

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON THURSDAY, FEBRUARY 13, 2025**

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in a Special Session at 2:00 P.M. on Thursday, February 13, 2025, in the Community Room at South Pointe, located at 100 South Pointe Drive, Monroe, LA 71202.

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, Vice-Chairman Rick Miller, Commissioner Joe Farr, and Commissioner Angelina Jones

Absent: Commissioner Beverly Lewis 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; Jacqueline Elmore, Interim Section 8 Supervisor, and Amy Tynes, CPA, CFE, Interim Chief Financial Officer.

**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 a Special Session at 2:00 P.M. on Thursday, February 13, 2025. The meeting will take place in the Community Room at South Pointe, located at 100 South Pointe Drive, Monroe, LA 71202, for the following purposes:

1. To approve the minutes of the previous meeting.
2. To present management and financial reports.
3. To address any other business that may come before the Board.

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HAL HINCHLIFFE, CHAIRMAN  
sw/hh

Dated February 4, 2025

Immediately following the Properties for Retired and Family Living Board meeting, Chairman Hal Hinchliffe called the Monroe Housing Authority Board of Commissioners meeting to order. Mr. William V. Smart, Executive Director, then 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. Commissioner Joe Farr 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 January 2025.

Chairman Hinchliffe requested updates from William V. Smart. Mr. Smart shared that audits are ongoing and introduced Jacqueline Elmore, the Interim Supervisor for Section 8, to the board.

Chairman Hinchliffe then presented the first actionable item: a request for approval of the bid award to Rock Enterprises Construction LLC for the Burg Jones Modernization Project in the amount of \$3,049,990.00. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION # 3949**

**A RESOLUTION APPROVING THE BID AWARD TO ROCK ENTERPRISES CONSTRUCTION LLC FOR THE BURG JONES MODERNIZATION PROJECT IN THE AMOUNT OF \$3,049,990.00.**

**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 Rock Enterprises Construction LLC for the Burg Jones Modernization Project in the amount of \$3,049,990.00, is hereby approved.

Commissioner Joe Farr 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 Joe Farr, and Commissioner Angelina Jones

**NAYS:** None

Chairman Hinchliffe then presented the last actionable item: a request for approval of the bid award to Phantom Construction for the Central Maintenance Roof Replacement in the amount of \$116,100.00. After discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION # 3950**

**A RESOLUTION APPROVING THE BID AWARD TO PHANTOM CONSTRUCTION FOR THE CENTRAL MAINTENANCE SHOP ROOF REPLACEMENT IN THE AMOUNT OF \$116,100.00.**

**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 Phantom Construction for the Central Maintenance Roof Replacement in the amount of \$116,100.00.

Commissioner Angelina Jones 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, Commissioner Joe Farr, 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:

- MHA received 100% participation in 2024 Sexual Harassment Training.
- The Compliance Team continues to audit New Lease and Re-Exam Files for all Public Housing communities.
- South Pointe II REAC inspection was completed with MHA receiving an initial score of 90%.
- Completed file and physical audits for Louisiana Housing Council at Alabama Place and Robinson Place II with all exception items being turned around in 48 hours.
- Actively creating Compliance Binders for all Properties to increase inspection accuracy and efficiencies.
- Trained assistant staff supporting Miller Square, Johnson Carver, and Breece/Lock and Burg Jones on new file set-up to increase the transparency and efficiency of file Compliance.
- Rolled out Ethics Training for MHA Staff to be completed by March 31, 2025

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 was issued on 10/24/24.
- The additional parking lot has been poured.
- The Mail Center has been framed, with mailboxes still on order.
- Remaining project tasks include painting/stripping, landscaping, and the build-out of the Mail Center.

**Burg Jones Modernization (82 Units) - Bid 2/6/25**

- This project is currently estimated at \$3 million.
- Rock Enterprises Construction LLC was the lowest bidder with a price of \$3,049,990.
- Once the Board approves, we will proceed with executing the contracts and start the mock-up unit.

**Johnson Carver and Foster Heights Maintenance Shops**

- Notice to Proceed was issued on 12/11/24. Sit and civil work have commenced.
- Metal buildings are on order with a 6-8 week lead time.

**Roof Replacement at Central Shop**

- Phantom Construction and Trucking was the lowest bidder with a price of \$116,100.

**McKeen Plaza Parking Lot Resurfacing**

- The Pre-Construction meeting is to be determined due to weather delays.

**Upcoming Bids:**

- 901 Standifer Burn Unit (5BR) bids: 2/27/25
- 2025 Lawn Contracts bids: 2/25/25
- Foster Heights HVAC Upgrades and Relocation (Working with Trane on pricing)

- **Other Activities:**

**Ouachita Grand Plaza Sublease:**

- On February 12, 2025, all parties involved received a Preliminary Approval letter from HUD, which requires signatures from both the buyer and seller. Once signed and returned, MHA will receive the final approval letter, allowing the transfer to proceed.

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.

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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, February 13, 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 13<sup>th</sup> day of February 2025.

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WILLIAM V. SMART, SECRETARY

(SEAL)