

## MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on July 21, 2020 at 4:00 pm at the housing authority office.

The meeting was called to order and agenda ready by David Leonard. The meeting opened with prayer.

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

A motion was made by Romero and seconded by Brashear to dispense of the reading of the minutes for June 23, 2020.

In each packet, the commissioners had the monthly finances from HSA, along with bank statements and check registers for both accounts. The checks were on the table for review & approval. All information was reviewed with the commissioners. A motion was made by Romero and seconded by Brashear to accept the financial report.

Pay request #8 from Hebert Construction was reviewed. Pictures were handed out of the completed work for the 2018 CFP. A motion was made by Romero and seconded by Brashear to accept and approve Pay request #8 for \$9050.00 for the 2018 CFP to Hebert Construction. Resolution #1329.

The monthly vacancy report was given. There are 3 units vacant and 20 names on the waiting list. The application process is currently closed due to COVID 19.

Request for Statement of Qualifications for Architectural Services and Grant Coordinator were advertised in The Daily Review & The Courier. Qualification Statements were received from RHH Architects, APAC and Firmin + laiche Architectural Services. The packets were opened and reviewed. The commissioners completed selection criteria sheets on both firms. A motion was made by Romero and seconded by Brashear to accept the statement of qualifications from Firmin + laiche Architectural Services for the 2019-2022 CFP Programs. Resolution #1330.

Bids were received to purchase refrigerators. There is \$4500.00 allocated for this in the CFP. Bids were reviewed. A motion was made by Romero and seconded by Brashear to accept the bid from Tiger Island for the purchase of 8 refrigerators at \$583.00 each. Resolution #1331.

The progress report on the inter-agency work with MCHA was reviewed. Application process for Public Housing and Section 8 are both currently closed due to the increase of COVID19. We will be initiating the online application process within the next 60 days. The agency's 2020-2021 budget has been submitted to the fee accountant for review and will be approved at the August board meeting. Overall lease up will move from 289 to 294. Fiscal year 2020 ends September 30<sup>th</sup>. The agency's 5 year plan for 2020-2024 and the annual plan has been submitted to HUD for review and approval.

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

A motion was made by Romero and seconded by Brashear to accept the date of August 18, 2020 for next month's meeting.

The commissioner's training has been rescheduled for August 21, 2020.

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