

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, DECEMBER 17, 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, December 17, 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 Angelina Jones, and Steve North, Attorney

Absent: Commissioner Joe Farr and Commissioner Odell Riley

Also present were: William V. Smart, Executive Director; Shelva Thomas, Chief Deputy Director & People Office; Cheryl Farmer, Operations Director; Jacqueline Elmore, Section 8 Supervisor; Sammie Winters, Executive Administrative Assistant, and Amy Tynes, CPA, CFE, Interim Chief Financial Officer

**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, December 17, 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 December 8, 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 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. William V. Smart, Executive Director, presented the Board with the crime report for November 2025 and reported that a fatal shooting occurred at Burg Jones Plaza, resulting in the death of a 16-year-old. Mr. Smart stated that the agency is working diligently to reduce and prevent crime within its communities.

Chairman Hinchliffe requested agency updates from William V. Smart, Executive Director. Mr. Smart advised the Board that the agency has experienced a challenging year. He reported vacancies in both Public Housing and retired properties and informed the Board that elections for officers of the Monroe Housing Authority Board of Commissioners will take place at the next regularly scheduled Board meeting.

Chairman Hinchliffe then presented the first actionable item: a request for permission to accept the proposal and authorize the award of Request for Proposal (RFP) No. MHA 2025-01 for Comprehensive Resident Support Services focused on Social and Self-Sufficiency Resident Services and STEM Learning Initiative to The Bosley Clinic, Inc., of \$108,000 annually, for a two-year term to be determined before the end of the contract date. After the discussion, Shelva Thomas, Chief Deputy Director & People Officer, introduced the following resolution:

#### **RESOLUTION #3974**

#### **A RESOLUTION AUTHORIZING THE ACCEPTANCE AND AWARD OF REQUEST FOR PROPOSAL (RFP) NO. MHA 2025-01.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that permission is hereby granted to accept the proposal and authorize the award of Request for Proposal (RFP) No. MHA 2025-01 for Comprehensive Resident Support Services focused on Social and Self-Sufficiency Resident Services and the STEM Learning Initiative to The Bosley Clinic, Inc., of \$108,000 annually, for a two-year contract with an optional one-year term to be determined before the end of the contract date, is hereby approved.

Vice-Chairman 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 Beverly Lewis, and Commissioner Angelina Jones

**NAYS:** None

Chairman Hinchliffe then presented the last actionable item: a request for permission to accept the proposal and authorize the award of Request for Proposal (RFP) No. MHA 2025-02 for Comprehensive Workforce Readiness Initiative to NOVA Workforce of Northeast Louisiana, Inc., of \$72,000 annually, for a two-year term to be determined before the end of the contract date. After the discussion, Shelva Thomas, Chief Deputy Director & People Officer, introduced the following resolution:

#### **RESOLUTION #3975**

#### **A RESOLUTION AUTHORIZING THE ACCEPTANCE AND AWARD OF REQUEST FOR PROPOSAL (RFP) NO. MHA 2025-02.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that permission is hereby granted to accept the proposal and authorize the award of Request for Proposal (RFP) No. MHA 2025-02 for Comprehensive Workforce Readiness Initiative to NOVA Workforce of Northeast Louisiana, Inc., of \$72,000 annually, for a two-year contract with an optional one-year term to be determined before the end of the contract date, is hereby approved.

Vice-Chairman 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 Beverly Lewis, and Commissioner Angelina Jones

NAYS: None

Chairman Hinchliffe asked Shelva Thomas to provide the construction report. Ms. Thomas presented an update on current and approved construction projects.

- **Burg Jones Modernization Project:** Renovations are underway on 83 units on the Bonner side. The model unit renovation began on April 21, 2025. Eleven units were released for construction on October 14, 2025, and a resident moved into the model unit on November 14, 2025. Project delays were attributed to quality issues with the model unit and additional scope items not included in the original contract. MHA maintenance staff are completing sanding, door replacement, and molding prior to contractor entry. The original contract amount is \$3,049,990.00, with architect and engineering costs of \$233,205.00, for a total project cost of \$3,393,845.00.
- **Foster Heights and Johnson-Carver Maintenance Shops:** MHA met with the architect on November 21, 2025, due to substandard work. As of December 17, 2025, baseboards and woodwork require correction. The certificate of occupancy was issued on November 14, 2025, prior to final punch-list completion. MHA will install alarm systems, lighting, and fencing prior to occupancy. A change order was issued for electrical boxes, security cameras, keypad locks, additional power outlets, swing gate modifications, and topsoil. The original contract amount is \$511,000.00, with change orders totaling \$14,760.00, architect and engineering costs of \$52,247.46, and additional expenses of \$12,500.00, for a total project cost of \$590,507.46.
- **Foster Heights HVAC Replacement:** The project includes 183 units and is tentatively complete as of December 9, 2025. A change order was approved to modify filter specifications from a one-inch to a two-inch filter. No challenges were reported. The original contract amount is \$1,799,000.00, with change orders totaling \$36,619.45 and architect and engineering costs of \$98,884.62, for a total project cost of \$1,934,504.07.
- **Miller Square Mailboxes and Parking Lot:** Construction was completed on May 2, 2025. Mailboxes have not yet been activated and are tentatively scheduled for activation on January 3, 2026. The original contract amount is \$169,000.00, with architect and engineering costs of \$19,500.00 and additional expenses of \$181.65, for a total project cost of \$189,581.65.
- **Approved Projects Not Yet Started:** South Pointe III Roofing has a bid amount of \$107,000.00, with the contract signed on September 11, 2025; the notice to proceed is pending. Frances Tower Rooftop Lighting has a bid amount of \$83,071.50, and the executed contract has not yet been returned by the contractor.

Chairman Hinchliffe asked Shelva Thomas to provide the Chief Deputy Director's report. Shelva Thomas presented the report to the Board.

### **Hi-SET Program Recognition**

Ms. Thomas began with a highlight, recognizing Amariah Bryant, one of the first participants to graduate from the HiSET Program at Burg Jones Plaza. Ms. Bryant graduated on December 15, 2025, in partnership with Louisiana Delta Community College. Ms. Thomas noted that the agency is very proud of this accomplishment.

### **Tenant Statistics**

Ms. Thomas reported the following tenant statistics:

- **Family Housing**
  - Heads of Household: 1,441
  - Average Rent: \$247.56
- **Housing Choice Voucher (Section 8)**
  - Participants: 1,618

- Average Rent: \$171.47

### **Vacancy Report**

- **Family Housing**
  - 97.5% occupied
  - 33 vacancies, including 14 MOD units related to the Burg Jones Plaza renovation
- **Retired Properties**
  - 99% occupied
  - 11 vacancies

### **MHA Talent Executive Summary**

Ms. Thomas presented the workforce composition as follows:

- Total headcount: 105 employees (full-time and part-time)
  - 64 men
  - 41 women
- Temporary employees: 21

She further reported staffing activity for the period, including:

- 2 separations
- 1 retirement
- 1 consultant engagement

### **Operational Insights**

Ms. Thomas reported on key operational metrics, including:

- Vacancy hotspots
- Priority hiring areas
- Turnover risks

### **Compliance Updates**

Ms. Thomas concluded her report with the following compliance activities:

1. Conducted an audit for Franciscan.
2. Burg Jones Plaza:
  - Added additional administrative support to assist with file conversion.
  - Auditing and monitoring the waitlist to ensure accuracy.
3. Provided waitlist reiteration to South Pointe management for review and accuracy.
4. Provided rent calculation reiteration at Miller Square through Operations to ensure accuracy.
5. Completed Cyber Awareness training for EIV for compliance staff.

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.

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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, December 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 December 2025.

WILLIAM V. SMART, SECRETARY

(SEAL)