

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on March 19, 2019 at 4:00 pm at the housing authority office.

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

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

A motion was made by Brashear and seconded by Daugherty to accept the minutes for February 19, 2019 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. The monthly financial report from HSA was handed out and reviewed with the commissioners. Mr. Robinson explained the Louisiana Compliance Questionnaire for the audit engagement to the commissioners. The audit will be April 9th and 10th. A motion was made by Brashear and seconded by Daugherty to adopt and approve the Louisiana Compliance Questionnaire and assign a resolution number and to also note that Vanessa Romero is acting chairman due to David Leonard being absent. Resolution #1279.

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. Four of the units are offline for the mod project. There are 22 names on the waiting list. Applications will be taken on March 21st.

There is a tenant who moved out in 2018 and left owing a balance of \$53.40, which needs to be written off. A motion was made by Brashear and seconded by Daugherty to write off the balance left owed in 2018 for \$53.40. Resolution #1280.

There are two tenants that moved and left owing balances for 2019. A motion was made by Brashear and seconded by Daugherty to write off the balances left owed by the 2 tenants, 1 for \$496.00 and the other for \$380.00. Resolution #1281

Mr. Robinson gave the progress report on the inter-agency work with MCHA. Section 8 vouchers were released on February 26th and families have until mid-April to find homes. Applications will be taken on April 4th, 11th, and 18th. They will be housing families by the beginning of April in Joe Ruffin. Mr. Robinson handed out pictures showing the units and the site at Joe Ruffin.

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 April 23, 2019. A motion was made by Brashear and seconded by Daugherty to accept the date of April 23, 2019 for next month's meeting.

There were no questions, discussions, or additions.

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