

The regular board meeting of Commissioners of the Morgan City Housing Authority was called to order at 4:05 pm on Thursday February 24, 2022 by Chairman Mark Griffin, Jr. at the MLK Center Board Room.

**I. Opening prayer by all in attendance**

**II. Roll Call**

**Present**

Mark Griffin

Theresa Mitchell

Lettia Griffin

Attorney Robert Duffy

Clarence Robinson, Jr.

Kimberly Howard

Dongelle Drexler

Jermaine Thompson

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

To approve the minutes of Regular Meeting Minutes from January 27, 2022

**Motion by: Commissioner Mitchell**

**Second by: Commissioner L. Griffin**

**Three (3) Ayes.**

**Zero (0) Nays.**

**Motion passed**

1. IV. Old Business-None

**V. New Business**

1. **Resolution #2022-317- Review and Approval to Write Off Uncollected Rent for January 2022.** Mr. Robinson informed the board that two tenants rent must be written off for the month of January due to nonpayment of rent. The resident was evicted and place in the HUD EIV system left owing the agency.

**Motion by: Commissioner Mitchell**

**Section by: Commissioner L. Griffin**

That the total of \$781.28 be written off for the month of January 2022.

**Three (3) Ayes.**

**Zero (0) Nays.**

**Motion passed**

2. **Resolution #2022-318-Termination of the 2021 Audit Contract between Danny McCaskill and the Morgan City Housing Authority**

Mr. Robinson informed the board members that the Louisiana Legislative Auditor Office that due to Mr. McCaskill not submitting the audit engagement agreement to the state office in time being that the state had given an extension to all auditors to file, all engagements would not be allowed. The board was given a copy of the letter that was sent to Mr. McCaskill. A discussion was held and it was determined that the agency would move forward with terminating the 2021 audit contract with Mr. McCaskill.

**Motion by: Commissioner Mitchell**

**Second by: Commissioner L. Griffin**

**That the board terminate the contract with Mr. Danny McCaskill Accounting firm for the 2021 audit.**

**Three (3) Ayes.**

**Zero (0) Nays.**

**Motion passed**

3. **Resolution #2022-319- Review and Approve for the Engagement Agreement for Audit Services for the Morgan City Housing Authority for Fiscal Year Ending September 30, 2021.**

The board had to select a new auditor due to the contract for Mr. Danny McCaskill being terminated due to not completing the engagement agreement as per the state requirement. Being that the agency had just selected an auditor, the HUD office stated that we could move forward with the next RFQ that was submitted and reviewed. The board was able to review and approve Aprio of Birmingham, Alabama.

**Motion by: Commissioner Mitchell**

**Second by: Commissioner L. Griffin**

**That the board approve Aprio of Birmingham, AL to conduct the agency 2021 Fiscal Year Audit.**

**Three (3) Ayes.**

**Zero (0) Nays.**

**Motion passed**

4. **Resolution #2022-320-Review and Approval the Agency Telework Policy**

Mr. Robinson informed the board that State Civil Service will allow agencies to adopt the Telework Policy due to the COVID Pandemic and other disasters that have occurred in the State over the last two years. The policy is very detailed on how the process must be followed by the employee. All employees who opt into the Telework policy must complete the State Civil Service training.

**Motion by: Commissioner L. Griffin**

**Second by: Commissioner Mitchell**

**That the board approve the agency Telework Policy.**

**Three (3) Ayes.**

**Zero (0) Nays.**

**Motion passed**

**5. Resolution #2022-321-Review and Approval the Cooperative Endeavor Agreement between the Morgan City Housing Authority and the Berwick Housing Authority.**  
Attorney Duffy was able to go over the Cooperative Endeavor Agreement that he drafted for the both Morgan City and the Berwick Housing Authority. The agreement will allow either agency to operate out of the down agency due to Hurricane or any other disaster. There will be no charge for each agency to operate out of the neighboring housing authority. (See Cooperative Endeavor Agreement).

**Motion by: Commissioner L. Griffin**

**Second by: Commissioner Mitchell**

**That the board approve the Cooperative Endeavor Agreement between the Morgan City and Berwick Housing Authority.**

**Three (3) Ayes.**

**Zero (0) Nays.**

**Motion passed**

## **VI. Directors Report/Information**

- 1. Financial Report**---Mr. Robinson went over the January 2022 financials submitted by HSA. The agency had a total income of \$166,619.61 with expenses coming in at \$154,140.65. The agency had a profit of \$12,478.96. The agency has operating reserves at \$1,096,326.98.

The Section 8 Program received HUD subsidy in the amount of \$26,318.00. The agency paid out \$26,159.00 for the month of January 2022. The Section 8 HAP reserves are currently at \$942.28 with administrative reserves at \$23,434.38.

## **2. Public Housing**

Ms. Howard presented the Public Housing Report for the month of February 2022. **Total units leased for the month of February 2022 is 280 out a total of 293 unit. Total lease up is at 96%.**

- 38 Families on the active waiting list

## **3. Section 8 Report**

Dongelle Drexler reviewed the Section 8 report with actual lease up for the month of February 2022.

- A Total of 48 families receiving Section 8 voucher assistance for the month of February 27, 2022
- (1) family reported they will no longer need voucher assistance
- 19 applicants are on the Section 8 waiting list

4. Mr. Robinson informed the board that most of the residents are no longer following the COVID protocol. One resident did call earlier in the month stating that they had tested positive.
- Mr. Robinson informed the board that we had an increase of residents being evicted due to nonpayment of rent. We will be reviewing each resident late payment by the 10<sup>th</sup> of every month since can now move forward with evictions.
  - Mr. Robinson also informed the board that he will be receiving quotes for the agency full inspection of the units and exteriors of the buildings as we prepare for our fiscal year HUD REAC inspection. He stated that he would have more information before the next board meeting.

Approval for the Directors Report/Information  
Motion by: Commissioner L. Griffin  
Second by: Commissioner Mitchell

That the board approve the Directors Report and Information.

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

#### **VIII. Adjournment**

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

Motion Passed