

## **MINUTES**

On the 14<sup>th</sup> day of February 2023 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. Absent was Robert Thigpen and Karen Perez. Also present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

### **Agenda Item #5 – Minutes of the January 24, 2023 Regular Meeting**

A motion was made to dispense of the reading of the minutes of the January 24, 2023 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 1-31-2023 was \$720,596.27 and the tenant deposit account balance was \$36,750.00. Mr. Robinson handed out the monthly finances from HSA for the month ending January 31, 2023. Our total income was \$80,655.28, with expenses at \$75,267.87, leaving a profit of \$5,387.41. Our estimated operating reserves are \$800,240.28.

#### **B. Review & Approve Engagement Letter with Ericksen Krentel for Fiscal Year Ending December 31, 2022 Audit with Necessary Billing Amount Change for Audit Submission**

Copies of all the audit information was emailed to the commissioners for review. Mr. Robinson handed out copies at the meeting and went over the information with them. The engagement letters are giving them permission to come and do the audit and also to meet all the standards according to the Legislative Auditors. They went into discussion.

A motion was made to approve the engagement letters with Ericksen Krentel for fiscal year ending December 31, 2022 audit with the necessary billing amount changes for audit submission.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1432**

C. Review FASS Submission

Mr. Robinson handed out and reviewed the information with the commissioners. This is the financial assessment Subsystem. This is a pre-balance sheet showing all our financial numbers for fiscal year ending 2022.

A motion was made to accept the FASS submission to HUD.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1433**

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 five units vacant. Four units are on the mod project and one unit is being turned around. The waiting list has 32 applicants. The application process is currently closed.

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

Mr. Robinson handed out the monthly report and reviewed with the commissioners. Public housing is at 97% lease up, with 284 out of 293 units leased. There are 3 vacant units and 6 units on MOD. Section 8 has 55 families being assisted. They may take Section 8 applications in March. Their audit was completed last week and submitted.

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

Janice let the commissioners know that on our last appliance purchase from Coburn’s, we received some refrigerators that were damaged. We are stilling waiting to see if they will fix them or not.

- B. Meeting Reminder for Next Month – March 21, 2023  
The commissioners were reminded of the meeting date.

**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Romero

Second: Brashear

All were in favor.

Meeting adjourned.