**MINUTES**

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on November 17, 2020 at 4:00 pm at the housing authority office.

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

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

A motion was made by Thigpen and seconded by Brashear to dispense of the reading of the minutes for October 20, 2020 regular meeting.

In each monthly packet the commissioner had copies of the 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 with the commissioners. All finances were in order. A motion was made by Thigpen and seconded by Romero to accept the finance report as presented.

The monthly vacancy report was given. There are 2 units vacant and 1 unit offline for mod. There are 10 names on the waiting list. The application process us currently closed.

Mr. Robinson gave the monthly progress report on the inter-agency work at Morgan City Housing Authority. They will be taking applications online on Monday, December 7th from 8 am to 3 pm. Section 8 waiting list is currently closed. The agency is currently at 94% lease up. There are 7 vacant units, 9 units on mod, and 4 units on forced account.

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 December 22, 2020 and decided to move the meeting due to the Christmas holidays. A motion was made by Romero and seconded by Thigpen to change the meeting date to December 15, 2020.

There were no questions, discussions, or additions.

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