

## **MINUTES**

On the 21<sup>st</sup> day of March 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 Clarence Robinson.

### **Agenda Item #4 – Roll Call**

A roll call for the following members of the board present: David Leonard, Janie Brashear and Karen Perez. Mr. Robert Thigpen arrived during the discussion of Item 7-B. Also present was Clarence Robinson, Jr., and Clarissa Adams. Absent: Vanessa Romero and Janice McIntyre.

### **Agenda Item #5 – Minutes of the February 14, 2023 Regular Meeting**

A motion was made to dispense of the reading of the minutes of the February 14, 2023 regular meeting and to be able to review with changes as necessary.

Motion: Brashear

Second: Perez

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 February 28, 2023 was \$683,620.66. The tenant deposit account balance was \$36,950.00. Mrs. Brashear has signed the checks and they are on the table for review. Mr. Robinson handed out the monthly finance report from HSA for February 2023. Total income was \$79,607.85, with expenses at \$86,621.66, leaving a loss of \$7,013.81. Mr. Robinson explained that a lot of money was spent on the REAC inspection. So, expenses for next month will also be high. Some of the funds will be recaptured through the CFP. We are financially stable. Our operating reserves are \$793,226.47. We received our REAC score this afternoon. We made a 38 out of 40 which is exceptional. We will continue to be a high performing agency and will not have another inspection for 3 years. Our next inspection will be with the new protocol, Nsprie. On the agenda for April, will be a discussion for a bonus for the staff. Everyone worked hard to prepare for this inspection as a team. The board went into discussion.

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

Motion: Brashear

Second: Perez

All were in favor.

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

A. Vacancy Report

The monthly vacancy report was given. There are 5 units vacant. Four units are on the mod project and one unit is being turnaround. The waiting list has 16 applicants.

B. Write Off of Appliances

A list of 1 refrigerator and 4 stoves was handed out for review to be written off. The board went into discussion.

**Let the record reflect that Mr. Robert Thigpen is now present.**

A motion was made to write off 1 refrigerator and 4 stoves as listed.

Motion: Thigpen

Second: Perez

All were in favor.

**RESOLUTION # 1434**

C. Review & Approve Resolution for Removing Agency from Civil Service

The Berwick Housing authority has filed documents to have the agency removed from Louisiana State Civil Service. The bill has been submitted by Senator Bret Allain of District 21 which represents the area of Berwick. The reason for the removal from Civil Service are for the following the reasons: 1. Lack of promotion due to capping of performance adjustments on a yearly basis. 2. Lack of communication with Civil Service officials. Communication only takes place when reports are required. 3. Agencies are only allowed to create positions based upon the size of the agency. 4. The agency is billed yearly in the amount of \$761.00 for reports that the agency is required to send to Civil Service twice per year.(Income survey and Performance Adjustments).

With the agency transitioning out of Civil Service, we will have to implement some changes to our current personnel policies and procedures. Until the full removal out of Civil Service, the agency will continue to follow the current Civil Service policies for employment, evaluations, and any other personnel matters. Once approved, the agency will restructure its agency plan for adjustments to the current employee pay levels, entry level pays for new employees and, evaluation pay increases percentages. The Berwick Housing Authority will follow all Federal, State and local municipalities holidays and special days off due to various weather conditions that may occur due to a State of Emergency called by the Mayor, Parish President or the Governor of the State of Louisianan.

Mr. Robinson has spoken with several other housing authorities. We are not in the state retirement and being a part of Civil Service does not benefit the housing authority at all.

A motion was made to approve the resolution to remove the agency from Civil Service.

Motion: Thigpen

Second: Perez

All were in favor.

**RESOLUTION #1435**

D. Progress Report on Inter-Agency Work – MCHA

Mr. Robinson handed out the monthly progress report and reviewed the information. Public housing is currently at 96% lease up with 5 vacant units. There are 6 units undergoing modernization for forced account and 42 names on the waiting list. Section 8 has 53 families being assisted with an additional 17 families on the current waiting list. The current modernization project is installing new roofs at Jacquet, Joe Ruffin and Shannon Homes.

E. Executive Session – Executive Director's Evaluation

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

Motion: Thigpen

Second: Perez

All were in favor.

The Commissioners went into executive session.

A motion was made to come out of executive session.

Motion: Thigpen

Second: Perez

All were in favor.

The board came out of executive session.

While in executive session, the board went over the director's evaluation. It was rated exceptional. They requested that the executive director get information for them concerning the raise amount and he agreed to do so. They will review the information at next month's meeting.

A motion was made to accept the executive director's evaluation rating as exceptional.

Motion: Thigpen

Second: Perez

All were in favor.

**RESOLUTION #1436**

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

Motion: Brashear

Second: Thigpen

All were in favor.

**Agenda Item #8 – New Business**

A. Questions, Discussions and Additions

Mr. Robinson thanked the board for the sympathy cards and flowers for the loss of his parents last month.

B. Meeting Reminder for Next Month – April 18, 2023

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**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Thigpen

Second: Perez

All in favor.

Meeting Adjourned.