

The regular board meeting of Commissioners of the Morgan City Housing Authority was called to order at 4:02 pm on September 23, 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
Theresa Mitchell
Thelma Berry
Attorney Robert Duffy
Clarence Robinson, Jr.
Kimberly Howard
Jermaine Thompson

Absent

Mike Girior

III. Approval of Regular Meeting Minutes:

To approve the minutes of Regular Meeting Minutes from August 26, 2021

Motion by: Commissioner Mitchell

Second by: Commissioner Berry

Call Vote:

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

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 he would like to table the approval for audit services due to not receiving any RFQ's due to one of the accountants having Hurricane Damage at his home. Two other agencies have been contacted and will submit the documents before our October board meeting. Mr. Robinson informed the board that our fiscal year ends on Sept. 30th and we have 60 days to engage in with an auditor and he feel that everything will be in place within that time frame.

Motion by: Commissioner Mitchell
Second by: Commissioner Berry

That the request for Audit Services be table until the October 2021 board meeting.

Call Vote:
Commissioner Griffin-Yes
Commissioner Berry-Yes
Commissioner Mitchell-Yes

V. New Business

1. **Resolution #2021-298- Review and Approval to Write Off Uncollected Rent for August 2021.** Mr. Robinson informed the board that three tenants rent had to be written off for the month of August due to moving without notice. The total was \$918.11. The board members reviewed the total and approved the write-off.

Motion by Commissioner Mitchell
Section by: Commissioner Berry

That the total of \$918.11 be written off for the month of August 2021.

Call Vote:
Commissioner Griffin-Yes
Commissioner Berry-Yes
Commissioner Mitchell-Yes

Motion passed

2. **Resolution #2021-299-Review and Approval for Monthly Section 8 Landlord Rental Payment Via Direct Deposit.**

Mr. Robinson informed the board that for most of this fiscal year the post office has lost checks after we have mailed them to the Section 8 Landlords. Also, due to Hurricane Ida, we had many of the checks that were mailed delayed due to the mail not being processed out of New Orleans. Mr. Robinson said that for those landlords who would want to have their check submitted directly would save the agency additional funds and make the monthly report processing much cleaner. The software is already included in our agency system, we just will have to received the consent forms from the landlords and upload the information. The landlords who do not want to participate can still receive their monthly check via mail. We would like to start the direct deposit submission in December of 2021.

Motion by: Commissioner Mitchell
Second by: Commissioner Berry

That the board adopt the process of Direct Deposit effective December 1, 2021.

Call Vote:

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

Motion Passed

3. Resolution #2021-300- Review and Approval to Install a Generator at the MLK Center.

Mr. Robinson informed the board that the agency had a bid opening meeting on Tuesday, Sept. 14, 2021 for the purchase and installation of a Generator for the MLK Center. Mr. Robinson informed the board due to the amount of power outages that occur in the site and now with the number of Hurricanes that have happen in the last couple of years, we will need the generator to assist residents with supplies and to continue to have communication with the residents. Mr. Jim Firmin of Firmin + Laiche Architects submitted a letter in reference to his suggestion on the noted project for review as well. Three contractors submitted bids for the project with the lowest being Del-Con of Berwick, LA. In the amount of \$105,000.00.

Motion by: Commissioner Berry
Section by: Commissioner Mitchell

That the board approve Del-Con of Berwick, La. as the contractor for the Generator Installation at the MLK Center in the amount of \$105,000.00.

Call Vote:

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

Motion passed

VI. Directors Report/Information

1. Financial Report----Mr. Robinson went over the August 2021 financials that was submitted by HSA.

The August income was \$155,128.95 with the expense at \$166,152.63, the agency had a loss of (\$11,023.68) The reported reserves at still at \$827,591.71. (August 31, 2021).

The Section 8 program paid out \$25,849.00 in HAP expense for month of August. The program still has operating reserves as of August 31st in the amount of \$25,697.53.

2. **Public Housing**

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

3. **Section 8 Report**

Mr. Robinson reviewed the Section 8 report with actual lease up for the month of September 2021 and the current waiting list per bedroom size. (See the attached Section 8 Report).

4. **Coronavirus Update**---Mr. Robinson informed the board we had two residents to pass away due to COVID virus. The agency lobby is still closed to only limited foot traffic. We will reopen the lobby once the parish number go down to a number that is safe.

Approval for the Directors Report/Information
Motion by: Commissioner Mitchell
Second by: Commissioner Berry

That the board approve the Directors Report and Information.

Call Vote:

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

Motion passed

VIII. Adjournment

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

Call Vote:

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

Motion passed

**Morgan City Housing Authority
Public Housing Board Meeting Report**

Public Housing Report for the Month September 2021

Number of Recertification's for the month of October : 27

Number of Move-in's for the month September 4

Number of Possible mid- move-in's for the month of September : 2

Number of Mid –Month move-outs for the month of September : 3

Number of transfers for the month of September : 0

Current Lease- Up: 282 out of 293

Tenant Repayment: September 2021 \$0

Total Occupancy Rate: 96%

Morgan City Housing Authority

Section 8

Board Meeting Report

- Section 8 Housing Report for the month of **September 2021**
- Number of Recertification's for the month of **September. (5)**
- Number of Move-Ins for the month of **September. (0)**
- Number of Possible Move-In's for the month of **September. (0)**
- Number of EOP for the month of **September. (0)**
- Number of Transfer for the month of **September. (0)**
- Current Leased Vouchers: **(47)**
- Taking *Public Housing* applications **September 22nd**
- Number of Families on the waiting list. **(15)**