

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on May 22, 2018 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, Frances Daugherty, Janie Brashear, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

A motion was made by Thigpen and seconded by Romero to dispense of the reading of the minutes for April 17, 2018 regular meeting.

Mr. Robinson handed out the financial report from HSA for month ending April 2018 and reviewed the information with the commissioners. They had in their monthly packet the bank statements and check register for both accounts. The checks were on the table for review. He stated that the 2017 audit should be wrapping up and we should have the audit report by next month's meeting.

A copy of the 2017 PHAS score was handed out for review. The agency made a 90 out of 100, which keeps the high performer status. A rewards & recognition policy was approved on 11-20-2007 with Resolution #886. The board went into discussion. A motion was made by Thigpen and seconded by Romero to approve the rewards and recognition for the 2017 PHAS score. Resolution #1247.

A motion was made by Thigpen and seconded by Romero to make the payment effective for pay period ending May 31, 2018.

A motion was made by Thigpen and seconded by Romero to approve the finance report as presented.

The monthly vacancy report was given. There are 3 units vacant & 15 names on the waiting list. The application process remains closed.

The policies were emailed to the commissioners for review before the meeting. A copy of the policies were also on the table for review.

The board discussed the rent collection policy. A motion was made by Thigpen and seconded by Romero to update and approve the rent collection policy as stated. Resolution #1248

The board discussed the credit card policy. A motion was made by Thigpen and seconded by Romero to approve and update the credit card policy as stated. Resolution #1249

The board discussed the Bed Bug Policy and Protocol. A motion was made by Thigpen and seconded by Romero to accept & approve the Bed Bug Policy and Protocol as stated. Resolution #1250

The board discussed the travel policy. A motion was made by Thigpen and seconded by Romero to accept and approve the travel policy. Resolution #1251

Mr. Robinson handed out and reviewed the progress report for the inter-agency work with MCHA. They currently have 5 families housed at Joe Ruffin and are working on housing 4 additional families, which will leave only 2 units in the 1st phase of housing to be completed. The other 5 units are currently undergoing modernization with Hebert Construction. The project should be complete by the fall and they will have a grand opening of the location when the project is complete. The Section 8 program has no openings for voucher assistance.

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 June 19, 2018. A motion was made by Thigpen and seconded by Romero to accept the date of June 19, 2018 for next month's meeting.

There was an addition to the agenda for some equipment that needs to be written off.

A motion was made by Thigpen and seconded by Romero to expand the agenda to add – Equipment to be written off.

The board reviewed the list of equipment to be written off and went into discussion. A motion was made by Thigpen and seconded by Romero to write off a John Deere mower, pressure washer, generator and an air conditioner. Resolution #1252

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