionable item, a request for permission to grant 2024 incentive pay to all eligible MHA employees for achieving 2023 HUD High Performer status. After discussion, William V. Smart, Executive Director, introduced the following resolution:

**RESOLUTION # 3938**

**A RESOLUTION AUTHORIZING INCENTIVE PAY FOR THE YEAR 2024 TO ALL ELIGIBLE MHA EMPLOYEES FOR ACHIEVEMENT OF 2023 HUD HIGH PERFORMER STATUS.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution to grant 2024 incentive pay to all eligible MHA employees for achieving 2023 HUD High Performer status, is hereby approved.

Commissioner Beverly Lewis 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 next actionable item, a request for approval of bid award to Jackson Builders for the Miller Square Parking and Mail Center in the amount of \$169,900.00. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION # 3939**

**A RESOLUTION APPROVING THE BID AWARD TO JACKSON BUILDERS FOR THE MILLER SQUARE PARKING AND MAIL CENTER IN THE AMOUNT OF \$169,900.00.**

**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 Jackson Builders for the Miller Square Parking and Mail Center in the amount of \$169,900.00, is hereby approved.

Commissioner Beverly Lewis 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 of the Housing Opportunities Through Modernization Act (HOTMA) updates for the Section 8 Administrative Plan. After discussion, Naomi Jackson, Section 8 Director, introduced the following resolution:

**RESOLUTION # 3940**

**A RESOLUTION APPROVING HOUSING OPPORTUNITIES THROUGH  
MODERNIZATION ACT (HOTMA) UPDATES FOR THE SECTION 8  
ADMINISTRATIVE PLAN.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval of the Housing Opportunities Through Modernization Act (HOTMA) updates for the Section 8 Administrative Plan, is hereby approved.

Commissioner Beverly Lewis 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, 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 Tenmast merger with MRI has prevented downloads of the Waitlist reports created challenges with adding Wait List to the Shared Drive. The Compliance Team is working with Property Managers to remedy the issue and to receive hard copies of the reports to add to the shared drives.
- Burg Jones Plaza new move in files for September 2024 have been QC by Compliance prior to move in.

Chairman Hinchliffe asked Heath Frugé, Director of Planning & Development, 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.
    - Issuing Final Punch List and Substantial Completion 9/18/24

- **Lock Main Office Renovation**

- *Triad Maintenance Services*

- New Front Entrance, Roof, and Windows
    - Notice to Proceed Issued 5/27/24
    - 80% complete
    - Waiting on Roofing Materials to arrive

- **Miller Square Parking:**

- Bid 8/14/24
    - I recommend awarding Jackson Builders the project for \$169,900.
    - Both General Contractor and Engineer have expressed confidence in their price, and are ready to begin the project

- **Foster Heights Hardware Installation:**

- Receiving Proposals until 9/24/24
    - Replacing MHA Furnished front and Back door entry hardware fro all units

- **Insurance Projects:**

**40A Lock Burn Unit**

***Bright Construction***

- Notice to Proceed issued 4/16/24
- Final Punch scheduled for 9/20/24

● **Other Activities:**

**Ouachita Grand Plaza Sublease:**

- All Parties involved are highly punctual and responsive with their submissions to the Lender's checklist.
- On September 10, 2024, we received an updated checklist. Out of 30 items, 14 are either incomplete or need revisions. All outstanding items are the responsibility of the buyer/lender. MHA has met all its obligations so far.

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.

---

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, September 18, 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 18<sup>th</sup> day of September 2024.

---

WILLIAM V. SMART, SECRETARY

(SEAL)