

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on August 24, 2021 at 4:00 pm via Zoom, due to the current situation with Covid. Copies of the agenda and meeting packet information were hand delivered to the commissioners on Monday.

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

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

A motion was made by Romero and seconded by Brashear to dispense of the reading of the minutes of the July 27, 2021 regular meeting.

In each monthly packet, the commissioners had copies of bank statements and check registers for both accounts. The checks were reviewed and signed by Janie Brashear. The monthly finance report from HSA was included in the packet.

There was no pay request for the mod project.

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

The monthly vacancy report was given. There are 2 units vacant, and 2 units offline for mod. There are 14 names on the waiting list. The application process is currently closed. We will be taking applications online for 3-bedroom units only on August 27, 2021.

We received a proposal from Digital Insyte, LLC of Houma to do I T work on the computers. The proposal was included in the packet. The monthly charge will be \$190. A motion was made by Romero and seconded by Brashear to accept the contract for I T work from Digital Insyte, LLC. Resolution #1362.

Mr. Robinson informed the commissioners that last month he was out of town on an emergency and checks had to wait until he returned for his signature. All checks require his signature plus a signature from one of the commissioners. Our accounting system has electronic signature for the checks. He is proposing to use this only for emergency situations. It would put his signature on the checks when they are printed. One of the commissioners would still have to review and sign the check. He would be able to pull up in the system a report showing what checks were printed with his signature to verify. A motion was made by Romero and seconded by Brashear to approve electronic signature for emergency situations only. Resolution #1363.

Mr. Robinson gave the inter-agency report for MCHA. The agency's current lease up is @ 96%. There are 3 vacant units, 6 units on mod and 3 units on forced account. The number of Covid cases has gone up. They are still asking residents to contact the office when they have a confirmed test. We will not conduct any inspections until the numbers go down. Our office is closed to foot traffic.

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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 September 21, 2021. A motion was made by Romero and seconded by Brashear to accept September 21, 2021 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.