

The regular board meeting of Commissioners of the Morgan City Housing Authority was called to order at 4:07 pm on Thursday, February 23, 2023 by Chairman Mark Griffin, Jr. at the MLK Center Board Room.

I. Opening prayer by all in attendance

Chairman Mark Griffin, Jr. open the meeting after the prayer with a plaque presentation to Ms. Theresa Mitchell for her recent resignation from the board. The plaque was presented for dedication to the residents and board of commissioners since 2015. Ms. Mitchell is being replaced on the board by Mr. Timothy Matthews as the resident representative.

The agency Attorney Mr. Robert Duffy swore in Mr. Matthews as the new resident board member for the agency completing the term of Ms. Mitchell which was expiring on October of 2023. Mr. Matthews will serve from February 2023-October 2026.

II. Roll Call

Present

Mark Griffin
Lettia Griffin
Tim Matthews
Attorney Robert Duffy
Clarence Robinson, Jr.
Kimberly Howard
Dongelle Drexler
Jermaine Thompson
Theresa Mitchell---Resident Guest

Absent

Mike Girior

Approval of Regular Meeting Minutes:

To approve the Regular Meeting Minutes from January 26, 2023

Motion by: Commissioner L. Griffin

Second by: Commissioner Matthews

Called Vote:

Commissioner Griffin Yes

Commissioner L. Griffin Yes

Commissioner Matthews Yes

III. Old Business-None

IV. New Business

1. Resolution #2022-357-Review and Approval to Write Off Uncollectable Rent

Mr. Robinson informed the board that (1) tenant rent needed to be written off in the amount of \$700.40 for the month of January 2023.

Motion by: Commissioner L. Griffin

Second by: Commissioner Matthews

That the board approve to write off \$700.40 for the month of January in uncollectable rent.

Commissioner Griffin Yes

Commissioner L. Griffin Yes

Commissioner Matthews Yes

(Motion Passed)

2. Resolution #2022-358- Approval to Adopt the IRS 2023 Mileage Rate

Mr. Robinson stated that the agency needed to adopt the IRS 2023 mileage rate due to the stated increase. The new rates are as follows:

65.5 Cents per miles for business miles driven

.22 Cents per mile for medical or moving purposes

.14 Cents per mile driven in service of charitable organizations

Motion by: Commissioner L. Griffin

Second by: Commissioner Matthews

That the board approve the IRS 2023 mileage rates.

Called Vote:

Commissioner Griffin Yes

Commissioner L. Griffin Yes

Commissioner Matthews Yes

(Motion Passed)

3. Resolution #2022-359-Adoption of the Appointment of the New Resident Board member to the MCHA Board

Mr. Robinson informed the board that the appointment letter for Mr. Timothy Matthews was received from the Mayor of the City of Morgan City appointing Mr. Matthews in the recently vacated board position by Ms. Theresa Mitchell. No further questions were asked.

Motion by: Commissioner L. Griffin

Second by: Commissioner Matthews

That the board approve the appointment of Mr. Matthews to the MCHA board

Called Vote:

Commissioner Griffin Yes

Commissioner L. Griffin Yes

Commissioner Matthews Yes

(Motion Passed)

4. Resolution #2022-360-Approval to Update the Signature Cards with Morgan City Bank for the agency three accounts.

Mr. Robinson informed the board that all of the agency signature cards needed to be updated due to the recent changes to the board. MC bank had submitted all of the required document for the proper signatures with each commissioners having to signed to make the document effective as per the date of the February board meeting.

Motion by: Commissioner L. Griffin

Second by: Commissioner Mitchell

That the board approve the update to the signature cards with MC Bank

Called Vote:

Commissioner Griffin Yes

Commissioner L. Griffin Yes

Commissioner Matthews Yes

5. (Motion Passed) Resolution #2022-361-Approval of the agency Oct. 2021-Sept 2022 Audit Compliance Questionnaire

Mr. Robinson informed the board that the agency Oct. 2021-Sept 2022 fiscal year audit was currently being conducted. The year compliance questionnaire must be review and submitted back to the auditor APRIO. Each board member will receive a questionnaire as well to be filled out and submitted back.

Motion by: Commissioner L. Griffin

Second by: Commissioner Matthews

That the board approve the agency Oct. 2021-Sept 2022 Audit Compliance Questionnaire

Called Vote:

Commissioner Griffin Yes

Commissioner L. Griffin Yes

Commissioner Matthews Yes

(Motion Passed)

6. Resolution #2022-362-Approval to Award the 2022 Roofing Project and Associated Work.

Mr. Robinson informed the board that the agency had a bid opening meeting on Thursday, February 9th for the 2022 Roofing Project for the agency. Four companies submitted bids for the project with

Hebert Construction of Bayou Vista Coming in with the lowest base bid of \$478,314.00 (Alt 1 and 2) included.

Commissioner Griffin stated that all of the contractors who submitted bids were from out of state and that we need local bidders to take part in what we have to offer. Mr. Robinson stated that Hebert Construction was a local contractor and recently completed a small project for the agency. Also, Hebert's subcontract the work with a local roofing company for the actual work. No additional questions were asked.

Motion by: Commissioner L. Griffin

Second by: Commissioner Matthews

That the board award the 2022 Roof Replacement and Associated work to Hebert's Construction.

Called Vote:

Commissioner Griffin Yes

Commissioner L. Griffin Yes

Commissioner Matthews Yes

(Motion Passed)

Directors Report/Information

Financial Report----Mr. Robinson went over the January 2023 financials submitted by HSA. The agency had a total income of \$205,605.23 with expenses coming in at \$102,479.08. The agency had a profit for the month in the amount of \$23,126.15. Year to day we are still at a positive of \$65,332.99.

The agency paid out \$27,973 for HAP expenses for the month of January. The Section 8 HAP reserves are currently at \$(2603.01) with administrative reserves at \$22,874.97.

2. Public Housing

Ms. Howard presented the Public Housing Report for the month of February 2023. **Total units leased for the month of January 2023 is 281 out a total of 293 unit. Total lease up is at 96%.**

- 32 Families on the active waiting list.

3. Section 8 Report

Mr. Robinson reviewed the Section 8 report with actual lease up for the month of February 2023.

- A Total of 55 families receiving Section 8 voucher assistance for the month of February 2023
- Section applications will be taken in the month of March 2023

Motion by: Commissioner L. Griffin

Second by: Commissioner Matthews

That the board approve the Directors Report and Information.

Called Vote:

Commissioner Griffin Yes

Commissioner L. Griffin Yes

Commissioner Matthews Yes

(Motion Passed)

V. Adjournment

It was motioned by Commissioner Matthews and 2nd by Commissioner L. Griffin that the meeting be adjourned.

Motion Passed