

The regular board meeting of Commissioners of the Morgan City Housing Authority was called to order at 4:02 pm on October 28, 2021 by Chairman Mark Griffin, Jr. at the MLK Center Board Room.

I. Opening prayer lead by Clarence Robinson, Jr.

II. Roll Call

Present

Mark Griffin

Thelma Berry

Mike Girior

Attorney Robert Duffy

Clarence Robinson, Jr.

Kimberly Howard

Jermaine Thompson

Absent

Theresa Mitchell

III. Approval of Regular Meeting Minutes:

To approve the minutes of Regular Meeting Minutes from September 23, 2021

Motion by: Commissioner Girior

Second by: Commissioner Berry

Three (3) Ayes.

Zero (0) Nays.

Motion passed

1. **IV. Old Business- Resolution #2021-294- Approval of the Engagement Agreement for Audit Services for the Agency.** Mr. Robinson informed the board that the agency had received two audit firms RFQ for the published request for services. Danny McCaskill of Mandeville, LA. and APRIO of Birmingham, AL. Both firms submitted the required documents as per the advertised request. The board went into discussion and filled out evaluation forms for each of the firms. A total was tabulated for each of the firms. After review of each of the total submitted by each of the board members, Danny McCaskill firm was approved for the noted contract. **(The audit proposal evaluation criteria forms are on file for each one of the voting commissioners).**

Motion by: Commissioner Girior

Second by: Commissioner Berry

That the board approve the audit services of Danny McCaskill Accounting Firm for one year with a one-year option.

Three (3) Ayes. Zero (0) Nays. Motion passed

V. New Business

1. **Resolution #2022-301- Review and Approval to Write Off Uncollected Rent for September 2021.** Mr. Robinson informed the board that three tenants rent had to be written off for the month of September due to moving without submitting a two-week notice. The total was \$580.54. The board members reviewed the total and approved the write-off.

Motion by Commissioner Girior
Section by: Commissioner Berry

That the total of \$580.54 be written off for the month of September 2021.

Three (3) Ayes. Zero (0) Nays. Motion passed

2. **Resolution #2022-302-Review and Approval to Update the Agency Depository Agreement on all of the agency bank accounts.**

Mr. Robinson informed the board that he had received an email from the State HUD office requiring all agencies to update their depository agreements with all of the banks that the agency conduct business with. All of the agreements were in place, but the HUD office wanted all agencies to update them if they were two years or later. The document must be updated and sent back in to the HUD office.

**Motion by: Commissioner Berry
Second by: Commissioner Girior**

That the board update the HUD required Depository Agreement for the agency with the local banks.

Three (3) Ayes. Zero (0) Nays. Motion passed

3. **Resolution #2022-303- Approval to Discard Annotated Assets**

Mr. Robinson informed the board that we had (8) Refrigerators and (5) Stoves that needed to be written off due to age and some of them not being able to be repaired. The noted resolution had the model and serial numbers for each of the appliance and photos of each of them as well. The board members received the documents and made the decision to move forward with the write-off.

Motion by: Commissioner Girior
Second by: Commissioner Berry

That the board write off (8) Refrigerators and (5) Stoves for the agency

Three (3) Ayes. Zero (0) Nays. Motion passed

4. Resolution #2022-304-Review and Approval to Award the 2020 Modernization Project

Mr. Robinson informed the board that on October 14th the agency open bids for the 2020 Modernization Project for (5) units located in Brownell Homes. Only (2) contractors submitted proposals: Hebert's Construction of Bayou Vista and Rock Enterprises of Kenner, LA. The board members were able to review the proposal packet that was submitted by Firmin Architects notating each of the submitted prices for the contract. After a review of the documents, it was approved that Rock Enterprises was the lowest responsible bidder for the contact at \$_____.

Motion by: Commissioner Berry
Second by: Commissioner Girior

That the board award the 2020 Modernization project to Rock Enterprise at the amount of \$_____.

Three (3) Ayes. Zero (0) Nays. Motion passed

VI. Directors Report/Information

1. **Financial Report**---Mr. Robinson went over the September 2021 financials that was submitted by HSA. Mr. Robinson informed the board the September financials was pre-closeout of the fiscal year adjustments. For the month of September, the total income was \$221,862.54 with expenses coming in at \$182,820.62. For the month the agency had a profit of \$39,041.92. Pre-closeout the agency will have a profit for the year at around \$65,000.00. The agency reserves are still at least 6 months as per HUD guidelines.

The Section 8 program paid out \$25,802.00 in HAP expense for month of September. The program still has operating reserves as of September 30th in the amount of \$24,791.83.

2. Public Housing

Ms. Howard presented the Public Housing Report for the month of October 2021. (See attached reports).

3. Section 8 Report

Dongelle Drexler reviewed the Section 8 report with actual lease up for the month of October 2021 and the current waiting list per bedroom size. (**See the attached Section 8 Report**).

4. Coronavirus Update

The agency will open the lobby effective November 1st for residents to come in to start paying rent. The lobby had been closed due to the high COVID numbers in the parish.

Mr. Robinson also informed the board the agency had received the Positive Image Award from the Mayor and Council of the City of Morgan City at the October meeting. Each of the employees received a certificate for this must deserved award.

Approval for the Directors Report/Information

Motion by: Commissioner Mitchell

Second by: Commissioner Berry

That the board approve the Directors Report and Information.

Three (3) Ayes.

Zero (0) Nays.

Motion passed

VIII. Adjournment

It was motioned by Ms. Berry and 2nd by Mr. Giror that the meeting be adjourned.