

## MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on October 20, 2015 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, Eunice Cunningham, Lily Rebaradi, Attorney Susan Dorsey, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was Robert Thigpen and Vanessa Romero.

A motion was made by Rebaradi and seconded by Cunningham to dispense of the reading of the minutes of the September 22, 2015 regular meeting.

In each monthly packet, the commissioners had copies of the bank statements and check register for both accounts. The checks were on the table for review. Mr. Robinson handed out the monthly finance report from HSA for the month ending August 2015. He reviewed the budget line items. All finances are in order.

Mr. Robinson hasn't received the 2016 Budget back from HSA. He would like to table this until next month. When he receives the budget, he will email it to the commissioners so that they can review before next month's meeting.

A motion was made by Rebaradi and seconded by Cunningham to accept the financial report as presented.

The monthly vacancy report was given. There are 3 units vacant and 17 names on the waiting list. The application process remains closed.

Mr. Robinson handed out a packet of information concerning the 2016 PHA Annual Plan, the 2016-2020 Five year agency plan, the flat rent changes effective October 31, 2015, and the community service requirement. We had a public hearing on October 9, 2015 to review all of the above. The environmental review is complete. He explained the flat rent changes, and the community service requirement. The board went into discussion. A motion was made by Rebaradi and seconded by Cunningham to approve the flat rents effective October 31, 2015, the renewal and approval of the community service requirement, the violence against women's act, and the approval of the 2016 PHA annual plan, and the 2016-2020 five year agency plan.

Mr. Richard showed the commissioners the hood suppression canister and explained how they work. If we approve and sign the resolution with Arthur J. Gallagher, they will pay for the hood vent canisters for fire protection systems for all of our units. These canisters are placed under the hood vent on the stove. The board went into discussion. A motion was made by Rebaradi and seconded by Cunningham to adhere to the stipulation of the insurance company and accept and approve the hood suppression system rebate program indemnification agreement.

Mr. Richard handed out a request letter from Mrs. Dorsey for an increase in her rate. He read a copy of the current retainage agreement that was signed in 2002. He stated that he had contacted Ms. Bam Gressett with HUD in New Orleans for guidance. She sent him information on how to handle. We will need to go thru a procurement process. He had Mr. Robinson check with other housing authorities to see how they handled their attorney process. He suggested that they form a committee and do research. He would like to table this until next month for further discussion.

Mr. Robinson gave the progress report on the inter-agency work with MCHA. He stated that the new fiscal year has started and they are closing out the year. Applications will be taken next week for public housing and section 8. They are making changes to the old intergovernmental agreement that is in place with the City of Morgan City. They are getting ready for REAC inspection. They will be trying in the next 60 to 90 days to start working on the Joe Ruffin site.

Mrs. Dorsey handed out a copy of the addendum to the executive director's contract for review. They reviewed the information and went into discussion. A motion was made by Rebaridi and seconded by Cunningham to accept the addendum to the contract of employment between Clarence Robinson, Jr. and the Berwick Housing Authority.

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

They discussed next month's meeting date of November 17, 2015. A motion was made by Rebaridi and seconded by Cunningham to accept the date of November 17, 2015 for next month's meeting.

There were no questions, discussions, or additions.

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