

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, APRIL 15, 2026**

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, April 15, 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: Vice Chairman Beverly Lewis, Commissioner Angelina Jones, and Commissioner Odell Riley

Absent: Chairman Hal Hinchliffe, Commissioner Joe Farr, and Steve North, Attorney

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

Guest: Clint Whittington (TBA Studio)

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, April 15, 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 April 8, 2026

Vice Chairman Beverly Lewis called the meeting to order, and Commissioner Odell Riley opened the meeting with a prayer.

Vice Chairman Lewis 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. Commissioner Odell Riley seconded the motion, and it was carried unanimously.

Vice Chairman Lewis requested the crime report. Shelva Thomas, Chief Deputy Director and People Officer, presented the Board with the March 2026 crime report. She informed the Board that the Monroe Housing Authority continues to experience a steady number of domestic-related incidents, including ongoing altercations involving both juveniles and adults. Efforts are underway to address and reduce these issues. She also noted plans to invest in the city's drone initiative.

Vice Chairman Lewis then presented the first actionable item: a request for approval of Change Order #1 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 the resolution to approve 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 25, 2026, is hereby approved.

Commissioner Odell Riley introduced a motion to table the above resolution. Commissioner Angelina Jones seconded the motion and carried the following vote:

AYES: Vice Chairman Beverly Lewis, Commissioner Angelina Jones, and Commissioner Odell Riley

NAYS: None

Vice Chairman Lewis then presented the next actionable item: a request for approval of the bid award to Grindstone Construction for Burg Jones Lane Revitalization Phase 2 of \$2,453,000.00. After the discussion, Shelva Thomas introduced the following resolution:

RESOLUTION NO. 3979

**A RESOLUTION APPROVING THE BID AWARD TO GRINDSTONE
CONSTRUCTION FOR BURG JONES LANE REVITALIZATION PHASE 2 OF
\$2,453,000.00.**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the resolution to approve the bid award to Grindstone Construction for Burg Jones Lane Revitalization Phase 2 of \$2,453,000.00, is hereby approved.

Commissioner Angelina Jones introduced a motion to table the above resolution. Commissioner Odell Riley seconded the motion and carried the following vote:

AYES: Vice Chairman Beverly Lewis, Commissioner Angelina Jones, and Commissioner Odell Riley

NAYS: None

Vice Chairman Lewis then presented the last actionable item: a request for approval to accept the low bids for the new 2026 Lawn Maintenance contracts. After the discussion, Shelva Thomas introduced the following resolution:

RESOLUTION NO. 3980

**A RESOLUTION AWARDED LAWN MAINTENANCE CONTRACTS FOR VARIOUS
LOCATIONS.**

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the following low bids be accepted and lawn maintenance contracts be awarded for these specified properties:

Contractor	Bid Amount and Property
KC's Lawn Service	\$57,272.00 (Miller Square)
	\$4,500.00 (Franciscan Apartments)
	\$50,400.00 (Passman Plaza)

Whittington's Lawn Care \$112,987.70 (Johnson Carver)
\$7,713.40 (McKeen Plaza)

BE IT FURTHER RESOLVED that the bid submitted by KC's Lawn Service for the following properties is not awarded due to contractor capacity limitations, and these properties shall be rebid:

- Burg Jones Plaza
- South Pointe

Commissioner Angelina Jones introduced a motion to table the above resolution. Commissioner Odell Riley seconded the motion and carried the following vote:

AYES: Vice Chairman Beverly Lewis, Commissioner Angelina Jones, and Commissioner Odell Riley

NAYS: None

Vice Chairman Lewis 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
- 18 MOD: Burg Jones Plaza Renovation
- Retired Properties: 99% occupied, 5 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: 17

She further reported staffing activity for the period, including:

- No staffing activity at this time.

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 process at Burg Jones Plaza is 89.4% complete, with 32 files remaining to be reviewed.
- The Compliance Team is conducting a full quality-control review of rent calculations, beginning with 2023 recertifications and interim reexaminations, to ensure accuracy and compliance. This effort is 77.2% complete, with 69 files remaining.
- The 2026 Goals and Objectives have been finalized and communicated to Property Managers, clearly outlining performance expectations, operational priorities, and compliance standards.

Residential Services:

Ms. Thomas presented the residential services report, noting the following:

- **Public Housing Residential Council Meeting**
The meeting was held on March 31, 2026, with 35 participants in attendance. It provided Monroe Housing Authority Public Housing Resident Association members with an agency-wide update. The gathering also offered an opportunity for residents to fellowship and share any concerns or recommendations related to their respective properties.
- **Frank L. Wilcox Rising Scholars' Academic Scholarship**
Any current resident of the Monroe Housing Authority's Public Housing Program who is a graduating senior or recent high school graduate is invited to apply for the Frank L. Wilcox Rising Scholars Academic Scholarship Fund. Six qualified students from Monroe Public Housing communities and Section 8 will be selected to receive a one-time \$2,000 scholarship for the current academic year. Applicants must have a minimum GPA of 2.5 and submit a completed application. The deadline for submission is June 15, 2026.
- **The Literacy Garden**
Preparations are underway for the annual Literacy Garden at the Burg Jones Plaza Learning Center. The garden is being readied for the upcoming growing season and will provide fresh vegetables for the community. The Literacy Garden is open to all Monroe Housing Authority residents, who are encouraged to visit, participate in harvesting, and enjoy the outdoor space. The garden also features a Book Nook stocked with books for both children and adults, allowing residents to borrow books and promote literacy within the community. Picnic tables are available throughout the garden, providing a welcoming environment for residents to read, relax, enjoy lunch, and spend time outdoors.
- **Social Self-Sufficiency**
Self-Sufficiency Classes have resumed for Monroe Housing Authority public housing residents. Classes are held every Tuesday and Thursday and are open to residents from all public housing communities. The program is designed to provide participants with valuable resources, life skills, and educational opportunities that promote personal growth, financial stability, and greater self-sufficiency.

Construction Update:

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

- **2025 CFP Fund Program:** The 2025 Capital Fund Program has been fully obligated. A total of \$2,543,166.32 was required to be obligated by May 5, 2026, including \$2,453,000.00 for Phase II of the Burg Jones Plaza Modernization Project and \$129,188.18 for a change order associated with the modernization project.
- **2026 Capital Fund Program Award:** The Monroe Housing Authority has been awarded \$5,823,191.00.
- **Modernization of Infrastructure – Breece/Lock:** The property will be 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.
- **South Pointe III Roof Project:** The project was started on April 6, 2026, and work is progressing as scheduled.
- **McKeen Plaza Awning:** Improvements to the McKeen Plaza awning have been planned to enhance the appearance and functionality of the property.

Vice Chairman Lewis 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.

Vice Chairman Lewis asked if there was any further business to come before the Board. There being no further business, Vice Chairman Lewis adjourned the meeting.

BEVERLY LEWIS, VICE 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, April 15, 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 15th day of April 2026.

WILLIAM V. SMART, SECRETARY

(SEAL)