

The regular board meeting of Commissioners of the Morgan City Housing Authority was called to order at 5:01 pm on May 28<sup>th</sup> by Chairman Mark Griffin, Jr. via Zoom. Due to the Coronavirus it has been mandated that a stay at home resolution be put in effect as per Governor Edwards (JBE-2020-33) which will allow for the board to conduct the business affairs of the agency.

**I. Opening prayer lead by Clarence Robinson, Jr.**

**II. Roll Call**

**Present**

Mark Griffin, Jr.---Present via Zoom  
Theresa Mitchell---Present via Zoom  
Thelma Berry---Conference Called In  
Attorney Robert Duffy---Present Via Facetime  
Clarence Robinson---Present via Zoom

**Absent**

Mike Girior

**III. Approval of Regular Meeting Minutes:**

To approve the minutes of Regular Meeting Minutes from April 23<sup>rd</sup> 2020

**Motion by: Commissioner Mitchell**

**Second by: Commissioner Berry**

**Called Vote**

**Commissioner Griffin-Yes**

**Commissioner Berry-Yes**

**Commissioner Mitchell-Yes**

**IV. Old Business**

**VI. New Business**

**1.Resolution #2020-246-Review and Approval of Payment #6 to Rock Enterprise Construction**

Mr. Robinson informed that progress was going very well with the 9 units that are currently under contract. The contractors have been back on site since the beginning of May and should be completing the units hopefully by mid-June or the end of the June. We will have some good quality units to be placed back online. Mr. Robinson stated that the pay request is for \$45,812.70.

**Motion by: Commissioner Mitchell**  
**Second by: Commissioner Berry**

**That the board approves payment #6 in the amount of \$45,812.70 to Rock Enterprises.**

**Called Vote**

**Commissioner Griffin-Yes**  
**Commissioner Berry-Yes**  
**Commissioner Mitchell-Yes**

**2. Resolution #2020-247-Review and Approval to Update the Distribution**

**Policy for the MCHA.** Mr. Robinson stated that we needed to update this policy due to a few noted changes on how we conduct our accounts payable and purchase order policy. The policy shows a step by step way that we process the day to day orders and payments to vendors. (See the attached policy). No additional questions were asked.

**Motion by: Commissioner Berry**  
**Second by: Commissioner Mitchell**  
**That the board adopts the Distribution Policy for the Agency.**

**Called Vote**

**Commissioner Griffin-Yes**  
**Commissioner Berry-Yes**  
**Commissioner Mitchell-Yes**

**3. Resolution #2020-248-Review and Approval to Update the Rent Collection Policy.**

Mr. Robinson stated that the rent collection policy needed to be updated due to our software now being used in collecting the rent. A few items have been added to show how we make our daily deposits. Mr. Robinson asked the commissioners if anyone had any additional questions. No questions.

**Motion by: Commissioner Mitchell**  
**Second by: Commissioner Berry**

**That the agency Rent Collection Policy be updated as Submitted.**

**Called Vote**

**Commissioner Griffin-Yes**

**Commissioner Berry-Yes**

**Commissioner Mitchell-Yes**

**4. Resolution #2020-249- Approval to Discard Annotated Assets.**

Mr. Robinson stated that we had (6) Stoves and (6) Refrigerators to be written off due to normal wear and tear. He stated that most of the appliances go out due to the residents placing too much food in the refrigerators which causes the compressor to go out. He stated that they have contacted Sears due to the amount of refrigerator that have been going out. The agency is now making local purchases which is now giving us a better quality of appliances and being able to speak with a repairman if they would have a problem. (See the attached model and serial numbers and photos of the appliances.)

**Motion by: Commissioner Berry**

**Second by: Commissioner Berry**

**That the noted appliances be written off.**

**Called Vote**

**Commissioner Griffin-Yes**

**Commissioner Berry-Yes**

**Commissioner Mitchell-Yes**

**VII. Directors Report/Information**

1. **Financial Report**---Mr. Robinson went over the financials for the month April 2020 that was received from HSA.

**Low Rent Review—April 2020**

**Total Income:** \$95,359.80

**Expenses:** \$124,331.59

**Loss of:** **(\$28,971.59)**

Mr. Robinson informed the board that the extra operating expenses came in at the end of April which resulted in us having a loss for the month. We also received \$126,923.00 from HUD in CARES Act funding. These funds can be used for protective equipment and computer purchase due to the Stay at Home policy, which will allow for the office staff to continue working from home. We still have reserve total of \$428,621.14

## **Section 8 2020**

**The total HAP payment for the month of April was \$23,916.00. These numbers will go up some due to us having 4 families starting to receive unemployment due to the COVID-19 virus. Operating Reserves are at \$1701.62 with the administrative reserve at \$12,621.12. (See attached financial report).**

### **2. Public Housing Lease Up Report**

Mr. Robinson presented the attached public housing report. **(See enclosed report).**

### **3. Section 8 Report**

Mr. Robinson presented the Section 8 Report. **(See enclosed Section 8 Report).**

4. **Coronavirus Report**---Mr. Robinson stated that we only had 1 resident test positive for the COVID-19 Virus. She did have some other issues with her doctor who called the MCPD informing them that she did not want to comply with the orders of wear a face mask. I contacted the tenant who stated that she would be going to New Iberia to stay with her mother so that she could help her watch the children while they are in quarantine.

5. Attorney Robert Duffy spoke to the board about he and Mr. Robinson being approached by Mr. Robert of Paws and Claws who would like to put a parking lot in the rear of his property which is the Morgan City Housing Authority property. Attorney Duffy stated that he went to the property and seen the actual plan that Mr. Robert would like to construct. The parking area is by the fence of the housing authority which would not cause any problems to the agency units. Attorney Duffy said that would have to look into seeing what the value of the property is and speak the HUD office on the legal sided of the matter. The board was in agreement to look into the leasing the property and let Attorney Duffy look into speaking with an appraisal to get the assessed value of the property.

Approval for the Directors Report/Information

Motion by: Commissioner Berry

Second by: Commissioner

### **Called Vote**

**Commissioner Griffin-Yes**

**Commissioner Berry-Yes**

**Commissioner Mitchell-Yes**

### **VIII.Adjournment**

It was motioned by Ms. Berry and 2<sup>nd</sup> by Ms. Mitchell that the meeting be adjourned. Motion passed

#### **Called Vote**

**Commissioner Griffin-Yes**

**Commissioner Berry-Yes**

**Commissioner Mitchell-Yes**