**MINUTES**

The board of Commissioners of the Berwick Housing Authority met in regular meeting on April 18, 2017 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, Vanessa Romero, Frances Daugherty, Janie Brashear, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams. Absent was Robert Thigpen.

A motion was made by Romero and seconded by Daugherty to dispense of the reading of the minutes for March 21, 2017 regular meeting.

Mr. Robinson stated that there are no statements from HSA this month. Our audit was done on April 10, 2017. In each monthly packet the commissioners had copies of bank statements and check registers for both accounts. The checks were on the table for review. All finances are in order. A motion was made by Romero and seconded by Daugherty to accept the financial report as presented.

The monthly vacancy report was given. The only units that are vacant are the 3 units on the mod project. There are 9 names on the waiting list and the application process is closed.

A copy of the smoke free policy was emailed to the commissioners for review. They went into discussion. HUD states that we have to be smoke free by July 31, 2018. We will have signs made and posted. We will have another meeting with the residents next month for the final time. A motion was made by Romero and seconded by Daugherty to accept and approve the smoke free policy for Berwick Housing Authority. Resolution # 1209.

A copy of the smoke free lease addendum was emailed to the commissions for review. They went into discussion. A motion was made by Romero and seconded by Daugherty to accept and approve the smoke free addendum to the lease. Resolution #1210.

Mr. Robinson gave the monthly progress report on the inter-agency work with MCHA. The 2016 fiscal year audit is complete with reports being submitted to REAC and HUD field office. Joe Ruffin site should be able to get 10 units on line in the next 2 weeks. August 2017 will make 4 years that we have been in the inter-agency agreement with MCHA. It is now time to start discussing which direction we will go in within the next 6 months. We will also have to adjust the billing to the agency now that they have full time employees in the office because of the way the budget is broken down. Our goal is to train the employees to be in position to really handle the day to day flow and BHA to continue to manage the financials.

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

The board discussed next month’s meeting date of May 23, 2017. A motion was made by Romero and seconded by Daugherty to accept May 23, 2017 for next months’ meeting.

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There were no questions, discussions, or additions.

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