

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON TUESDAY, AUGUST 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 Tuesday, August 25, 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, Commissioner Joe Farr, Commissioner Odell Riley, and Steve North, Attorney

Absent: Commissioner Angelina Jones

Also present were: William V. Smart, Executive Director; Shelva Thomas, Chief Deputy Director and People Officer; Jacqueline Elmore, Section 8 Supervisor; Janet Sanderford, Accounting Director; Sammie Winters, Executive Administrative Assistant; Amy Tynes, CPA, CFE, Interim Chief Financial Officer; and Sergeant Kwasic Heckard

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 Tuesday, August 25, 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 August 20, 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 Odell Riley seconded the motion, and it was carried unanimously.

Chairman Hinchliffe requested the crime report. Sergeant Kwasic Heckard reported that Burg Jones Plaza continues to be the area with the highest number of reported incidents. He reported a total of 15 cases, including two burglaries, 11 assault and battery incidents, and two incidents involving the discharge of firearms.

Following Sergeant Heckard's report, Shelva Thomas, Chief Deputy Director and People Officer, provided an update regarding MHA's collaboration with the Monroe Police Department (MPD) on the proposed drone initiative. The initiative is intended to enhance response times and allow MPD to dispatch assistance to MHA properties more efficiently. Ms. Thomas stated that the meeting with Chief Victor Zordan and the MPD Administrative Team was very productive. MHA is working collaboratively with MPD to develop an implementation plan for the initiative and determine how the program can best serve MHA's properties and residents.

MHA is also pursuing grant funding to support the long-term sustainability of the initiative. To help launch the program, MHA has committed \$8,000 toward initial startup costs.

Chairman Hinchliffe then presented the first actionable item: a request for approval of the 5-Year Capital Fund Plan and 2026 Annual Budget for the Capital Fund Program. After the discussion, Shelva Thomas, Chief Deputy Director and People Officer, introduced the following resolution:

RESOLUTION NO. 3991

A RESOLUTION APPROVING THE 5-YEAR CAPITAL FUND PLAN AND THE 2026 ANNUAL BUDGET FOR THE CAPITAL FUND PROGRAM.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the 5-Year Capital Fund Plan and the 2026 Annual Budget for the Capital Fund Program are hereby approved.

Commissioner Odell Riley 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, and Commissioner Odell Riley

NAYS: None

Chairman Hinchliffe then presented the next actionable item: a request for permission to accept the low bid of \$161,800 from Triad Maintenance Services, LLC for the Building Brick Painting at Breece, located at South 1st Street at Beauregard, Monroe, Louisiana, Project No. 24CFP601.02. After the discussion, Shelva Thomas, Chief Deputy Director and People Officer, introduced the following resolution:

RESOLUTION NO. 3992

A RESOLUTION TO ACCEPT THE LOW BID OF \$161,800 FROM TRIAD MAINTENANCE SERVICES, LLC FOR BUILDING BRICK PAINTING AT BREECE: SOUTH 1ST STREET AT BEAUREGARD, MONROE, LOUISIANA, PROJECT NO. 24CFP601.02.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to accept the low bid of \$161,800 from Triad Maintenance Services, LLC for Building Brick Painting at Breece: South 1st Street at Beauregard, Monroe, Louisiana, Project No. 24CFP601.02, is hereby approved.

Commissioner Joe Farr 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, and Commissioner Odell Riley

NAYS: None

Chairman Hinchliffe then presented the last actionable item: a request for approval of the Monroe Housing Authority Social Media Policy. After the discussion, Shelva Thomas, Chief Deputy Director and People Officer, introduced the following resolution:

RESOLUTION NO. 3993

A RESOLUTION APPROVING THE MONROE HOUSING AUTHORITY SOCIAL MEDIA POLICY.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for approval of the Monroe Housing Authority Social Media Policy is hereby approved.

Commissioner Joe Farr 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, 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:

- The Monroe Housing Authority is approaching the five-year mark for the homes located on South 3rd Street and South 4th Street. Plans are being considered for moving forward once the five-year period has been completed, including the process for transferring the homes and determining how the properties will be handled.
- One resident has expressed interest in purchasing their home and may become a first-time homebuyer. The agency will continue working with the resident as the process moves forward.
- MHA is also working with consultant Bobby Collins and moving forward with efforts related to the Rental Assistance Demonstration (RAD) process. Additional information will be provided as the process progresses.
- A needs assessment will be conducted for all properties to identify property needs and determine areas of focus for future improvements.
- A new development is beginning near the West Monroe property. In response, improvements are being considered, including general upkeep, painting the doors and shutters, and addressing needed improvements to the parking lot. Additional information will be provided as plans develop.

Mr. Smart presented the following vacancy report:

- Family Housing: 96.4% occupied, 45 vacancies
- 24 MOD: Burg Jones Plaza Renovation
- Retired Properties: 99% occupied, 7 vacancies
- Section 8: 87% occupied

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

Staffing:

Ms. Thomas presented the workforce composition as follows:

- Total headcount: 105 employees (full-time and part-time)
 - 62 men
 - 43 women
- Temporary employees: 21

She further reported staffing activity for the period, including:

- 1 New Hire
- 1 Voluntary Termination
- 1 Termination

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. The team is now focused on obtaining missing signatures and completing any outstanding documentation. To date, efforts to collect the required signatures from residents are ongoing.
- During August 2026, the Compliance Department continued its efforts to strengthen regulatory compliance, prepare for upcoming HUD requirements, enhance staff knowledge, and maintain audit readiness across the Public Housing and Housing Choice Voucher (HCV/Section 8) programs.
- **HOTMA Implementation & Staff Training**
 - HUD's implementation of the Housing Opportunity Through Modernization Act (HOTMA) is anticipated for January 2027. To ensure the agency is prepared for implementation, six MHA staff members attended the NAHRO HOTMA Training in San Antonio, Texas, August 3–7, 2026. The training team included:
 - Two (2) Compliance staff members
 - Two (2) Public Housing Property Managers
 - Two (2) Housing Choice Voucher (HCV/Section 8) staff members
- Following the training, the agency is reviewing and updating its Admissions and Continued Occupancy Policy (ACOP) to incorporate applicable HOTMA policies and procedures and ensure the agency is prepared for implementation.
 - **Income Verification Tool (IVT)**
 - The Compliance Department implemented the Income Verification Tool (IVT) for Public Housing Property Managers to strengthen income verification and compliance procedures. The tool provides an additional method for reviewing and verifying household income information within 90 days of new lease admissions, as applicable.
 - **Public Housing Quality Control Reviews**
 - Compliance conducted quality control reviews of 24 tenant files across all Public Housing properties in preparation for the agency's upcoming audit. The reviews focused on file accuracy, completeness of required documentation, income and eligibility verification, HUD forms, and overall regulatory compliance. Any discrepancies identified are being communicated to Property Managers for correction and follow-up.
 - **CREA Audit – Robinson Place**
 - During the reporting period, the agency completed the CREA compliance audit at Robinson Place. The Compliance Department coordinated the required documentation and file preparation to support a successful and efficient review.
 - **HUD Forms Training**
 - On August 19, 2026, Shelva Thomas met with Public Housing Property Managers to provide training on the proper use and completion of HUD Forms 9886-A and HUD-52675. The training focused on promoting consistency in documentation practices and ensuring compliance with applicable HUD requirements throughout the Public Housing portfolio.
 - **LIHTC Professional Development**

- To support ongoing compliance with Low-Income Housing Tax Credit (LIHTC) requirements and promote continued professional development, 10 Tax Credit professionals are participating in NAHRO's online LIHTC training on August 25–26, 2026. This training supports the agency's ongoing training requirements and strengthens staff knowledge of LIHTC occupancy, eligibility, documentation, and compliance standards. Staff attending include:
 - Cheryl Farmer
 - Naomi Bowen
 - Elizabeth Michaelis
 - Kara Jenkins Kannard
 - Briana Johnson
 - Neria Potter
 - Christy Lary
 - Joanie Danna
 - Avis Davis
 - Kelly Farmer
- **Section 8 File Audits**
 - Compliance provided support to the Section 8 Department by conducting file audits to ensure applicant files were accurate, complete, and in compliance with program requirements.
- **Overall Compliance Focus**
 - The Compliance Department continues to prioritize audit readiness, strengthen internal controls, standardize file documentation, prepare for HOTMA implementation, and provide ongoing training and technical assistance to staff. These efforts are designed to minimize compliance risks and promote the consistent application of HUD and LIHTC requirements across the agency.
- **Monroe Housing Authority Maintenance Meeting**
 - A maintenance meeting was held on July 22, 2026, for all full-time and temporary maintenance staff to review compliance requirements, receive new uniforms, and discuss the implementation of the no-jeans policy, which took effect August 15, 2026.

Residential Services:

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

- **Home In Monroe**
The Home in Monroe Program helps first-time homebuyers purchase homes in Monroe, Louisiana, through financial education, housing counseling, and down payment assistance. The Monroe Housing Authority is partnering with the City of Monroe to support this initiative and provide MHA residents with the opportunity to participate in the program.
- **Monroe Housing Authority Backpacks for Residents**
The Monroe Housing Authority provided backpacks and school supplies to students in four of its public housing communities. With the assistance of MHA's Maintenance Department, a total of 575 backpacks were distributed as follows:
 - **Burg Jones Plaza:** 325 backpacks
 - **Foster Heights:** 75 backpacks
 - **Johnson Carver:** 100 backpacks
 - **Miller Square:** 75 backpacks
- **Art Lab**
This collaborative initiative between the Monroe Housing Authority, The Bosley Clinic, and 3BPencilWorks provides weekly painting sessions every Monday for residents at the agency's senior living communities. The program offers residents an opportunity to engage in creative activities, learn new skills, and socialize with others in their community.
- **I.C.A.N. Girls Empowerment Program**

The women of the Monroe Police Department hosted an open house at Foster Heights on Friday, July 10, 2026. The event was part of a mentorship initiative designed to inspire, support, and empower young women throughout the community. The Monroe Police Department is currently working to schedule additional open houses at other MHA properties.

- **Resident Enrichment Classes**

Throughout July, the Monroe Housing Authority’s Resident Services offered Social & Self-Sufficiency Classes, STEM Classes, and Painting Classes to residents. The Bosley Clinic, Inc. facilitated these classes, providing residents with opportunities to develop new skills, enhance self-sufficiency, and participate in educational and creative activities.

Construction Update:

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

- **Burg Jones Plaza Modernization - Phase I:** 28 of the 35 units have been completed.
- **Burg Jones Plaza Modernization - Phase II:** The model unit was completed as of August 4, 2026, and nine units have been assigned to begin the project.
- **Miller Square Mailboxes and Parking:** There are 193 units, with 19 currently identified as having minor issues (e.g., magnets, flags, or bent components). Approximately six units are addressed every six months for grounding, replacement, or other maintenance needs. As a result, the space will need to be utilized for another purpose.

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 Tuesday, August 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 August 2026.

WILLIAM V. SMART, SECRETARY

(SEAL)