

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, NOVEMBER 19, 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, November 19, 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, and Commissioner Odell Riley

Absent: Steve North, Attorney

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

NOTICE OF REGULAR 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 Regular Session at 2:00 P.M. on Wednesday, November 19, 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.

HAL HINCHLIFFE, CHAIRMAN
sw/hh

Dated November 12, 2025

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 Joe Farr 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, presented the Board with the crime report for October 2025, noting that assaults and batteries have increased. He assured the Board that the matter is being closely monitored and that all established guidelines are being followed to address this behavior. He also reported that reminders and notices have been issued to all residents across all properties.

Chairman Hinchliffe requested agency updates from William V. Smart. Mr. Smart thanked the Board on behalf of all MHA employees for approving the incentive pay. He also presented the vacancy report, noting that MHA is currently at 97% occupancy for Public Housing and 99% occupancy for Retired Family Living.

Chairman Hinchliffe then presented the first actionable item: to approve Pye Barker (United Automation) to replace 19 light fixtures and install 29 sun shields for the Frances Tower rooftop lighting, at a total cost of \$83,071.50. After the discussion, Heath Frugé, Director of Planning & Development, introduced the following resolution:

RESOLUTION #3969

A RESOLUTION AUTHORIZING PYE BARKER (UNITED AUTOMATION) TO REPLACE 19 LIGHT FIXTURES AND INSTALL 29 SUN SHIELDS FOR THE FRANCES TOWER ROOFTOP LIGHTING, AT A TOTAL COST OF \$83,071.50.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution to approve Pye Barker (United Automation) to replace 19 light fixtures and install 29 sun shields for the Frances Tower rooftop lighting, at a total cost of \$83,071.50, 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 2023 Compliance Audit findings. Ms. Thomas provided details on the following points:

Compliance Department Update:

1. MHA received a close-out on Compliance and Physical condition of Claiborne Creek I and II Audit through the Louisiana Housing Corporation.
2. Continue to closely monitor Public Housing tenant files and conduct routine physical audits to ensure full compliance with HUD regulations and internal quality standards. As part of this effort, staff are performing targeted reviews at properties where weaknesses or inconsistencies have been identified. This includes reiterating and verifying rent calculations to confirm accuracy and ensure all required documentation is properly maintained within each file.
3. Actively working to increase staff support at Burg Jones Plaza, our largest public housing community. Strengthening onsite staffing will enhance overall management oversight and reinforce key operational controls across the property. By expanding the team, we can more effectively address compliance requirements, support maintenance operations, and

monitor the ongoing renovation work to ensure it progresses efficiently and aligns with project standards. Additional staff presence will also improve responsiveness to resident needs, help maintain the physical condition of units and common areas, and support stronger coordination between property management, maintenance, and administrative teams. This strategic investment in staffing is an important step in ensuring that Burg Jones Plaza receives the level of oversight and service necessary to maintain safe, quality housing for all residents.

4. Provided active oversight of the renovation work underway at Burg Jones Plaza. A key component of this effort has been closely monitoring the performance and progress of the MHA Maintenance Team as they complete interior and exterior improvements throughout the property. This phase of the project has focused on the installation of new interior doors, replacement of damaged trim, sanding and surface preparation, and installation of exterior doors as required. Regular walkthroughs have been conducted to verify that work meets quality standards, ensure tasks are completed in the correct sequence, and identify any areas that require additional support or clarification. Tracking progress unit-by-unit has allowed us to maintain forward momentum and address challenges early.
5. The monitoring process has also ensured that staff remain on schedule and that workmanship aligns with project expectations. By maintaining clear communication with supervisors, reviewing completed units, and verifying that materials are used appropriately, the team has been able to keep the renovation moving efficiently. Overall, continued oversight of these tasks has supported steady progress and reinforces MHA's commitment to delivering safe, high-quality homes for our residents as the renovation advances.

Chairman Hinchliffe asked Heath Frugé 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.
- Rock Enterprises remobilized on October 14 and is currently working on 11 units.

Johnson Carver and Foster Heights Maintenance Shops

- All work is complete. The contractor issued a Certificate of Occupancy on November 14, 2025.

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.
- Equipment has been installed in 165 of the 183 units.
- Substantial completion is projected for the end of November.

Chairman Hinchliffe asked Aimee Buchanan, CPA Partner - Allen Green & Williamson LLP, to go over the financial report. Mrs. Buchanan 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 Regular Meeting of the Board of Commissioners of said Authority held on Wednesday, November 19, 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 19th day of November 2025.

WILLIAM V. SMART, SECRETARY

(SEAL)