

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on July 19, 2016 at 4:00 pm at the housing authority office.

The meeting was called to order and agenda read by James Richard. The meeting opened with prayer.

There were present James Richard, Vanessa Romero, Eunice Cunningham, Janie Brashear, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was Robert Thigpen.

A motion was made by Romero and seconded by Brashear to dispense of the reading of the minutes of the June 21, 2015 regular meeting.

In each monthly packet, the commissioners had copies of the bank statements for both accounts along with the check registers. The checks were on the table for review. Mr. Robinson handed out the HSA monthly report for May 2016 and reviewed the information with the board.

Mr. Robinson handed out the 2015 Audit Review Report. He reviewed the information with the board. There were no findings and the audit has been submitted to Washington. We received a 25 out of 25 on our financial score with REAC. A motion was made by Romero and seconded by Brashear to accept the 2015 Audit Review. Resolution #1182.

A motion was made by Brashear and seconded by Romero to accept the financial report as presented.

The monthly vacancy report was given. There are 6 units vacant and 23 names on the waiting list. Applications were taken on July 14, 2016 and the application process is closed.

Mr. Robinson handed out the progress report on the 2015 Mod Project along with Pay request #3. As of today, unit #17 is 100% complete. All other work should be completed before next month's meeting. The pay request today is for \$22,675.50. A motion was made by Romero and seconded by Brashear to accept pay request #3 for \$22,675.50 to Hebert Construction. Resolution #1183.

There were two tenants that moved out in June and left owing a balance to the housing authority. The list was handed out for review. A motion was made to write off the 2 balances left owed. Resolution #1184.

Mr. Robinson gave the progress report on the inter-agency work with MCHA. There will be two office positions available for the agency. These positions are State Civil Service positions and must be applied for online. Public housing and Section 8 applications will be taken this week. The city has finished the sidewalk work at Joe Ruffin. He has met with Mr. Firmin on the overall modernization work for the agency.

A motion was made by Brashear and seconded by Romero to accept the director's report as presented.

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The board discussed next month's meeting date of August 23, 2016. A motion was made by Romero and seconded by Brashear to accept the date of August 23, 2016 for next month's meeting.

There were no questions, discussions, or additions.

A motion was made by Cunningham and seconded by Romero to adjourn. Meeting adjourned.