

MINUTES

Due to severe weather on the afternoon of March 22, 2022, the meeting was changed to March 23, 2022.

On the 23rd day of March 2022 at 4:00 pm, the Commissioners of the Berwick Housing Authority met in regular meeting.

Agenda Item #1 – Meeting Called to Order

The meeting was called to order by David Leonard.

Agenda Item #2 – Review Agenda

The agenda was read by David Leonard.

Agenda Item #3 – Opening Prayer

The Lord's Prayer was led by Vanessa Romero.

Agenda Item #4 – Roll Call

A roll call for the following members present: David Leonard, Vanessa Romero, Karen Perez, and Janie Brashear. Absent was Robert Thigpen. Also present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

Agenda Item #5 – Minutes of the February 15, 2022 Regular Meeting

A motion was made to dispense of the reading of the minutes of the February 15, 2022 regular meeting and to be able to review with changes as necessary.

Motion: Romero

Second: Brashear

All were in favor.

Agenda Item #6 – Financial Report

A. Monthly Finances

In each monthly packet, the commissioners had copies of the bank statements and check registers for both accounts. The checks were on the table for review. The operating account balance as of 2/28/22 was \$519,408.00. The tenant deposit account balance was \$37,035.00. The monthly finance report from HSA was handed out and reviewed with the board. The total income for February was \$60,594.87, with total expenses at \$75,988.08, leaving a loss of \$15,393.21. The operating reserves are at \$609,249.36. The auditors from Ericksen Krentel came out for 4 days to gather and check documents. The audit is ongoing, and both audits (20 & 21 fiscal years) should be completed before the due date.

A motion was made to accept the financial report as presented.

Motion: Romero

Second: Brashear

All were in favor.

Agenda Item #7 – Director’s Report

A. Vacancy Report

The monthly vacancy report was given. There are two units vacant. One unit is down for mod, and the other unit is ready for housing. There are 13 names on the waiting list, 5 for 1-bedroom, 6 for 2-bedrooms, and 2 for 3-bedrooms. The application process is currently closed.

B. Review and Approve Policy of Posting Agenda & Minutes for Meetings

A proposed policy and procedure for posting board meeting agenda and minutes was handed out for review and discussion. Since the local papers in only published twice a week, it is hard to meet the deadlines. The policy was read to the commissioners and they went into discussion. A motion was made to accept and approve the policy for posting the board meeting agenda and minutes.

Motion: Romero

Second: Brashear

All were in favor.

RESOLUTION #1391

C. Review & Approval of the Agency’s Cyber Policy Quotes

Quotes were received for a Cyber policy for the agency. We have coverage now, but it will expire on April 1, 2022. We received quotes from Dwight Andrus, Insurance and Gallagher Insurance. The cyber policy is for our network of computers and debit card machine. The quotes were handed out and explained. Dwight Andrus was \$5,059.00 and Gallagher was \$2,001.00. Both agencies have the same coverage. Gallagher is cheaper due to the number of agencies that they have for this coverage. The policy would pay for any damages to our computer system and debit card machine. State Civil Service and Federal Government requires that we have a cyber policy in effect. The board went into discussion.

A motion was made to accept the quote from Gallagher Insurance for \$2,100.00 for the Cyber policy effective for 4-1-22 to 3-31-23.

Motion: Romero

Second: Brashear

All were in favor.

RESOLUTION #1392

D. Progress Report on Inter-Agency Work (MCHA)

The progress report was handed out and reviewed with the board. The lease up is at 96%, with 5 vacant units, 6 units undergoing modernization and 2 units on forced account. Section 8 has 47 families. Applications will be taken on April 5, 2022 for 2 & 3 bedrooms only. Resident meetings will be held on March 29th at 10:30 am and 2:30 pm.

E. Executive Session – Executive Director’s Evaluation

A motion was made to go into executive session to discuss the executive director’s evaluation.

Motion: Romero

Second: Brashear

All were in favor.

They went into executive session.

A motion was made to come out of executive session.

Motion: Romero

Second: Brashear

All were in favor.

They came out of executive session and went back into regular session.

During the executive session, they went over the director's evaluation.

A motion was made to increase the director's salary by a 4% increase due to his annual evaluation effective 4-1-22.

Motion: Romero

Second: Brashear

All were in favor.

RESOLUTION #1393

A motion was made to accept the director's report as presented.

Motion: Romero

Second: Brashear

All were in favor.

Agenda Item #8 – New Business

A. Questions, Discussions, and Additions

The board was reminded that the April Meeting will be on April 19, 2022. They were also reminded that they can take their ethic's training for 2022 at any time, just remember to print the certificate and bring it in.

Agenda Item # 9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Brashear

All were in favor.

Meeting adjourned.