

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, SEPTEMBER 16, 2026**

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Regular Session at 3:00 P.M. on Wednesday, September 16, 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: 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: 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

NOTICE OF REGULAR MEETING

TO: Mr. Hal H. Hinchliffe, Chairman
Ms. Beverly Lewis, Vice Chair
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 3:00 P.M. on Wednesday, September 16, 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 September 14, 2026

Vice Chair Beverly Lewis called the meeting to order, and William V. Smart, Executive Director, opened the meeting with a prayer.

Vice Chair Lewis asked for any comments regarding the last meeting. There were none, and Commissioner Odell Riley introduced a motion to approve the minutes of the previous meeting. Commissioner Angelina Jones seconded the motion, and it was carried unanimously.

Vice Chair Lewis requested the crime report. Chief Deputy Director and People Officer, Shelva Thomas, reported to the Board that a criminal incident occurred at Foster Heights involving teenagers wearing masks and reportedly carrying firearms. She also reported that two female residents were involved in two separate physical altercations on the property. Eviction proceedings were initiated immediately for the individuals involved in the altercations.

Vice Chair Lewis then presented the first actionable item: a request for permission to grant 2026 incentive pay to all eligible MHA employees. After the discussion, William V. Smart, Executive Director, introduced the following resolution:

RESOLUTION NO. 3994

A RESOLUTION AUTHORIZING INCENTIVE PAY FOR 2026 TO ALL ELIGIBLE MHA EMPLOYEES.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that 2026 incentive pay to all eligible MHA employees is hereby authorized and approved.

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

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

NAYS: None

Vice Chair Lewis 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: 96.% occupied, 49 vacancies
- 24 MOD: Burg Jones Plaza Renovation
- Retired Properties: 98% occupied, 12 vacancies
- Section 8: 87% occupied

Vice Chair Lewis 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: 103 employees (full-time and part-time)
 - 60 men
 - 43 women
- Temporary employees: 21

She further reported staffing activity for the period, including:

- 2 Terminations

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:

- **Social Media Policy**
 - The Monroe Housing Authority implemented its Social Media Policy, with all employees required to acknowledge receipt and understanding of the policy. As of the report, 88% of employees had completed the acknowledgment.
- **Housing Choice Voucher Program Waiting List**
 - The Housing Choice Voucher Program (Section 8) waiting list opened on Monday, September 14, 2026, at 9:00 a.m. and closed on Wednesday, September 16, 2026, at 4:00 p.m. A total of 4,829 applications were received during the enrollment period, reflecting significant demand for affordable housing in Monroe and throughout Northeast Louisiana.
 - Applications are currently being reviewed and vetted to determine eligibility. Due to the limited availability of housing assistance, not all applicants can be accommodated at this time.
 - The application data may be used to support future affordable housing development efforts and discussions with the City of Monroe, including potential Community Development Block Grant (CDBG) funding opportunities.
- **Public Housing Waiting List**
 - Preparations are underway to open the Public Housing waiting list. The waiting list is anticipated to remain open for approximately 14 days. While some capacity is available within Public Housing, available units remain limited.
- **Burg Jones Plaza Action Plan**
 - 100% of the required file purge setup and calculation audit activities have been completed, and all required signatures have been obtained for the applicable files.

- The Compliance team continues to review approximately four files per public housing property each month to identify and correct calculation errors and address potential compliance concerns.
- **HOTMA Implementation**
 - An overview was presented regarding the upcoming implementation of the Housing Opportunity Through Modernization Act (HOTMA) and its anticipated impact on income calculations and verification, asset requirements, reexaminations, deductions and hardship provisions, HUD-50058 reporting, lease requirements, and related ACOP and Administrative Plan policies and procedures.
 - Revisions to the ACOP and Administrative Plan are currently being finalized. A public meeting is anticipated in October for consideration and adoption of the proposed revisions.
 - September reexaminations were temporarily placed on hold due to the practice of completing reexaminations approximately three months in advance, allowing time for HOTMA-related changes to be finalized.
 - Six employees recently completed HOTMA training in San Antonio. Additional training, access to an online training database through December 31, and roundtable discussions are planned to support implementation.
 - Software systems capable of supporting HOTMA requirements are being evaluated. A vendor recently presented its system to representatives from property management, Housing Choice Voucher operations, and accounting, with a decision anticipated in the near future.
 - An implementation plan with milestones beginning in October has been developed to support the January 2027 HOTMA implementation timeline. Areas in which HUD regulations provide PHA discretion are also being identified for consideration, including matters that may require Board action.

Residential Services:

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

- **Resident Success Story**
 - Due to the current vacancy in the ROSS Coordinator position for Public Housing, Kimber Puckett has continued to provide support and connect residents in both the 62+ senior population and family communities with available resources.
 - A recent success involved a mother who needed assistance enrolling her child in the appropriate grade at Berg Jones Elementary School. Due to communication difficulties, the parent experienced challenges communicating with the school. Ms. Puckett assisted the mother by facilitating communication and serving as a liaison between the parent and the school, resulting in a successful resolution.
- **Art Lab**
 - Art classes are currently being offered to residents at all 62+ properties, with strong participation across the communities. South Pointe was noted for its high level of resident engagement. The Bosley Clinic is also conducting an art lab featuring activities designed to support cognitive development.

- **Social and Self-Sufficiency**
 - Residents participated in a "Healthy You" program, where healthcare providers discussed health-related choices and available resources. Blue Cross Blue Shield and Medicaid providers participated in the program. AmeriHealth also brought its mobile health bus, allowing residents to receive health screenings and speak with healthcare professionals.
- **Executive Director Education Program (EDEP)**
 - Chief Deputy Director Shelva Thomas completed the Executive Director Education Program (EDEP), which included approximately 10 courses and examinations. The program was completed through the Public Housing Authorities Directors Association (PHADA), Rutgers University, and The State University of New Jersey, and resulted in her receiving an executive education certification.
 - The graduation ceremony is scheduled for January 4–7, 2027, in San Diego, California, in conjunction with the 2027 Commissioners' Conference.
 - Ms. Thomas also serves on a professional development committee that assists in identifying and recommending training curricula for housing authority professionals

Construction Update:

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

- **Burg Jones Plaza Modernization - Phase I:** 30 of 46 units assigned to the contractor have been completed, and approximately 30 families have moved back into the completed units.
- **Burg Jones Plaza Modernization - Phase II:** The model unit has been completed and occupied. Additionally, 20 units are currently assigned to Grindstone, with construction progressing at a rapid pace.
- **Claiborne Creek Sewer System:** A major sewer system failure occurred at Claiborne Creek over the Labor Day weekend after the sewer pump motor failed, resulting in drainage and sewage backup issues. The Monroe Housing Authority responded immediately, conducted resident wellness checks, and utilized temporary pumping services to maintain service while repairs were underway. Two new sewer pumps were ordered at an estimated cost of \$16,000, had been received, and were being installed. Both pumps are necessary to adequately accommodate the property's capacity, with an additional pump being ordered for backup.

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

BEVERLY LEWIS, VICE CHAIR

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, September 16, 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 16th day of September 2026.

WILLIAM V. SMART, SECRETARY

(SEAL)