

## MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on September 22, 2015 at 4:00 pm at the housing authority office.

The meeting was called to order and agenda ready by Lily Rebaradi. The meeting opened with prayer.

There were present Lily Rebaradi, Vanessa Romero, Eunice Cunningham, Attorney Susan Dorsey, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was James Richard and Robert Thigpen.

A motion was made by Romero and seconded by Cunningham to dispense of the reading of the minutes for the August 18, 2015 regular meeting and to be able to review with changes.

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. Mr. Robinson handed out the financial report from HSA for the month of July and reviewed with the board. He stated the overall budget is good and all finances are in order. A motion was made by Romero and seconded by Cunningham to accept the financial report as presented.

The monthly vacancy report was given. There are 6 units vacant and 23 names on the waiting list. The application process remains closed.

A previous tenant moved out owing \$509.18. The balance needs to be written off. The board reviewed the information. A motion was made by Romero and seconded by Cunningham to write off the balance of \$509.18 left owed by the previous tenant. Resolution #1150.

Mr. Robinson stated that the 2014 PHAS score for Berwick Housing Authority was 95 out of 100. We have a rewards and recognition Incentive policy in place, along with approval from Civil Service. He would like to give the employees a \$500 incentive payment for their hard work in preparing for the inspection, payable at the end of the month. The board went into discussion. A motion was made by Romero and seconded by Cunningham to approve the incentive payment for PHAS score 2014 in the amount of \$500.00 per employee payable at the end of the month. Resolution #1151.

Mr. Robinson gave a progress report on the inter-agency work with MCHA. He stated that they are in REAC mode. They are getting ready for their inspection which is scheduled for October 30, 2015 and November 2, 2015.

Mrs. Dorsey handed out the addendum to the contract for the executive director for the board to review. Mr. Robinson stated that for the record, he would like to apologize to Mrs. Dorsey for last month's meeting. He stated that he wanted everything done in order for the integrity of the housing authority, the board and the staff. The board went into discussion. A motion was made by Romero and seconded by Cunningham to table the review and approval of the amendment to the executive director's contract until next month to make changes to reflect the changes for further clarification.

Page 2

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

The board discussed next month's meeting date of October 20, 2015. A motion was made by Romero and seconded by Cunningham to accept the date of October 20, 2015 for next month's meeting.

Clarissa reminded the commissioners that the National Night Out against Crime will be held on Tuesday, October 6, 2015 from 5:00 pm to 8:00 pm, here at the office. We will be serving jambalaya, hot dogs, drinks, snow balls. Music will be provided by Vince Anthony & the Blue Notes. There will be fun jumps, face painting, and petting zoo for the children. The police department will be doing finger printing.

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