**MINUTES**

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on November 18, 2014 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, Eunice Cunningham, Lily Rebardi, Attorney Susan Dorsey, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was Jacki Ackel.

A motion was made by Lily Rebardi and seconded by Robert Thigpen to dispense of the reading of the minutes for the October 21, 2014 regular meeting.

In each monthly packet, the commissioners had copies of the bank statements and check registers for both accounts. The checks were on the table for review. We do not have monthly finances from HSA.

Mr. Robinson handed out the 2014 budget revision. He reviewed the changes with the board. They went into discussion. A motion was made by Thigpen and seconded by Rebardi to assign a resolution to accept the 2014 budget revision.

The 2015 budget was handed out to review. Mr. Robinson reviewed the information with the board and they went into discussion. A motion was made by Thigpen and seconded by Rebardi to accept the 2015 Budget as presented.

Mr. Robinson went over the 2013 Mod project report. Unit #25 is almost 100% complete. Unit #29 is also nearing completion. Unit #1 & Unit #14 should be ready in December. Unit #26 will take some time due to bringing the unit up to code for handicap status. He handed out pictures of the work for the board to review. The pay request today is for $27,000.00. A motion was made by Rebardi and seconded by Thigpen to accept pay request #4 to Hebert Construction for the 2013 Mod project in the amount of $27,000.00.

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

The monthly vacancy report was given. As of today, there are 11 units vacant and 20 names on the waiting list. The application process is closed.

Mr. Robinson gave the progress report on the inter-agency work with MCHA. They are working on completing 4 units for lease up. The staff is preparing for REAC inspection, which will be on January 6th for Jacquet and Shannon Homes and January 29th for Brownell Homes. He is working on a report on the state of the agency for Cheryl Williams with HUD in New Orleans. The advertisements for the next 7 units for mod should be coming in from Duplantis Architects.

Mr. Robinson stated that the contract with HSA is up for renewal. The terms and conditions are the same. The monthly price of $452.76 has stayed the same. The board went into discussion. A motion was made by Rebardi and seconded by Thigpen to renew the contract with HSA for 2 years.

Page 2

A motion was made by Thigpen and seconded by Rebardi to go into executive session. The board went into executive session to discuss the contract with the executive director. A motion was made by Thigpen and seconded by Rebardi to come out of executive session. Mr. Richard stated that they discussed the Executive Director’s contract. They will make some adjustments and amendments and bring back to next month’s meeting for approval.

A motion was made by Rebardi and seconded by Thigpen to accept the director’s report.

The board discussed next month’s meeting date of December 23, 2014. Since it falls in Christmas week, they decided to change it. A motion was made by Rebardi and seconded by Thigpen to change the date to December 16, 2014.

Mr. Thigpen stated that he would like the record to reflect that he appreciated the board working together and appreciates Mr. Robinson’s hard work for the agency.

Mr. Robinson asked Mr. Thigpen if he would like to stay on the board. His term will be expiring in December. He stated that he would like to continue serving.

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