

MINUTES

The Commissioners of the Berwick Housing Authority met in regular meeting on June 23, 2020. The meeting was called to order and agenda read by Janie Brashear.

A motion was made by Romero and seconded by Perez to expand the agenda to add:

6- D. Proposal for Website Update

6-E. Write off of Tenant Balance Left Owed

The meeting opened with prayer.

There were present Janie Brashear, Vanessa Romero, Karen Perez, Clarence Robinson, Jr., and Janice McIntyre. Absent at roll call was David Leonard, Robert Thigpen and Clarissa Adams. Mr. Thigpen arrived at discussion of item 6D.

A motion was made by Romero and seconded by Perez to dispense of the reading of the minutes of the May 19, 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. Mr. Robinson handed out the monthly finance report from HSA and reviewed the information.

Pay request #7 was handed out for review along with some pictures of the mod work. The request is for \$72,131.00. We added some additional work to the project which consisted of plumbing work and 5 additional a/c units. A motion was made by Romero and seconded by Perez to approve pay request #7, 2018 CFP in the amount of \$72,131.00 to Hebert Construction. Resolution #1322.

The commissioners received by emailed a copy of the 2019 audit for review. A motion was made by Romero and seconded by Perez to accept and approve the 2019 fiscal year audit. Resolution #1323.

Mr. Robinson handed out proposals to update our website. Proposals were received from ADPG and Brooks Jeffery. The board reviewed the information. Let the record reflect that Mr. Robert Thigpen is now present. A motion was made by Romero and seconded by Perez to accept the proposal from ADPG for the website update for \$8400.00. Resolution #1324.

A previous tenant moved out and left owing a balance of \$543.97. A motion was made by Romero and seconded by Thigpen to write off the balance of \$543.97. Resolution #1325.

A motion was made by Thigpen and seconded by Perez to accept the financial report as presented.

The monthly vacancy report was given. There are 3 units vacant and 12 names on the waiting list. We will be taking applications on July 7th, 8th, 15th, & 16th. You must call to schedule an appointment.

Page 2

Ms. Karen Perez was appointed to the BHA board of commissioners effective June 9, 2020 to replace Ms. Frances Daugherty who passed away on May 14, 2020.

Due to the death of Ms. Daugherty a motion was made by Thigpen and seconded by Perez to remove Ms. Daugherty as resident commissioner. Resolution #1326.

A motion was made by Thigpen and seconded by Romero to accept the appointment of Ms. Perez to the housing authority board of commissioners effective June 9, 2020. Resolution #1327.

A copy of the agency application process policy was emailed to the commissioner for review. The BHA will have the option to accept pre-application in person and online. Both in person and online application will not determine that an individual will be housed but is only a pre-application. A motion was made by Thigpen and seconded by Romero to accept the policy update for the agency application process. Resolution #1328.

Mr. Robinson stated that the 2020-2024 Annual Plan-5 year agency plan has already been approved.

Mr. Robinson gave the inter-agency work with MCHA report. Rock Enterprises has turned over 4 of the 9 units on the mod project. The other 5 units will be completed by the end of the month or beginning of July. Residents have been moving out. Section 8 released 10 vouches. The individuals have until August 22nd to find homes.

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

The board discussed next month's meeting date of July 21, 2020. A motion was made by Thigpen and seconded by Romero to accept the date.

Mr. Robinson stated that Nelrod will be having a commissioners training on July 24, 2020.

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