

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, AUGUST 6, 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, August 6, 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 Beverly Lewis, Commissioner Joe Farr, Commissioner Angelina Jones, Commissioner Odell Riley, and Steve North, Attorney

Absent: None

Also present were: William V. Smart, Executive Director; Shelva Thomas, Chief Deputy Director & People Office; Sammie Winters, Executive Administrative Assistant; Cheryl Farmer, Operations Director; Heath Frugé, Director of Planning and Development; Janet Sanderford, Director of Accounting; Jacqueline Elmore, Section 8 Supervisor, and Aimee Buchanan, CPA Partner – Allen Green & Williamson LLP.

**NOTICE OF REGULAR MEETING**

TO: Mr. Hal H. Hinchliffe, 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, August 6, 2025, at the Housing Authority of the City of Monroe, located at 300 Harrison Street, Monroe, LA 71201 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 July 17, 2025

Chairman Hal Hinchliffe called the meeting to order, and Mr. William V. Smart, Executive Director, opened the meeting with a prayer.

Chairman Hinchliffe announced the appointment of a new board member. William V. Smart introduced Mr. Odell Riley and informed the Board that Mayor Friday Ellis had approved

his appointment to complete the unexpired term of Mr. Rick Miller. Attorney Steve North officiated as Mr. Riley took the oath of office. The Board welcomed Mr. Riley to the Board of Commissioners.

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. Commissioner Odell Riley seconded the motion, and it was carried unanimously.

Chairman Hinchliffe then requested the crime report. William V. Smart presented the Board with the crime report for June 2025, noting that efforts to address crime remain ongoing. He stated that patrols are still rotating through Burg Jones Plaza, Foster Heights, and Miller Square.

Chairman Hinchliffe requested updates from William V. Smart. Mr. Smart reported that one final NSPIRE REAC inspection remains and will take place at Passman Plaza. He also provided an update on the Back-to-School Youth Symposium, in which the Monroe Housing Authority and various local businesses and vendors participated to support the youth at Berg Jones Elementary School. He noted that the event was a success.

Chairman Hinchliffe then presented the first actionable item: a request for approval of Change Order #1 from D&L of Ouachita for the Foster Heights HVAC Project, in the amount of \$36,619.45, to add 2-inch filter bases to the HVAC units to improve efficiency and longevity. After the discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION #3965**

**A RESOLUTION AUTHORIZING CHANGE ORDER #1 FROM D&L OF OUACHITA FOR THE FOSTER HEIGHTS HVAC PROJECT IN THE AMOUNT OF \$36,619.45 TO ADD 2-INCH FILTER BASES TO THE HVAC UNITS TO IMPROVE EFFICIENCY AND LONGEVITY.**

**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 D&L of Ouachita for the Foster Heights HVAC Project in the amount of \$36,619.45 to add 2-inch filter bases to the HVAC units to improve efficiency and longevity, 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, Commissioner Joe Farr, Commissioner Angelina Jones, and Commissioner Odell Riley

NAYS: Vice-Chairman Beverly Lewis

Chairman Hinchliffe then presented the last actionable item: a request for approval of the Streamlined Annual PHA Agency Plan, including the 5-Year Capital Fund Plan. After the discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION #3966**

**A RESOLUTION APPROVING THE STREAMLINED ANNUAL PHA AGENCY PLAN, INCLUDING THE 5-YEAR CAPITAL FUND PLAN.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to approve the streamlined Annual PHA Agency Plan, including the 5-Year Capital Fund Plan, 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 Beverly Lewis, Commissioner Joe Farr, Commissioner Angelina Jones, and Commissioner Odell Riley

NAYS: None

Chairman Hinchliffe asked Shelva Thomas, Chief Deputy Director & 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 2025 Compliance Audit findings. Ms. Thomas provided details on the following points:

**Compliance Department Update:**

1. Ongoing File Audits: Compliance continues to audit resident move-ins and reexaminations to ensure accuracy and adherence to program requirements. Any identified deficiencies are promptly addressed in collaboration with the respective Property Manager and site teams.
2. Compliance has collaborated closely with the Property Teams to ensure the accuracy and integrity of the file system. Maintaining transparency in our documentation is a critical aspect of the Annual Audit process. All properties are actively working to complete the conversion of existing files into the new system, ensuring full compliance and audit readiness.
3. Training and development opportunities are being offered to staff to enhance skillsets, expand knowledge, and support ongoing professional growth.

Chairman Hinchliffe asked Aimee Buchanan, CPA Partner – Allen Green & Williamson LLP, to go over the financial reports. Mrs. Buchanan reviewed the data for Public Housing and Section 8.

Chairman Hinchliffe brought forth the nomination for the position of Vice-Chairman. Commissioner Joe Farr made a motion to appoint Commissioner Beverly Lewis to the position, which was seconded by Commissioner Angelina Jones. The motion carried, and Commissioner Beverly Lewis was elected Vice-Chairman of the Board.

Chairman Hinchliffe asked if there was anything else that needed to be addressed. There being no further business, Chairman Hinchliffe adjourned the regular meeting.

Following adjournment, William V. Smart, Executive Director, requested that the Board enter into Executive Session. The Board entered Executive Session.

The Executive Session was held and subsequently adjourned.

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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, August 6, 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 6<sup>th</sup> day of August 2025.

WILLIAM V. SMART, SECRETARY

(SEAL)