**MINUTES**

The board of Commissioners of the Berwick Housing Authority met in regular meeting on January 24, 2017 at 4:00 pm at the housing authority office.

The meeting was called to order and agenda read by Robert Thigpen.

The meeting opened with prayer.

There were present Robert Thigpen, Vanessa Romero, Frances Daugherty, Janie Brashear, Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

A motion was made by Romero and seconded by Brashear to dispense of the reading of the minutes of the December 20, 2016.

Mr. Robinson handed out the monthly report from HSA ending 12/31/2016. He reviewed the information with the board. In each monthly packet the commissioners had copies of the bank statement and check registers for both accounts. The checks were on the table for review. A motion was made by Romero and seconded by Brashear 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.

The 2017 mileage rate was handed out for review. The new rate is 53.5 cents per mile. A motion was made by Romero and seconded by Brashear to accept the 2017 mileage rate of 53.5 cents per mile. Resolution #1201.

A list of two refrigerators was handed out for review to be written off. A motion was made by Romero and seconded by Brashear to write off the two refrigerators. Resolution #1202.

Bids were received to purchase five refrigerators. The board reviewed the information. A motion was made by Romero and seconded by Brashear to purchase five refrigerators for Sears Contract Sales at $442.00 each. Resolution #1203.

A smoke free implementation timeline was handed out for review. HUD is stating that we have to be in full compliance by July 30, 2018. We will be sending out surveys and working on the policy change.

Mr. Robinson gave a progress report on the inter-agency work with Morgan City Housing Authority. The 2016 fiscal year audit is currently in progress. The final HUD REAC inspection will be on Friday for Brownell Homes. Jacquet and Shannon Homes were completed on last Thursday. Reimbursement checks are being submitted back to the agency due to the new flood maps.

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

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

There were no questions, discussions, or additions.

A motion was made by Romero and seconded by Brashear to adjourn. The meeting adjourned.