

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF MONROE, LOUISIANA,  
HELD ON WEDNESDAY, FEBRUARY 18, 2026**

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, February 18, 2026, 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 Far and Commissioner Odell Riley

Also present were: Shelva Thomas, Chief Deputy Director & People Office; Cheryl Farmer, Operations Director; Janet Sanderford, Accounting Director; Jacqueline Elmore, Section 8 Supervisor; Sammie Winters, Executive Administrative Assistant; Amy Tynes, CPA, CFE, Interim Chief Financial Officer, and Sergeant Kwasic Heckard, Monroe Police Department

**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, February 18, 2026, 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 February 6, 2026

Chairman Hal Hinchliffe called the meeting to order, and Vice Chairman Beverly Lewis opened the meeting with a prayer.

Chairman Hinchliffe asked for any comments regarding the last meeting. There were none, and Vice Chairman Beverly Lewis introduced a motion to approve the minutes of the previous meeting. Commissioner Angelina Jones seconded the motion, and it was carried unanimously.

Chairman Hinchliffe requested the crime report. Sergeant Kwasic Heckard of the Monroe Police Department presented the Board with the January 2025 crime report, providing a summary of activity at each public housing property.

Sergeant Heckard reported the following:

- Burg Jones Plaza – 3 incidents
- Foster Heights – 13 incidents, the majority of which were assaults
- Johnson Carver – 4 incidents; although the community remains generally quiet, three of the incidents involved firearms
- Miller Square – 5 incidents
- Robinson Place – A shooting occurred in which 23 rounds were fired; MPD took the 13-year-old involved into custody

Additionally, Shelva Thomas, Chief Deputy Director and People Officer, informed the Board that the agency is currently pursuing evictions related to recent fights. She also advised that a meeting with Mayor Friday Ellis has not yet been scheduled due to the winter storm.

Ms. Thomas further reported that a fatal fire occurred at South Pointe, resulting in the death of a resident in his apartment.

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 then presented the first actionable item: a request for approval of the finalized Annual Comprehensive Financial Report for the year ended June 30, 2025. After the discussion, Amy Tynes, CPA, CFE, Interim Chief Financial Officer, introduced the following resolution:

**RESOLUTION NO. 3977**

**A RESOLUTION APPROVING THE FINALIZED ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2025.**

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution to approve the finalized Annual Comprehensive Financial Report for the year ended June 30, 2025, 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 requested agency updates from Shelva Thomas. Ms. Thomas provided the following updates:

**Tenant Statistics:**

Ms. Thomas presented the following vacancy report:

- Family Housing: 97.3% occupied, 33 vacancies
- 14 MOD: Burg Jones Plaza Renovation
- Retired Properties: 99% occupied, 11 vacancies
- Section 8: 88% occupied

**Staffing:**

Ms. Thomas presented the workforce composition as follows:

- Total headcount: 107 employees (full-time and part-time)

- 51 men
- 57 women
- Temporary employees: 15

She further reported staffing activity for the period, including:

- 1 new hire
- 1 consultant engagement

Ms. Thomas reported operational insights on key metrics, including:

- Vacancy hotspots: Planning & Development Director
- Priority hiring areas: Burg Jones Plaza Assistant Manager
- Turnover risks: Normal staff attrition

**Residential Services:**

Ms. Thomas elaborated on services provided to residents in Public Housing, as well as Senior and Family Living communities.

**Winter Storm Response**

- MHA was the first agency in the City of Monroe to issue notices advising residents of the dangers associated with downed live power lines.
- MHA staff conducted door-to-door outreach and distributed approximately 5,200 hot meals to residents across all properties during the storm.

Meal distribution occurred as follows:

- Tuesday, January 27, 2026 – 600 meals served to seniors (62+ population)
- Wednesday, January 28, 2026 – 900 meals at Foster Heights
- Friday, January 30, 2026 – 350 meals at Robinson Place
- Friday, January 30, 2026 – 150 meals at Frances Tower
- Saturday, January 31, 2026 – 350 meals at Robinson Place
- Sunday, February 1, 2026 – 850 meals at Miller Square
- Monday, February 2, 2026 – 500 meals at Miller Square and Foster Heights
- Tuesday, February 3, 2026 – 500 meals at Miller Square and Foster Heights
- Wednesday, February 4, 2026 – 1,000 meals distributed across Public Housing properties

**Compliance:**

Ms. Thomas presented the compliance report, noting the following:

- The file review and purge process is currently 43% complete, with 130 files remaining for review.
- In addition, the Compliance Team is conducting a 100% QC review of rent calculations beginning with 2023 recertifications and interim examinations to ensure accuracy and compliance. To date, this review is 33% complete, with 202 files remaining.
- Accounting staff attended the BDO Conference in Las Vegas, Nevada, to participate in professional development and receive updates on financial reporting, compliance standards, and industry best practices.

**Staff attended:**

- Janet Sanderford
- Kara Jenkins
- Public Housing Managers and Compliance Staff will attend the Nelrod Consortium Conference, February 24–28 in Las Vegas, Nevada, to receive training on updated HUD policies, regulatory changes, and compliance procedures.

**Staff attending include:**

- Cheryl Farmer
- Naomi Bowen
- Elizabeth Michaelis
- Lisa Savell
- Neria Potter
- Sharon Collins
- Briana Johnson

- NAHRO’s 2026 National Advocacy Conference will take place March 9-11, 2026, to advocate on behalf of the families in Public Housing and Section-8 on Capitol Hill. The training will provide national policy priorities, state-by-state data, RAD, Multi-Family, LITC, and Basic Human Rights.

**Staff attending include:**

- Shelva Thomas
- Jacqueline Wheeler
- Sammie Winters
- Marissa May
- Landon Saulsbury
- Langston Saulsbury
- Xavier Wright

**Construction Update:**

Ms. Thomas presented an update on current and approved construction projects:

- **South Pointe III Roof:** The contract was signed on September 11, 2025, with a Notice to Proceed issued on January 5, 2026.
- **Burg Jones Plaza Modernization:** As of February 5, 2026, there are three units that MHA and TBA have punched and are currently assigning tenants for occupancy.
- **Foster Heights and Johnson Carver Maintenance Shops:** Fences are being installed as of February 13, 2026.
- **Miller Square Mail Boxes and Parking:** The mailboxes have not been activated for use, and are tentatively scheduled to become activated.

Chairman Hinchliffe asked if there was any further business to come before the Board. 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 Regular Meeting of the Board of Commissioners of said Authority held on Wednesday, February 18, 2026, 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 18<sup>th</sup> day of February 2026.

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WILLIAM V. SMART, SECRETARY

(SEAL)