

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, JULY 15, 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, July 15, 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, and Commissioner Angelina Jones

Absent: Commissioner Joe Farr, Commissioner Odell Riley, and Steve North, Attorney

Also present were: William V. Smart, Executive Director, Shelva Thomas, Chief Deputy Director & People Officer; Cheryl Farmer, Operations Director; Jacqueline Elmore, Section 8 Supervisor; Sammie Winters, Executive Administrative Assistant; and Aimee Buchanan, CPA Partner – Allen Green & Williamson LLP

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, July 15, 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 July 6, 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 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 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.

Chairman Hinchliffe then presented the first actionable item: discuss and approve retirement benefits for Sharon Taylor, effective January 15, 2026. After the discussion, William V. Smart, Executive Director, introduced the following resolution:

RESOLUTION NO. 3990

A RESOLUTION AUTHORIZING RETIREMENT BENEFITS TO BE PAID TO SHARON TAYLOR.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that Sharon Taylor submitted notice of retirement dated July 14, 2026, with an effective retirement date of January 15, 2027.

BE IT FURTHER RESOLVED THAT Sharon Taylor will become eligible to receive full retirement benefits upon her retirement date of January 15, 2027.

BE IT FURTHER AUTHORIZED THAT Sharon Taylor 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.

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 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:

- No staffing activity at this time.

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

- Vacancy hotspots: Accounting Director and 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 are now focusing efforts on gathering missing signatures on documents. To date, the team is 67% complete with gathering missing signatures.
- The Compliance Team has completed a comprehensive 100% quality control review of all rent calculations associated with 2023, 2024, 2025, and 2026 annual recertifications and interim reexaminations to ensure regulatory compliance and calculation accuracy.
- Compliance staff continue to provide administrative and property management support to both Passman Plaza and South Pointe to assist with operational needs and ensure continuity of services.
- As part of ongoing quality assurance efforts, the Compliance Team is conducting detailed reviews of 24 resident files at each Public Housing property to verify adherence to leasing policies, HUD regulations, and occupancy requirements.

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.

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, July 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 July 2026.

WILLIAM V. SMART, SECRETARY

(SEAL)