**MINUTES**

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on February 21, 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, 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 Romero to dispense of the reading of the minutes of the January 24, 2017 regular meeting.

Mr. Robinson handed out the financial report from HSA for the month of January. He briefly reviewed the report with the board. HSA is still closing out the yearly finances. 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. A motion was made by Thigpen and seconded by Romero to accept the financial report as presented.

The monthly vacancy report was given. There are 3 units vacant and 10 names on the waiting list. The application process remains closed.

Mr. Robinson explained to the board that HUD requires us to do a utility survey due to the fluctuation of utility rates and adjustments. We got Nelrod to perform the survey. If the numbers do not change by 10%, we don’t have to change the utility allowances. According to the survey, the numbers did not change by 10%, so we don’t have to make any changes. We will have to do the survey again at the end of the year. A motion was made by Thigpen and seconded by Romero to accept the utility survey as presented. Resolution #1204.

Mr. Robinson handed out and reviewed the inter-agency report for MCHA with the board. The mod contract started today with Rock Enterprises. They started working today. They are working again at Joe Ruffin being that the REAC inspection is complete. Jacquet and Shannon Homes received a 70% and Brownell Homes received an 80% on the REAC inspection. Next inspection should be in December or January 2018. The agency is being reimbursed about $20,000.00 from the flood insurance due to the new flood elevation maps. Section 8 application process will be closed. Public housing process will stay open to build up the waiting list for Joe Ruffin.

A motion was made by Thigpen and seconded by Romero to amend the agenda to add D. – LA Compliance Questionnaire for Legislative Auditor for 2016. Mr. Robinson reviewed the information with the board. This is for the 2016 audit. A motion was made by Thigpen and Seconded by Romero to accept the LA Compliance Questionnaire for 2016 fiscal year. Resolution #1205.

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

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The board discussed next month’s meeting date of March 21, 2017. A motion was made by Thigpen and seconded by Romero to accept the date of March 21, 2107 for next month’s meeting.

Mr. Robinson informed the board that we will be having a smoke-free meeting with the residents on Thursday. HUD states that we must be smoke-free by July 30, 2018.

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