

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, SEPTEMBER 17, 2025**

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Special Session at 2:00 P.M. on Wednesday, September 17, 2025, in the Library at McKeen Plaza, located at 1500 McKeen Place, Monroe, Louisiana 71201.

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, Vice-Chairman Beverly Lewis, and Commissioner Angelina Jones

Absent: Commissioner Joe Far, Commissioner Odell Riley, and Steve North, Attorney

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; Jacqueline Elmore, Section 8 Supervisor; Amy Tynes, CPA, CFE, Interim Chief Financial Officer, and Corporal Kwasic Heckard, Monroe Police Department.

**NOTICE OF SPECIAL MEETING**

TO: Mr. Hal H. Hinchliffe, Chairman  
Ms. Beverly Lewis, Vice-Chairman  
Mr. Joe Farr, Commissioner  
Ms. Angelina Jones, Commissioner  
Mr. Odell Riley, 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 Wednesday, September 17, 2025, in the Library at McKeen Plaza, located at 1500 McKeen Place, 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 September 8, 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.

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. Vice-Chairman Beverly Lewis seconded the motion, and it was carried unanimously.

Chairman Hinchliffe then requested the crime report. Corporal Kwasic Heckard presented the Board with the crime report for August 2025, noting improvements in shooting incidents while reporting that several assault/battery cases were still recorded, and that efforts continue to keep all other types of crime at a minimum.

Chairman Hinchliffe requested updates from William V. Smart. Mr. Smart reported that the Monroe Housing Authority's accounting department received another recognition: the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year 2024-2025.

Chairman Hinchliffe then presented the first actionable item: a request for approval of Change Order #2 from Ryan Watson Construction of \$14,760 to replate meter bases at Foster Heights and Johnson Carver maintenance shops. After the discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION #3967**

**A RESOLUTION AUTHORIZING CHANGE ORDER #2 FROM RYAN WATSON CONSTRUCTION IN THE AMOUNT OF \$14,760 TO RELOCATE METER BASES AT FOSTER HEIGHTS AND JOHNSON CARVER MAINTENANCE SHOPS.**

**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 #2 from Ryan Watson Construction of \$14,760 to replate meter bases at Foster Heights and Johnson Carver maintenance shops, is hereby approved.

Commissioner Angelina Jones introduced a motion to approve the above resolution. Vice-Chairman Beverly Lewis seconded the motion and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Beverly Lewis, and Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe then presented the last actionable item: a request for permission to accept the low bid of \$107,000 from Sol's Windows and Doors for roof replacement at South Pointe III. After the discussion, Heath Frugé, Director of Planning and Development, introduced the following resolution:

**RESOLUTION #3968**

**A RESOLUTION ACCEPTING THE LOW BID OF \$107,000 FROM SOL'S WINDOWS & DOORS FOR ROOF REPLACEMENT AT SOUTH POINTE III.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to accept the low bid of \$107,000 from Sol's Windows & Doors for the roof replacement at South Point III, is hereby tabled.

Vice-Chairman Beverly Lewis introduced a motion to table the above resolution. Commissioner Angelina Jones seconded the motion to table and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Beverly Lewis, and Commissioner Angelina Jones

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. Provided remediation of Child Support training for Public Housing Management.
2. Continue to collaborate closely with 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 to support full compliance and audit readiness.
3. Customer Service Training is scheduled for front-facing staff on 10/2/2025 with Bobby Collins, Executive Director of Shreveport Housing Authority and NAHRO National Trainer.

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:**

**Burg Jones Modernization (83 Units) – Pre-Construction Meeting: March 12, 2025**

- Rock Enterprises, LLC was the apparent low bidder at \$3,049,990.
- MHA staff began door and trim replacement on September 17.
- Rock Enterprises is scheduled to remobilize on September 22 to begin work on an additional five units.

**Johnson Carver and Foster Heights Maintenance Shops**

- A Notice to Proceed was issued to Ryan Watson Construction on December 11, 2024.
- Gas meters are scheduled for installation by Atmos on September 19.
- The Foster Heights water meter has been installed; the Johnson Carver water meter remains on the City's installation schedule.
- Change Order #2 has been issued for the relocation of the electrical meter. The current location does not meet Entergy's code tolerance and must be corrected before permanent power can be connected.

**Foster Heights HVAC Replacement**

- D&L of Ouachita was the apparent low bidder at \$1,799,000.
- Installation of HVAC equipment began on August 18.
- The contractor is currently installing approximately 15 units per week and is on track for Substantial Completion in early November.

- **Retirement Properties:**

**South Pointe III Roof Replacement**

- Sol's Window World was the apparent low bidder at \$107,000.
- References for the company were checked and indicate they are reputable and perform quality work.
- The contract will be executed once bonds are issued.

**Claiborne Creek Shutter Replacement and Door Painting**

- Shutters are on backorder, with a scheduled ship date of October 14.
- The labor contract has not yet been awarded.

Chairman Hinchliffe asked Amy Tynes, CPA, CFE, Interim Chief Financial Officer, to go over the financial report. 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 regular 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 Special Meeting of the Board of Commissioners of said Authority held on Wednesday, September 17, 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 17<sup>th</sup> day of September 2025.

WILLIAM V. SMART, SECRETARY

(SEAL)