

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, JANUARY 15, 2025**

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, January 15, 2025, 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; Janet Sanderford, Director of Accounting; Heath Frugé, Director of Planning and Development; Sammie Winters, Executive Administrative Assistant; Amy Tynes, CPA, CFE, Interim Chief Financial Officer, and Cornist Broadway, Guest.

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, January 15, 2025, 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 January 7, 2025

Chairman Hal Hinchliffe called the meeting to order, and Mr. William V. Smart, Executive Director, 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. Commissioner Angelina Jones seconded the motion, and it was carried unanimously.

Chairman Hinchliffe then requested the crime report. William V. Smart, Executive Director, provided the board with the crime report from December 2024. Mr. Smart highlighted ongoing concerns about shootings and affirmed the agency's continued efforts to address the issue proactively. He emphasized that resident safety remains the top priority. Additionally, Mr. Smart noted plans to inform the media about the significant time and financial resources the agency dedicates to security, as well as the support received from the Monroe Police Department.

Chairman Hinchliffe requested updates from William V. Smart. Mr. Smart reported that the sale of OGP is still in progress and nearing completion, with a New York-based appraiser recently conducting final inspections. He also noted ongoing efforts to fill vacant positions, emphasizing the importance of cross-training and upskilling staff to prepare for the transition as employees retire.

Chairman Hinchliffe then presented the next actionable item: the discussion of Johnny Rembert's retirement. After discussion, Shelva Thomas, Chief Deputy Director and People Officer, introduced the following resolution:

RESOLUTION # 3946

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS TO BE PAID TO JOHNNY REMBERT.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Johnny Rembert has submitted his six-month notice dated September 30, 2024, which was inadvertently not added to the agenda for prior board meetings.

NOW BE IT FURTHER RESOLVED that Johnny Rembert will become eligible to receive full retirement benefits upon his retirement date of March 31, 2025.

BE IT FURTHER AUTHORIZED that Johnny Rembert 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 his time of retirement.

Commissioner Beverly Lewis 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: the discussion of Dexter Wilhite's retirement. After discussion, Shelva Thomas, Chief Deputy Director and People Officer, introduced the following resolution:

RESOLUTION # 3947

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS TO BE PAID TO DEXTER WILHITE.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Dexter Wilhite has submitted his six-month notice dated January 6, 2025.

NOW BE IT FURTHER RESOLVED that Dexter Wilhite will become eligible to receive full retirement benefits upon his retirement date of July 7, 2025.

BE IT FURTHER AUTHORIZED that Dexter Wilhite 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 his time of retirement.

Commissioner Beverly Lewis 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 last actionable item, a request for proposal for Annual Audit Services and Agreed-Upon Procedures for the two years ending June 30, 2025, and 2026, with an option to renew for the year ending June 30, 2027. After discussion, Amy Tynes, CPA, CFE, Interim Chief Financial Officer, introduced the following resolution:

RESOLUTION # 3948

A RESOLUTION AUTHORIZING ANNUAL AUDIT SERVICES AND AGREED-UPON PROCEDURES FOR TWO YEARS WITH AN OPTION TO RENEW FOR THE YEAR ENDING JUNE 30, 2027.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution for Annual Audit Services and Agreed-Upon Procedures for the Two Years Ending June 30, 2025, and 2026, with an Option to Renew for the Year Ending June 30, 2027, is hereby approved.

Commissioner Beverly Lewis 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 asked Shelva Thomas 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 2025 Compliance Audit findings. Ms. Thomas provided details on the following points:

- **The Compliance Team continues to audit New Lease and Re-Exam Files for all Public Housing communities.**
- **The 2024 Annual CREA LIHTC Tenant File Compliance Review of Robinson Place II passed with no material noncompliance findings on 12/28/2024.**
- **Submitted Incumbent Worker Training Program (IWTP) Grant Application for training funds that will support training initiatives in 2025 included by not limited to:**

Training Classes	Groups	Training Provider
Excel I	Accounting Team	Louisiana Delta Community College
Excel II	Accounting Team	Louisiana Delta Community College
Fair Housing	Property Managers, Property Manager Assistants, Property Management Specialists	Nan-McKay
Basic Electrical	Maintenance Technician, HVAC – Maintenance	Louisiana Delta Community College

Mastering Low- Income Tax Credit Training (Live-Online Training)	5- Property Managers 1 – Accounting 1 - Compliance Specialist	Zeffert and Associates
Inspire / REAC Training	Property Managers and Maintenance Teams	US Inspection Group
Louisiana Housing Council	Various Training Classes held during LHC Conferences	TBD
OUTSIDE TRAINING: Not funded through IWTP Grant		
PHADA Executive Director Training Program	Chief Deputy Director and People Officer	PHADA
Nelrod Consortium Annual Conference	TBD	Nelrod

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:**

Miller Square Parking and Mail Center- Bid 8/14/24

Jackson Builders

- Notice to Proceed issued 10/24/24
- Demo and Site work completed. Weather has caused a delay on forming up.

Burg Jones Modernization (82 Units) bid date 2/6/25

- This project is currently estimated at \$3 million.
- Scope to include the following: New Flooring, ceiling and wall scraping/retexture/painting,
- Interior Doors/Hardware, 100% remodeled bathrooms and kitchens, exterior lighting, exterior painting, HVAC duct cleaning/new air devices, new electrical outlets/switches/ face plates, Recessed Can LED lighting throughout, louvered blinds, and Window screen refurbishing.

Johnson Carver and Foster Heights Maintenance Shops

- Ryan Watson Construction apparent low bidder \$511,000
- Notice to Proceed Issued 12/11/24. Site and Civil work have begun.

Roof Replacement at Central Shop

- Rebid scheduled for 2/6/25 @3:00

McKeen Plaza Parking Lot Resurfacing

- Amethyst Construction apparent low bidder \$148,600
- Pre-Construction meeting TBD

Waiting on Drawings for the following upcoming Bids:

- 901 Standifer Burn Unit (5BR)
- Foster Heights HVAC Upgrades and Relocation

- **Other Activities:**

Ouachita Grand Plaza Sublease:

- The Package has been forwarded by PGIM to HUD. We are waiting for HUD's response and final sign-off.

Chairman Hinchliffe asked Amy Tynes, CPA, CFE, Interim Chief Financial Officer, 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, January 15, 2025, 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 15th day of January 2025.

WILLIAM V. SMART, SECRETARY

(SEAL)