

## MINTUES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on March 24, 2020. The meeting was held on Facetime due to the Governor's Stay at Home order. Each commissioner was delivered a packet of all the documents for the meeting.

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

There were present David Leonard via Facetime, Vanessa Romero via Facetime, Janie Brashear, Clarence Robinson, Jr., Janice McIntyre and Clarissa Adams present at the housing office. Absent were Robert Thigpen and Frances Daugherty.

Chairman Leonard read the Resolution for the Adoption of Special Rules of Order regarding methods of taking votes during electronic meetings. A motion was made by Romero and seconded by Brashear to adopt the resolution as read. All were in favor by a roll call vote of Leonard – Yes, Romero-Yes, and Brashear- Yes. RESOLUTION #1315.

A motion was made by Romero and seconded by Brashear to dispense of the reading of the minutes of the February 18, 2020 regular meeting.

In each monthly packet, the commissioners had copies of bank statements and check registers for both accounts. Also included was the monthly report from HSA. Checks were on the table for review and Mrs. Brashear had signed the checks. Mr. Robinson reviewed the monthly finances from HSA. Total monthly income was \$65,135.41 with expense at \$64,037.20, leaving a profit of \$1098.31. Estimated operating reserves as of 2/29/2020 was \$442,372.27. There were no further questions.

Pay Request #5 was handed out for review. The request is for \$49,230.00 to Hebert Construction. The board went into discussion. A motion was made by Romero and seconded by Brashear to approve pay request #5 for the 2018 CFP in the amount of \$49,230.00. RESOLUTION #1316.

A copy of the LA Compliance questionnaire was included in the packets. It is a questionnaire that the auditor reviews to get prepared for the audit for FYI 2019. Due the current situation and the stay at home order, the audit will be delayed. A motion was made by Romero and seconded by Brashear to approve the LA Compliance Questionnaire for the 2019 fiscal year audit. RESOLUTION #1317.

A motion was made by Romero and seconded by Brashear to accept and approve the financial report.

The monthly vacancy report was given. There are 2 units vacant and 3 units offline. There are 9 names on the waiting list. The application process is closed until further notice due to the stay at home order by the governor.

There are two tenants that left owing a balance. A list of the information was included in the packet. A motion was made by Romero and seconded by Brashear to write off the balances left owed by the two tenants in the amount of \$321.00 and \$371.00 for a total of \$692.00. RESOLUTION #1318.

Mr. Robinson gave a progress report on the inter-agency work with MCHA. Public housing and Section 8 applications have been suspended until further notice. Modernization work is continuing with Rock Enterprises. The roofing projects have been completed with only one unit's roof needing to be installed. The main office and 9 buildings have been changed due to the hurricane last year. The agency did have its state gas inspection. The field inspection for the master meters must still be conducted. The HUD office and the residents have been informed of the changes in the day to day operations due the Coronavirus. The office is closed to foot traffic and work orders can be called in, with emergency work orders being a priority. All board members and the Mayor's for both agencies were sent a copy of the letters that were sent to the NO HUD office and the residents.

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

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

There were no questions, discussions, or additions.

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

Meeting adjourned.