

MINUTES

On the 18th day of April 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 present: David Leonard, Vanessa Romero, Karen Perez, and Janie Brashear. Absent was Robert Thigpen. Also present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

Agenda Item #5 – Minutes of the March 21, 2023 Regular Meeting

A motion was made to dispense of the reading of the minutes of the March 21, 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 3-31-23 was \$682,767.76. The tenant deposit account balance was \$36,375.00. Mr. Robinson handed out the month finance report from HSA. Total income as of 3/31/23 was \$76,566.59, with expenses at \$136,262.49, leaving a loss of \$59,695.90. Most of the expenses were for REAC preparation for the inspection. Our estimated reserves are at \$738,246.10. Next month the 2022 audit should be completed and will be presented at the meeting. We will have to get a Cyber policy in place. There is someone working on this policy for the housing authorities.

B. 2022 Mod Project Pay Request #1 – Hebert Construction

There is no pay request today.

A motion was made to accept the financial report as presented and to table Item B – 2022 Mod Project Pay Request #1 -Hebert Construction.

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 6 units vacant. Four units are on Mod, one unit is vacant, and one unit is on forced account. There are 26 names on the waiting list. Twelve are for 1 bedroom, eleven for 2 bedrooms, and three for 3 bedrooms. The application process is currently closed.

- B. Rewards & Recognition – Review & Approve Employee Incentive Payment for PHAS Score 2022
- Mr. Robinson had emailed the commissioner the information concerning the incentive payment for them to review. Mr. Robinson handed out the Resolution #886 and a copy of the PHAS score for 2022. The score is a 98/100. This rewards recognition policy is for our REAC inspection. We have to meet certain criteria in order to receive it, one being to stay a High Performing agency. Mr. Robinson had also reached out to our fee account with HSA for them to review the finances to make sure the bonus would be in line with the funds. They stated that the funds were in order and the money could be given without hurting the operation. The board went into discussion. A motion was made to approve the rewards and recognition employee incentive payment for the PHAS Score for 2022 to all 5 employees.

Motion: Romero

Second: Brashear

All were in favor.

RESOLUTION #1437

C. Review & Approve 2022 PILOT Tax Payment to Town of Berwick

The Pilot tax payment to the Town of Berwick for the year 2022 is \$31,787.68. The calculation sheet was handed out for review.

A motion was made to pay the PILOT Tax for 2022 to the Town of Berwick in the amount of \$31,787.68.

Motion: Romero

Second: Brashear

All were in favor.

RESOLUTION #1438

D. Progress Report on Inter-Agency Work MCHA

Mr. Robinson handed out the progress report and reviewed the information with the commissioners. Public Housing is at 97% lease up with 282 out of 293 units leased. There are 4 vacant units and 6 units on Mod or forced account. There are 36 applicants on the waiting list.

Section 8 has 54 families being assisted and 16 families on the waiting list. They have the roofing project going on and the job is going well.

E. Executive Session – Executive Director’s Evaluation

A motion was made to go into executive session.

Motion: Romero

Second: Brashear

All were in favor.

The board went into executive session.

The board came out of executive session.

A motion was made to come out of executive session.

Motion: Romero

Second: Brashear

All were in favor.

While in executive session, the board discussed the executive director’s evaluation, contract, and salary increase.

A motion was made to approve the executive director’s salary increase effective April 1, 2023 and to accept his new contractual agreement.

Motion: Romero

Second: Brashear

All were in favor.

RESOLUTION #1439

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

Mr. Robinson will be going to Baton Rouge tomorrow to the State Capitol for the session to have our housing authority removed from State Civil Service. He stated once this approved, he will be restructuring the staff and pay. We will also have to draw up a new personnel policy.

B. Meeting Reminder for Next Month – May 23, 2023

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Brashear

All were in favor.

Meeting adjourned.