

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON THURSDAY, JUNE 25, 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 Thursday, June 25, 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, Commissioner Joe Farr, Commissioner Angelina Jones, Commissioner Odell Riley, and Steve North, Attorney

Absent: Vice Chairman Beverly Lewis

Also present were: William V. Smart, Executive Director, Shelva Thomas, Chief Deputy Director & People Office; Cheryl Farmer, Operations Director; Jacqueline Elmore, Section 8 Supervisor; Janet Sanderford, Accounting Director; Sammie Winters, Executive Administrative Assistant; Aimee Buchanan, CPA Partner – Allen Green & Williamson LLP; Sergeant Kwasic Heckard, Monroe Police Department; and Bobby Collins, Chief Executive Officer of the Housing Authority of the City of Shreveport and the Housing Authority of Bossier City.

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 Thursday, June 25, 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 June 11, 2026

Chairman Hal Hinchliffe called the meeting to order, and William V. Smart, Executive Director 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. Sergeant Kwasic Heckard reported multiple incidents of assaults and batteries occurring at Burg Jones Plaza, Foster Heights, Miller Square, and Robinson Place. He noted that the Monroe Police Department will continue active monitoring of these communities and will work to reduce incidents through coordinated response efforts. He also delivered a presentation to the Board on the BRINC drone initiative, outlining the purpose of the program, associated costs, anticipated benefits to the Monroe Housing Authority, and the current and planned drone deployment locations.

Shelva Thomas, Chief Deputy Director and People Office, reported that the Monroe Housing Authority hosted an Appreciation Breakfast and Discussion for the Monroe Police Department. She noted that the event recognized the department’s continued efforts in maintaining safety within MHA communities and provided an opportunity for officers to share feedback on additional support needs and collaborative improvements.

Chairman Hinchliffe then presented the first actionable item: review and approve accounts receivable write-offs for the fiscal year ending June 30, 2026. After the discussion, Janet Sanderford, Accounting Director, introduced the following resolution:

RESOLUTION NO. 3983

A RESOLUTION APPROVING ACCOUNTS RECEIVABLE WRITE-OFFS FOR THE FISCAL YEAR ENDING JUNE 30, 2026.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the accounts receivable write-offs for the fiscal year ending June 30, 2026, are hereby approved.

Summary of Accounts Receivable Write-Offs:

		Public Housing		Section 8		Retired Properties	
Year	Count	Write-Off Balance	Count	Write-Off Balance	Count	Write-Off Balance	
2026	151	\$371,607.02	11	\$30,305.00	15	\$25,892.00	

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, Commissioner Angelina Jones, and Commissioner Odell Riley

NAYS: None

Chairman Hal Hinchliffe then presented the next actionable item: review and approve the operating budget for the fiscal year ending June 30, 2027. After the discussion, Aimee Buchanan, CPA Partner – Allen Green & Williamson LLP, introduced the following resolution:

RESOLUTION NO. 3984

A RESOLUTION APPROVING THE OPERATING BUDGET FOR THE FISCAL YEAR ENDING 2027.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the operating budget for the fiscal year ending 2027 is hereby approved.

Commissioner Angelina Jones introduced a motion to approve the above resolution. Commissioner Joe Farr seconded the motion and carried the following vote:

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Angelina Jones, and Commissioner Odell Riley

NAYS: None

Chairman Hal Hinchliffe then presented the next actionable item: request approval for a \$25,000 donation to the Ouachita Council on Aging to benefit senior residents living in MHA public housing. After the discussion, William V. Smart, Executive Director, introduced the following resolution:

RESOLUTION NO. 3985

A RESOLUTION AUTHORIZING A DONATION OF \$25,000 TO THE OUACHITA COUNCIL ON AGING TO ASSIST IN MEETING THE NEEDS OF SENIOR RESIDENTS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that a donation of \$25,000 to the Ouachita Council on Aging to benefit senior residents living in MHA public housing is hereby approved.

Commissioner Odell Riley 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 Odell Riley

NAYS: Commissioner Joe Farr

Chairman Hal Hinchliffe then presented the next actionable item: discuss and approve retirement benefits for Wayne Seals, effective December 1, 2026. After the discussion, William V. Smart, Executive Director, introduced the following resolution:

RESOLUTION NO. 3986

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS TO BE PAID TO WAYNE SEALS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Wayne Seals submitted notice of retirement dated June 1, 2026, with an effective retirement date of December 1, 2026.

BE IT FURTHER RESOLVED THAT Wayne Seals will become eligible to receive full retirement benefits upon his retirement date of December 1, 2026.

BE IT FURTHER AUTHORIZED THAT Wayne Seals will receive payment for up to 300 hours balance of his Annual Leave plus one-half of his Sick Leave balance in one lump sum payment at his time of retirement.

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

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Angelina Jones, and Commissioner Odell Riley

NAYS: None

Chairman Hal Hinchliffe then presented the next actionable item: discuss and approve retirement benefits for Michael Burton, effective December 23, 2026. After the discussion, William V. Smart, Executive Director, introduced the following resolution:

RESOLUTION NO. 3987

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS TO BE PAID TO MICHAEL BURTON.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Michael Burton submitted notice of retirement dated June 23, 2026, with an effective retirement date of December 23, 2026.

BE IT FURTHER RESOLVED THAT Michael Burton will become eligible to receive full retirement benefits upon his retirement date of December 23, 2026.

BE IT FURTHER AUTHORIZED THAT Michael Burton will receive payment for up to 300 hours balance of his Annual Leave plus one-half of his Sick Leave balance in one lump sum payment at his time of retirement.

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, Commissioner Angelina Jones, and Commissioner Odell Riley

NAYS: None

Chairman Hal Hinchliffe then presented the next actionable item: discuss and approve retirement benefits for Janet Sanderford, effective January 31, 2027. After the discussion, William V. Smart, Executive Director, introduced the following resolution:

RESOLUTION NO. 3988

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS TO BE PAID TO JANET SANDERFORD.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Janet Sanderford submitted notice of retirement dated June 25, 2026, with an effective retirement date of January 31, 2027.

BE IT FURTHER RESOLVED THAT Janet Sanderford will become eligible to receive full retirement benefits upon her retirement date of January 31, 2027.

BE IT FURTHER AUTHORIZED THAT Janet Sanderford will receive payment for up to 300 hours balance of her Annual Leave plus one-half of her Sick Leave balance in one lump sum payment at her time of retirement.

Commissioner Angelina Jones introduced a motion to approve the above resolution.

Commissioner Joe Farr seconded the motion and carried the following vote:

AYES: Chairman Hal Hinchliffe, Commissioner Joe Farr, Commissioner Angelina Jones, and Commissioner Odell Riley

NAYS: None

Chairman Hal Hinchliffe then presented the last actionable item: request approval to authorize the use of GSA-published rates when they exceed the standard rates used by MHA employees and the Board of Commissioners while traveling on behalf of the agency. After the discussion, Shelva Thomas, Chief Deputy Director & People Officer, introduced the following resolution:

RESOLUTION NO. 3989

A RESOLUTION AUTHORIZING THE USE OF GSA-PUBLISHED TRAVEL RATES WHEN SUCH RATES EXCEED THE STANDARD TRAVEL RATES UTILIZED BY THE MONROE HOUSING AUTHORITY FOR EMPLOYEES AND THE BOARD OF COMMISSIONERS TRAVELING ON BEHALF OF THE AGENCY.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the use of GSA-published travel rates when such rates exceed the

standard travel rates utilized by the Monroe Housing Authority for employees and members of the Board of Commissioners traveling on behalf of the agency 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, Commissioner Angelina Jones, and Commissioner Odell Riley

NAYS: None

Chairman Hinchliffe requested updates from William V. Smart, Executive Director of the agency. Mr. Smart provided the following updates:

- Mr. Smart presented the following vacancy report:
- Family Housing: 97.2% occupied, 35 vacancies
 - 24 MOD: Burg Jones Plaza Renovation
 - Retired Properties: 99% occupied, 7 vacancies
 - Section 8: 89% occupied

Chairman Hinchliffe requested the Chief Deputy Director Report from Shelva Thomas, Chief Deputy Director & People Officer. Ms. Thomas provided the following updates:

Staffing:

Ms. Thomas presented the workforce composition as follows:

- Total headcount: 111 employees (full-time and part-time)
 - 54 men
 - 57 women
- Temporary employees: 17

She further reported staffing activity for the period, including:

- 3 New Hires
- 0 Terminations
- 1 Resignation

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:

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

- The Burg Jones Plaza file review and purge initiative has been completed, with 100% of resident files reviewed for compliance, accuracy, and record retention requirements, and efforts are now focused on gathering missing signatures for 203 files.

Ms. Thomas reported that the Monroe Housing Authority held a Career Fair on May 28, 2026. The event generated three potential candidates for the Property Manager position, but did not produce any leads for the Weekend Maintenance position.

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 across all Public Housing communities to provide additional guidance regarding lease requirements, clarify community rules, and identify prohibited behaviors that may impact the safety, security, and peaceful enjoyment of all residents. The Public Housing Completion of Signature percentages are listed below:

Property Name	Zero Tolerance Policies Signed
Johnson Carver	100%
Foster Heights	100%
Burg Jones Plaza	66%

Breece/Lock	100%
Miller Square	90%
Robinson Place	100%

- **Burg Jones Plaza Modernization Ribbon Cutting**
A ribbon-cutting was held on May 27, 2026, to showcase the modernization taking place at Burg Jones Plaza.
- **Golden Safari: MHA Senior Day at the Zoo**
The Golden Safari event is scheduled for June 29, 2026.
- **Burg Jones Plaza 4th of July Raffle**
A raffle has been introduced at Burg Jones Plaza to encourage residents to visit the office and complete their required documentation. Three barbecue meals will be raffled to participating residents.
- **Monroe Police Department: I.C.A.N. Girls Empowerment Program**
The Monroe Police Department will host open house events at each Monroe Housing Authority public housing community to introduce residents to the I.C.A.N. Girls Empowerment Program, a mentorship initiative designed to inspire, support, and empower young women throughout the community. The first Monroe Housing Authority open house will take place at Foster Heights on Friday, July 10, 2026.

Construction Update:

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

- **Burg Jones Plaza Modernization Phase I:** 12 out of 31 units are completed.
- **Burg Jones Plaza Modernization Phase II:** Unit 1980 Joe G has been turned over to the contractor for use as the model unit.
- **Miller Square Mailboxes and Parking:** Challenges were encountered with the United States Postal Service in activating the mailboxes for operational use. The Monroe Housing Authority is currently considering other potential uses for the mailboxes.

Chairman Hinchliffe asked Aimee Buchanan, CPA Partner – Allen Green & Williamson LLP, to go over the financial report. Mrs. Buchanan 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.

Following adjournment, Chairman Hinchliffe requested that the Board enter into Executive Session. The Board entered Executive Session.

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 Thursday, June 25, 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 25th day of June 2026.

WILLIAM V. SMART, SECRETARY

(SEAL)