

## MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on August 18, 2020 at 4:00 pm at the housing authority office.

The meeting was called to order and agenda read by Janie Brashear. The meeting opened with prayer.

There were present Janie Brashear, Vanessa Romero, Robert Thigpen, and Karen Perez. Absent was David Leonard. Also present was 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 July 21, 2020 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 finance report from HSA was handed out and reviewed with the commissioners. 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 0 units vacant and 1 unit offline for the next mod project. There are 14 names on the waiting list. We are taking applications online this week.

A copy of an addition to the lease was handed out for review and discussion. This addendum to the lease is needed as per the recommendation from an attorney. The addendum was read and discussed. We will start the addendum with new residents and current residents will sign at their annual recertification. A motion was made by Romero and seconded by Perez to accept and approve the lease addition. Resolution #1332.

Mr. Robinson gave the progress report on the inter-agency work with MCHA. The agency will be taking Section 8 application on the week of September 14<sup>th</sup> – 18<sup>th</sup>. The waiting list has gotten really low. The final 5 units on the current Rock Enterprise contract will have a substantial completion approved next Thursday at the board meeting. The agency's 2020-2021 fiscal year budget will be approve at the board meeting on August 27, 2020.

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

The board discussed next month's meeting date of September 22, 2020. A motion was made by Romero and seconded by Thigpen to accept September 22, 2020 for next month's meeting.

The commissioners were reminded that they need to do the ethics training for this year.

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