

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, MAY 20, 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, May 20, 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, Commissioner Joe Farr, and Commissioner Angelina Jones

Absent: Vice Chairman Beverly Lewis, Commissioner Odell Riley, and Steve North, Attorney

Also present were: Shelva Thomas, Chief Deputy Director & People Office; Cheryl Farmer, Operations Director; Jacqueline Elmore, Section 8 Supervisor; Janet Sanderford, Accounting Director; and Sammie Winters, Executive Administrative Assistant.

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, May 20, 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.

HAL HINCHLIFFE, CHAIRMAN
sw/hh

Dated May 11, 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. Commissioner Angelina Jones 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 April 2026 crime report. Ms. Thomas reported that overall crime levels remain steady, with noted incidents of assaults and batteries at Burg Jones Plaza and Foster Heights involving teenagers. She also advised that the Monroe Housing Authority is working with the Monroe Police Department on the drone initiative.

Chairman Hinchliffe then presented the first actionable item: a request for approval to accept the low bids received for the rebid of the 2026 Lawn Maintenance contracts for South Pointe and Burg Jones Plaza. After the discussion, Shelva Thomas introduced the following resolution:

RESOLUTION NO. 3981

A RESOLUTION AWARDING REBID LAWN MAINTENANCE CONTRACTS FOR SOUTH POINTE AND BURG JONES PLAZA.

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
Jeff Anderson	\$124,325.00 (South Pointe)
Whittington’s Lawn Care	\$235,718.30 (Burg Jones Plaza)

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, Commissioner Angelina Jones, and Commissioner Joe Farr

NAYS: None

Chairman Hal Hinchliffe then presented the last actionable item: a request for approval to accept the lowest bid submitted in response to Request for Proposal (RFP) No. 26GEN601.01 for the Breece Fence Repair and Painting project of \$36,500.00 from Barron Services LLC. After the discussion, Shelva Thomas introduced the following resolution:

RESOLUTION #3982

A RESOLUTION AUTHORIZING THE ACCEPTANCE AND AWARD OF REQUEST FOR PROPOSAL (RFP) NO. 26GEN601.01 FOR THE BREECE FENCE REPAIR AND PAINTING PROJECT TO BARRON SERVICES LLC OF \$36,500.00.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for approval to accept the lowest bid submitted in response to Request for Proposal (RFP) No. 26GEN601.01 for the Breece Fence Repair and Painting project of \$36,500.00 from Barron Services LLC, 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, 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: 97.15% occupied, 36 vacancies
 - 24 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
 - 56 women
- Temporary employees: 17

She further reported staffing activity for the period, including:

- 1 New Hire
- 1 Termination
- 2 Resignations

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

- Vacancy hotspots: Planning & Development Director
- Priority hiring areas: Skilled Property Managers and Maintenance Technicians
- Turnover risks: Normal staff attrition
- Compliance Notes: Ethics Training is due May 15, 2026 (83.3% Complete)

Ms. Thomas informed the Board that the Monroe Housing Authority will host a Career/Job Fair on May 28, 2026, to recruit Property Managers and Maintenance Technicians. The agency is currently seeking Property Managers for South Pointe, Passman Plaza, and Burg Jones Plaza. In addition, recruitment efforts are underway for weekend maintenance personnel to work Wednesday through Friday.

Compliance:

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

- The file review and purge process at Burg Jones Plaza is 100% complete, with 32 files remaining for review.
- The Compliance Team has completed a 100% quality control review of rent calculations, 2023 recertifications, and interim reexaminations to ensure accuracy and compliance.
- The 2026 Goals and Objectives have been developed and distributed for all maintenance positions. An all-hands-on-deck maintenance meeting is scheduled for May 29, 2026.

Louisiana Housing Council Legislative Conference

- Shelva Thomas and Jacqueline Elmore attended the conference. During the conference, Ms. Thomas was invited to teach a class on Financial Disclosure for Public Housing Authorities. In addition, the Louisiana Housing Council presented Ms. Thomas with the 2026 Extra Mile Award in recognition of her service and contributions.

Residential Services:

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

- **Zero Tolerance Lease Clarification**
The Monroe Housing Authority implemented a Zero-Tolerance Lease Clarification for all Public Housing communities to further define house rules and outline prohibited behaviors that disturb the peaceful enjoyment and safety of residents. Utility check distributions were utilized as an opportunity for residents to review and acknowledge the clarification by signature before receiving their checks. The purpose of this initiative is to reduce crime, fighting, and other disruptive activity within the communities. Residents who continue to violate the policy may be subject to eviction proceedings.
- **Wellness Check and Community Meeting at McKeen Plaza**
A Wellness Check and Community Meeting was held at McKeen Plaza on May 13, 2026, in response to reported disturbances and incidents occurring on the property. The Monroe Housing Authority conducted wellness and safety checks across all 100 units, which included on-site “boots on the ground” assessments.
 - Items addressed during the visit included HVAC system concerns, building access issues, and camera coverage limitations on the first floor. Starlink was engaged to assess the property to support additional camera installation and security

improvements. Additional activities included meal distribution and review of resident concerns related to smoking within prohibited distances of the building (25-foot rule), reported criminal activity (including alleged drug and pill sales), and instances of disruptive behavior such as fighting, arguing, and profanity.

- Residents also raised concerns regarding the height of toilets within units. This matter has been assigned to Architect Plus for a comprehensive assessment of all 100 units to determine compliance with ADA standards.

- **Properties for Retired & Family Living Residential Council Meeting**

The Monroe Housing Authority hosted its first Residential Council Meeting for residents of the Properties for Retired and Family Living. The meeting provided residential council members with an opportunity to engage with MHA staff and residents from other developments, voice concerns and ask questions, receive community updates, and review house rules and expectations.

- **Adult Art Class**

The Monroe Housing Authority has implemented Adult Art Classes for residents of the retired and family living properties, which are being provided by The Bosley Clinic, Inc.

- **Golden Safari: MHA Senior Day at the Zoo**

The Golden Safari event will be held on June 23, 2026, at the Louisiana Purchase Gardens & Zoo for all senior residents. The event will include live entertainment, food, games, and giveaways.

- **Tenant Wellness Program**

The Monroe Housing Authority is exploring the implementation of a Tenant Wellness Program for its senior residents in collaboration with MHA ROSS Coordinators, The Bosley Clinic, Inc., and Elderly Protection Services.

Construction Update:

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

- **Burg Jones Plaza Modernization Phase I:** A ribbon-cutting ceremony is scheduled for May 27, 2026, at 1:00 PM. Ten (10) of the twenty-two (22) units have been completed.
- **Burg Jones Plaza Modernization Phase II:** Grindstone Construction has been awarded the contract for \$2,453,000.00. Unit 1980 Joe G has been turned over to the contractor for use as the model unit.
- **2026 Capital Fund Program Award:** Monroe Housing Authority has been awarded \$5,823,191.00.
- **Breece/Lock Fence and Painting:** Bids were opened on May 19, 2026. Barron Services LLC submitted the lowest responsible bid of \$36,500.00.
- **South Pointe III Roof Project:** This project has been completed.
- **McKeen Plaza Awning Updates:** This project remains in progress.

Chairman Hinchliffe asked Janet Sanderford, Accounting Director, to go over the financial report. Mrs. Sanderford 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, May 20, 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 20th day of May 2026.

WILLIAM V. SMART, SECRETARY

(SEAL)