

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on February 23, 2021 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, and Janie Brashear. Absent was Karen Perez. Also present was 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 the January 19, 2021 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 stated that we did not have any monthly finances from HSA. They have closed out fiscal year 2020 and the report has been submitted to HUD. The auditor should be coming at the end of March or mid-April. We ended up with a \$48,000 surplus. On March 11th, we will have a bid hearing for the next phase of Mod work. A motion was made by Romero and seconded by Thigpen to accept the financial report as presented.

The monthly vacancy report was given. There are no units vacant and 1 unit down for mod. There are 17 names on the waiting list. Our online application process is currently closed. We will not take online applications in March.

Mr. Robinson handed out the inter-agency report with MCHA and reviewed. The current lease up for the agency is 96%. There are 5 units vacant, 6 units for mod ad 3 units on forced account. The agency will not take housing applications for March.

The commissioners were emailed a copy of the inter-agency agreement to review. A copy was handed out and Mr. Robinson went over the items that have changed. A motion was made by Thigpen and seconded by Romero to sign and approve the inter-agency agreement as presented. Resolution #1345.

A motion was made by Thigpen and seconded by Brashear to go into executive session to discuss the executive director's evaluation. They went into executive session.

A motion was made by Romero and seconded by Brashear to come out of executive session. While in executive session they reviewed the executive director's evaluation. A motion was made by Thigpen and seconded by Romero to accept and approve the following change to the executive director's contract for the first year to allocate 75%-25% and the second year to change 80%-20%. Resolution #1346.

Mr. Robinson stated that the board wants to make a counter change on the agreement. Under Article 21.3 – MCH shall pay \$500 service fee to BHA each and every month, no later than the fifth day each month. The service fee shall be for the management of the compensation of the AED. The BHA counter

offer is MCHA shall pay \$500 servicing fee to BHA for the first year of the new contract. After the first year, the MCHA will review current financials of the MCHA and in the second year, if the agency has over five months of operating subsidy in reserves, the BHA servicing fee will go up to \$1000 a month for management of the MCHA as per the review of the agency's MD&A report submitted by the agency fee accountant. Mr. Robinson will bring the change to the MCHA board meeting on Thursday. The agreement will then have to come back to the Berwick board next month.

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

The board discussed next month's meeting date of March 23, 2021. A motion was made by Thigpen and seconded by Romero to accept March 23, 2021 for next month's meeting.

There were no questions, discussions, or additions.

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