

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, MARCH 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, March 18, 2026, at the Housing Authority of the City of Monroe Annex Building, located at 210 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 Steve North, Attorney

Absent: Commissioner Odell Riley

Also present were: 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

Guests: Damion Jean Pierre and Landis Nelson (Rock Construction Enterprises); Clint Whittington and Christian Jones (TBA Studio); C. Dustin Gibbs and Kirk Miller (Architect Plus)

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, March 18, 2026, at the Housing Authority of the City of Monroe Annex Building, located at 210 Harrison Street, Monroe, Louisiana 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 March 9, 2026

Chairman Hal Hinchliffe called the meeting to order, and Commissioner Angelina Jones 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. Vice Chairman Beverly Lewis seconded the motion, and it was carried unanimously.

Chairman Hinchliffe requested the crime report. Shelva Thomas, Chief Deputy Director and People Officer, presented the Board with the February 2026 crime report. She informed the Board that evictions had taken place involving individuals who were engaged in fighting and causing disturbances on the properties, which could negatively impact the ability of other residents to live in a safe and peaceful environment.

Chairman Hinchliffe then presented the first actionable item: a request for approval of Change Order #2 for Rock Construction Enterprises to account for general conditions due to project delays and tariff increases. After the discussion, Shelva Thomas introduced the following resolution:

RESOLUTION NO. 3978

A RESOLUTION APPROVING A CHANGE ORDER #1 FOR ROCK CONSTRUCTION ENTERPRISES TO ACCOUNT FOR GENERAL CONDITIONS DUE TO PROJECT DELAYS AND TARIFF INCREASES.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Change Order #1 for Rock Construction Enterprises, of \$129,188.81, increasing the contract from \$3,049,990 to \$3,179,178.81, and extending the substantial completion date by 185 days to October 24, 2026, is hereby tabled.

Vice Chairman Beverly Lewis introduced a motion to table 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, 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: 96.67% occupied, 42 vacancies
- 22 MOD: Burg Jones Plaza Renovation
- Retired Properties: 99% occupied, 9 vacancies
- Section 8: 89% occupied

Staffing:

Ms. Thomas presented the workforce composition as follows:

- Total headcount: 108 employees (full-time and part-time)
 - 52 men
 - 57 women
- Temporary employees: 19

She further reported staffing activity for the period, including:

- 2 Voluntary Terminations
- 1 New Hire

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

- Vacancy hotspots: Planning & Development Director
- Priority hiring areas: Burg Jones Plaza Assistant Property Manager, South Pointe Property Manager, and South Pointe Assistant Property Manager
- Turnover risks: Normal staff attrition
- Compliance Notes: Ethics Training is due May 15, 2026

Compliance:

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

- The file review and purge at Burg Jones Plaza is 38% complete, with 115 files remaining.
- The Compliance Team's 100% quality control review of rent calculations, covering 2023 recertifications and interim reexaminations, is 43% complete, with 130 files remaining.
- Naomi Bowen is serving as Interim Manager at South Pointe during the ongoing recruitment process.
- NetTech identified eight computers incompatible with Windows 11; all have been replaced.
- Implementation of MHA's 2026 Goals and Objectives has begun with Property Managers, focusing on performance expectations, operational priorities, and compliance standards.

NAHRO 2026 Advocacy – Washington, D.C.

- The Monroe Housing Authority highlighted its participation in the 2026 NAHRO Washington, D.C., Advocacy Trip. A delegation of staff, including some of MHA's youngest professionals, Sammie Winters, Xavier Wright, Marissa May, Landon Saulsberry, and Langston Saulsberry, along with Shelva Thomas, Chief Deputy Director and People Officer, and Jacqueline Elmore, Section 8 Supervisor, represented the agency to advocate for public housing, including a visit to Congresswoman Julia Letlow's office to discuss key housing priorities.

The delegation focused on key priorities:

1. Increasing housing affordability by improving federal programs.
 2. Strengthening communities by expanding housing supply.
 3. Reducing and preventing homelessness by enhancing housing and community supports.
 4. Improving outcomes for American families by streamlining requirements and strengthening federal agencies.
- The Monroe Housing Authority expressed pride in the leadership and advocacy efforts demonstrated by its staff, particularly its emerging young professionals.

Construction Update:

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

- **2024 CFP Funds:** Ms. Thomas reported that the total 2024 Capital Fund Program (CFP) allocation is \$3.1 million. Options for obligating the funds were presented, with a total of \$2,543,226.70 to be obligated by May 5, 2026. Newspaper advertisements related to the funding are scheduled for March 19, 2026; March 26, 2026; and April 2, 2026.
- **Burg Jones Plaza Modernization:** Work continues on 64 units, including updating the surround tile in all bathrooms, refinishing tubs, replacing interior doors, and replacing door and window trim.
- **South Pointe III Roof:** The contract with Window World NWLA was signed on September 11, 2025, with a Notice to Proceed issued on January 5, 2026.
- **Modernization of Infrastructure – Breece/Lock:** The property is receiving a facelift, including new painting throughout.
- **Foster Heights and Johnson Carver Maintenance Shops:** Fences are currently being installed. The contractor initially used materials of the incorrect gauge and is now replacing the fence with the correct materials.
- **Miller Square Mail Boxes and Parking:** The mailboxes have not been activated for use, and are tentatively scheduled to become activated.

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 any further business to come before the Board. There being no further business, Chairman Hinchliffe adjourned the 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, March 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 18th day of March 2026.

WILLIAM V. SMART, SECRETARY

(SEAL)