**MINUTES**

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on December 18, 2018 at 4:00 pm at the housing authority office.

The meeting was called to order and agenda read by Vanessa Romero. The meeting opened with prayer.

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

A motion was made by Brashear and seconded by Daugherty to dispense of the reading of the minutes for the November 13, 2018 regular meeting.

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. Mr. Robinson handed out the monthly financial report for October 2018 from HSA. He reviewed the report with the commissioners. A motion was made by Brashear and seconded by Daugherty to accept the financial report as presented.

The monthly vacancy report was given. There are 5 units vacant and 13 names on the waiting list. We will be taking applications on Thursday, December 20th.

The commissioners were emailed information concerning a new payroll system with ADP. We are currently using Quick Books Payroll. MCHA uses ADP. The new system will do a lot of the work that we are currently manually doing, such as timecards, annual leave, 941’s and taxes. We will have to get a new timeclock to go with the system. The board went into discussion. A motion was made by Brashear and seconded by Daugherty to approve the new payroll system with ADP effective January 1, 2019. Resolution #1269.

Mr. Robinson stated that we just amended our personnel policy in September. He would like to make an amendment to the policy to include the ADP changes. The board went into discussion. A motion was made by Brashear and seconded by Daugherty to adjust the personnel policy and procedures manual, Item #XI – Recording Hours Worked – to state all employees are to use the employee time clock with ADP by finger scanning and also geo fencing to document hours worked, overtime hours, annul leave time earned and taken. Resolution #1270.

Mr. Robinson asked to table the Review & Discuss Debit Machine item until the January meeting.

Mr. Robinson gave the progress report on the inter-agency work with MCHA. They will be taking application on Thursday. The mod project is still progressing. MCHA already uses ADP for payroll. They will be discussing at their meeting on Thursday to get the time clock machine to incorporate all aspects of ADP.

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

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The board discussed next month’s meeting date of January 22, 2019. A motion was made by Brashear and seconded by Daugherty to accept the date of January 22, 2019.

There were no questions, discussions, or additions.

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