

## MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on September 18, 2018 at 4:00pm 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 Brashear to dispense of the reading of the minutes for the August 21, 2018 regular meeting.

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

A RFP was advertised in the newspaper for audit services to do the fiscal year audits from 2018-2020. We only received one bid from Willian Daniel McCaskill, CPA. The bid was for \$9,900.00 for each fiscal year, with the stipulation if an OMB Uniform Guidance audit is not requested, the fee would be discounted by \$1000.00. The board went into discussion. A motion was made by Thigpen and seconded by Romero to accept the bid from Willian Daniel McCaskill, CPA for years 2018-2020. Resolution #1261.

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

There are 2 units vacant and 9 names on the waiting list. The application process is closed.

There are 2 policies updates for review today. They are the Code of Ethics and Standards of Conduct policy and the Personnel Policies and Procedures Manuel. The policies were emailed to the commissioners for review. They went into discussion. A motion was made by Thigpen and seconded by Romero to accept the policy updates for the Personnel Policies and Procedures Manuel and the Code of Ethics and Standards of Conduct policy. Resolution #1262.

Mr. Robinson gave the progress report on the inter-agency work with MCHA. The 2018—2019 budget has been completed. This is the first year under one AMP with a budget. Applications will be taken on October 11<sup>th</sup> & 18<sup>th</sup>. We will be completing the Section 8 SEMAP Certification for 2018.

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

The board discussed next month's meeting date of October 23, 2018. A motion was made by Thigpen and seconded by Romero to accept the date of October 23, 2018 for next month's meeting.

Clarissa spoke concerning the National Night out against Crime. This year it will be held on Tuesday, October 2, 2018 from 5 to 8 pm.

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