

## **MINUTES**

On the 21<sup>st</sup> day of June 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 Janie Brashear.

### **Agenda Item #2 – Review Agenda**

The agenda was read by Janie Brashear.

### **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: Robert Thigpen, Vanessa Romero, Karen Perez, and Janie Brashear. Also present was Clarence Robinson, Jr., and Janice McIntyre. Absent was David Leonard and Clarissa Adams.

### **Agenda Item #5 – Minutes of the May 24, 2022 Regular Meeting**

A motion was made to dispense of the reading of the minutes of the May 24, 2022 Regular meeting and to be able to review with changes as necessary.

Motion: Thigpen

Second: Romero

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 5/31/2022 was \$438,557.64 and tenant deposit balance was \$37,079.51. Mr. Robinson handed out the monthly report from HSA. Total income for May was \$71,372.71, with expenses at \$77,844.35, leaving a loss of \$6,471.64. Operating reserves are at \$606,488.35. There are no mod projects currently going on. We had \$22,969.00 in operating reserves for the month of May.

#### **B. Review Audits for 2020 & 2021 FY by Ericksen Krentel**

Jeremy Thibodaux and Mike Caparotta with Ericksen Krentel gave the presentation. They were present thru zoom. A handout of the presentation was given to everyone and it was also presented on a slideshow. Mr. Thibodaux went over the information for both years 2020 and 2021. There were no findings on either year. We had a clean audit for

both years. There were no questions after the presentation. The commissioners thanked Jeremy and Mike for the presentation, it was very detailed.

C. Approval of Audits for 2020 & 2021 FY

The board went into discussion.

A motion was made to approve the 2020 FY audit as presented.

Motion: Thigpen

Second: Romero

All were in favor.

**RESOLUTION #1399**

A motion was made to approve the 2021 FY audit as presented.

Motion: Thigpen

Second: Romero

All were in favor.

**RESOLUTION #1400**

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

Motion: Thigpen

Second: Romero

All were in favor.

**Agenda Item #7 – Director's Report**

A. Vacancy Report

The monthly vacancy report was given. There are 2 units vacant. One is down for the next mod project and the other is ready for housing. There are 17 names on the waiting list. There are 8 for 1 – bedroom, 5 for 2 – bedrooms, and 4 for 3 – bedrooms. The application process is currently closed.

B. Review & Approve Updated Price List

The updated price list was posted on the front lobby door on April 22, 2022 until June 22, 2022. It was also posted on the housing authorities' website (berwickhousingauthority.com) for a 30-day comment period. We received 0 comments or phone calls. Charges for repairs will be charged to the residents at current cost of material plus labor. The board went into discussion.

A motion was made to approve the updated price list effective for July 1, 2022.

Motion: Thigpen

Second Romero

All were in favor.

**RESOLUTION #1401**

C. Review & Approve Write Off of Tenant Balances Left Owed

A list of 2 tenants were handed out for review to be written off. The balance amounts are \$820.00 and \$50.99. The board went into discussion.

A motion was made to write off the balances left owed by the previous tenants for \$820.00 and \$50.99.

Motion: Thigpen

Second: Romero

All were in favor.

**RESOLUTION #1402**

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

A monthly progress report was handed out. Mr. Robinson reviewed the information with the commissioners. The agency current lease-up for the month of June is at 96%. They have 281 out of 293 units leased, 5 units vacant. 6 units undergoing modernization, and 2 units on forced account. Section 8 has 46 families leased up. They will be issuing 35 vouchers during the first week of July. If anyone knows any landlords in Morgan City that would like to receive information on the program, they need to contact the office.

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

Motion: Thigpen

Second: Romero

All were in favor.

**Agenda Item #8 – New Business**

A. Questions, Discussions or Additions

There were no questions, discussions, or additions.

B. Meeting Reminder

The commissioners were reminded that next month's meeting will be July 19, 2022.

**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Thigpen

Second: Romero

All were in favor.

Meeting adjourned.