

MINUTES

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on October 19, 2021 at 4:00 pm at the housing authority office.

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

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

A motion was made by Thigpen and seconded by Brashear to dispense of the reading of the minutes for the September 21, 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 handed out the monthly finance report from HSA and reviewed with the commissioners.

Mr. Robinson had emailed the commissioners a copy of the 2022 Operating Budget for review. He reviewed the information and the board went into discussion. A motion was made by Thigpen and seconded by Brashear to approve the 2022 Operating Budget as presented. Resolution #1365.

HUD wants all agencies to update their depository agreements for all bank accounts. This is to make sure that the accounts are FDIC protected. The agreement needs to be signed by the chairman, the director, and taken to the bank for signature. A motion was made by Thigpen and seconded by Brashear to accept and approve the depository agreements for all bank accounts. Resolution #1366.

Also, for the record a new deposit procedure was reviewed with the board for approval. The only branch of Hancock/Whitney left in the area is in Morgan City. Due to traffic issues in the afternoon, the daily deposits will be either held in the vault overnight and someone will take to the bank the next day or the maintenance man that lives in Morgan City will be allowed to leave 10-15 minutes early to go make the deposit on his way home. The board went into discussion. A motion was made by Thigpen and seconded by Brashear to accept the procedure for bank deposits. Resolution #1367.

A motion was made by Thigpen and seconded by Brashear to accept the finance report as presented.

The monthly vacancy report was given. There are 6 vacant units and 52 names on the waiting list. The application process is closed.

A tenant moved out and left a balance of \$1,031.83. The board reviewed the information. A motion was made by Thigpen and seconded by Brashear to write off the balance left owed of \$1,031.83. Resolution #1368.

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A public hearing was held on October 12, 2021 in the resident center to review the 2022 agency plan. Mr. Robinson went over the plan with the commissioners. A motion was made by Thigpen and seconded by Brashear to approve the 2022 Annual Agency Plan. Resolution #1369.

A copy of the 2022 Flat Rent schedule was handed out and reviewed with the board. A motion was made by Thigpen and seconded by Brashear to accept & approve the 2022 flat rents as presented and to be effective January 1, 2022. Resolution #1370.

A copy of the CFP 5 Year Action Plan 2022-2026 was handed out and reviewed with the commissioners. This guide shows how the CFP for these 5 years will be allocated and the projects that will be done. A motion was made by Thigpen and seconded by Brashear to accept and approve the CFP 5 Year Action Plan for 2022-2026. Resolution #1371.

The monthly progress report on the inter-agency work with Morgan City Housing was given. The current lease up is at 97%. There are 2 units vacant, 5 units on mod and 3 units on forced account. The roofing project will start later this month. MCHA will receive the October Positive Image Award from the City of Morgan City.

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

The board discussed next month's meeting date of November 23, 2021. Since this is during Thanksgiving week, they decided to move the meeting to November 16, 2021. A motion was made by Thigpen and seconded by Brashear to move the date of the meeting to November 16, 2021.

There were no questions, discussions, or additions.

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