

## MINUTES

The Board of commissioners of the Berwick Housing Authority met in regular meeting on June 21, 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, Robert Thigpen, Vanessa Romero, Janie Brashear, Clarence Robinson, Jr., and Janice McIntyre. Absent was Eunice Cunningham.

A motion was made by Thigpen and seconded by Romero to dispense of the reading of the minutes of the May 24, 2016 regular meeting and to be able to review with changes.

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. The operating account balance as of May 31, 2016 was \$324,029.35 and the tenant deposit account balance was \$25,800.00. Mr. Robinson handed out and reviewed the April 30, 2016 financial report from HSA.

Mr. Robinson asked that the 2015 Audit review be tabled until next month.

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

The monthly vacancy report was given. There are 6 units vacant and 13 names on the waiting list.

Mr. Robinson gave a progress report on the 2015 Mod Project. They have pay request #2 today in the amount of \$30,240.00. They are making good progress in the units. By next month they should have 2 units done. A motion was made by Thigpen and seconded by Brashear to approve pay request #2 to Hebert Construction in the amount of \$30,240.00 for the 2015 Mod Project (2014 CFP). Resolution #1178.

Bids were taken to purchase 3 refrigerators and 3 stoves. The commissioners reviewed the bids. A motion was made by Thigpen and seconded by Brashear to purchase the appliances from Sears Contract Sales in Lafayette. Resolution #1179.

The commissioners had been given a copy of the procurement policy to review before the meeting. They reviewed the updated policy. Since we have the inter-governmental agreement between BHA & MCHA, Mr. Firmin is our grant coordinator, he can also work with the MCHA as their grant coordinator. This is under the Cooperative purchasing section of the procurement policy. Mr. Robinson will be informing the MCHA board on Tuesday. They need someone to review their CF program. He has sent this information to Ms. Williams with HUD in New Orleans and they are in agreement. A motion was made by Thigpen and seconded by Brashear to approve the updated procurement policy as presented. Resolution #1180.

Mr. Robinson gave a progress report on the work at MCHA. The pump at Joe Ruffin has been installed with electrical lines being connected. The water is turned on with a new meter installed. Two 1-

bedrooms should be complete by the end of the week. By the end of June, 4 units will be complete. No plans on housing any families until we have 8 units ready. The city is currently installing and repairing sidewalks. Applications will be taken on Tuesday and Wednesday for all size units. They have issued 16 Section 8 vouchers. Mr. Robinson will be informing the board about requesting Mr. Firmin's assistance with being the grant coordinator for MCHA. The process is noted in both of the agencies procurement policy. A motion was made by Thigpen and seconded by Romero to accept the director's report as presented.

The board discussed next month's meeting date of July 19, 2016. A motion was made by Thigpen and seconded by Brashear to accept the date of July 19<sup>th</sup> for next month's meeting.

Under additions, we have the write off of 2 refrigerators. The board reviewed the information. A motion was made by Thigpen and seconded by Brashear to write off the 2 Kenmore refrigerators.

A motion was made by Brashear/Romero and seconded by Thigpen to adjourn. Meeting adjourned.