

## MINUTES

On the 24<sup>th</sup> day of May 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 of the board present: David Leonard, Vanessa Romero, and Janie Brashear. Also present was Clarence Robinson, Jr., and Janice McIntyre. Absent was Robert Thigpen, Karen Perez, and Clarissa Adams.

### Agenda Item #5 – Minutes of the April 19, 2022 Regular Meeting

A motion was made to dispense of the reading of the minutes of the April 19, 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 bank statements and check registers for both accounts. The checks were on the table for review. The operating account balance as of April 30, 2022 was \$421,255.10 and the tenant deposit account balance was \$37,399.22. Mr. Robinson handed out the monthly finance report from HSA. Total income for April was \$85,939.87, with total expenses at \$79,586.68, leaving a profit of \$6,353.19. Operating reserves as of April 30, 2022 was \$614,959.99. Subsidy is staying on track. Our next project is the roofing project. We are waiting on Rock's to finish the project at White Castle Housing.

A motion was made to accept and approve the monthly finance 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 is one unit vacant. This unit is down for the mod project. There are 13 names on the waiting list. The list includes 8 for 1 bedroom, 4 for 2 bedrooms, and 1 for 3 bedrooms. Applications were taken today and tomorrow for 3-bedroom units only.

B. Review & Adopt ADP Biometric Timeclock Consent Form & Policy

A copy of the consent form and policy was emailed to the commissioners for review. A copy was also handed out at the meeting. All employees have reviewed the policy and consent form and signed it, agreeing to use the scanning of their finger to punch in and out on the timeclock.

A motion was made to accept & approve the ADP Biometric Timeclock Consent Form and policy as presented.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1396**

C. Write Off of Appliances

A list of one refrigerator was handed out for write off. The board went into discussion.

A motion was made to write off the Kenmore refrigerator from Unit #121.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1397**

D. Amend Hurricane Plan to Adopt in Addition the PHA Disaster Readiness, Response, & Recovery Action Plan Submitted by HUD

A copy of the plan was on the table for review. HUD had a disaster planning meeting and asked that all housing authorities adopt the plan in addition to their own plans.

Mr. Robinson explained the meeting of training on the disaster readiness response plan.

They had a lot of representatives from HUD and different emergency response organizations, along with housing authority directors. They discussed different plans and options.

A motion was made to Amend the BHA Hurricane Plan to Adopt in Addition the PHA Disaster Readiness, Response & Recovery Action Plan submitted by HUD.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1398**

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

Mr. Robinson handed out the monthly progress report and reviewed with the board. The agency's current lease-up for the month is at 96%. There are 281 units leased, 5 units vacant, 6 units undergoing modernization and 2 units on forced account. Section 8 had 46 families leased up. Applications for Section 8 were taken on Wednesday. There were 73 applications submitted. They still have 10 families currently looking for housing in the Morgan City area. The vouchers will expire on June 13, 2022. MCHA will have their audit review at their monthly meeting on Thursday.

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, & Additions

There were no questions, discussions, or additions.

The board was reminded that the June meeting will be on June 21, 2022.

**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Romero

Second: Brashear

All were in favor.

Meeting adjourned.