**MINUTES**

The Board of Commissioners of the Berwick Housing Authority met in regular meeting on February 15, 2022 at the housing authority office.

The meeting was called to order by Janie Brashear. The meeting opened with prayer.

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

A motion was made by Thigpen and seconded by Romero to dispense of the reading of the minutes of the January 18, 2022 regular meeting.

A motion was made by Romero and seconded by Thigpen to amend the agenda to add under Item #6 – Financial Report, Item #C. Termination of Audit Engagement with Danny McCaskill for Fiscal Year 2020.

In each monthly placket the commissioners had copies of bank statements and check registers for both accounts. The checks were on the table for review. There was no monthly report from HSA.

Mr. Robinson reviewed the Louisiana Compliance Questionnaire for the 2021 audit with the board. We need board approval to send this to the Louisiana Legislative Auditors. A motion was made by Thigpen and seconded by Romero to approve the Louisiana Compliance Questionnaire for the 2021 audit. Resolution #1384.

Mr. Robinson explained that we have received a letter from the LA Legislative Auditors office stating the State has barred Mr. McCaskill from doing audits. He has the opportunity to appeal their decision. We need to terminate his contract for the 2020 audit. Since we just signed an engagement with Ericksen Krentel for 2021’s audit, we can get them to sign an engagement letter to do our 2020 audit. Mr. Robinson has sent all the information to the HUD office in New Orleans. A motion was made by Thigpen and seconded by Romero to terminate the audit engagement contract with Mr. McCaskill for the fiscal year 2020. Resolution #1385.

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

The monthly vacancy report was given. There are 2 units vacant and 13 names on the waiting list. The application process is currently closed.

A list of 2 tenants that left owing balances was handed out for review to be written off. The board went into discussion. A motion was made by Thigpen and seconded by Romero to write off the balances. Resolution #1386.

Bids were advertised and received for the roofing project for the 2021 hurricane damages. Bids were received from 3 companies. Copies of the bid sheets was handed out for review and discussion. A

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motion was made by Thigpen and seconded by Romero to accept the bid from Rock Enterprises for $247,759.00 which includes alternate bids #1 & #2 for the roofing project for the 2021 hurricane damages. Resolution #1387.

A copy of the proposed telework policy was emailed to the commissioners for review. Civil Service has requested that we have the policy in effect to be in compliance. The staff will have to take mandatory training online. This will allow us to work from home if the situation arises. A motion was made by Thigpen and seconded by Romero to accept and approve the telework policy. Resolution #1388.

A copy of the proposed Hurricane plan had been emailed to the commissioners for review. A motion was made by Thigpen and seconded by Romero to accept and approve the Hurricane Emergency plan. Resolution #1389.

A draft of the Cooperative Endeavor Agreement with MCHA for emergency plan was emailed to the commissioners for review. This will cover us in case of some type of emergency where either facility is damaged, we can use each other’s office to continue day to day operations. A motion was made by Romero and seconded by Perez to approve the Cooperative Endeavor Agreement with MCHA for the emergency plan. Resolution #1390.

Mr. Robinson gave the inter-agency report with MCHA. The agency is at 96% lease up. There were 3 evictions. Section 8 has 47 families leased up. All Section 8 landlords are requested to have a smoke detector with carbon monoxide detector installed by 12/27/22. There will be a pre-construction meeting on Thursday for the start of the modernization of 5 units.

A motion was made by Thigpen and seconded by Romero to accept the director’s report as presented.

There were no questions, discussions, or additions.

The board was reminder that March’s meeting will be held on March 22, 2022.

A motion was made by Thigpen and seconded by Romero to adjourned.

Meeting adjourned.