

MINUTES

On the 20th day of June 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 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 of the board present: Vanessa Romero, Karen Perez, and Janie Brashear. Also present was Clarence Robinson, Jr., and Janice McIntyre. Absent was David Leonard, Robert Thigpen, and Clarissa Adams.

Agenda Item #5 – Minutes of the May 23, 2023 Regular Meeting

A motion was made to dispense of the reading of the minutes of the May 23, 2023 regular meeting and to be able to review with changes as necessary.

Motion: Romero

Second: Perez

All were in favor.

Agenda Item #6 – Financial Report

A motion was made to move Item 6C to 6A to review the audit report since the auditors are on a zoom call waiting.

Motion: Romero

Second: Perez

All were in favor.

C. Review & Approve 2022 Fiscal Year Audit

The audit presentation was presented thru a zoom call with Ericksen Krentel. Jeremy Thibodeaux and Mike Caparotta presented the audit. Mr. Robinson handed out the power point presentation for the commissioners to follow the slides with. The auditors went over the audit report and there were no findings. The audit received a clean opinion. The auditors will be submitting the audit to the Legislative Auditors and to HUD thru REAC. The commissioners had no questions.

A motion was made to accept and approve the 2022 Fiscal Year Audit as presented.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1445

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. Mr. Robinson handed out the monthly finance report from HSA. He reviewed the information with the board. The total income for May was \$69,990.64, with expenses at \$94,824.61, leaving a loss of \$24,837.97. The operating reserves as of 5/21/2023 are \$697,107.76. The operating subsidy is coming in at a slower rate. We will get more funds toward the end of the year.

B. Review & Approve Pay Request #5 – Rock Enterprises Roofing Project

Pay request #5 is for \$14, 400.00. These funds will be coming out of the operating account from the insurance proceeds that we received. There is a \$27,840.00 retainage left on the project. The board went into discussion.

A motion was made to approve Pay Request #5 to Rock Enterprises for the roofing project in the amount of \$14, 400.00.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1446

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

Motion: Romero

Second: Perez

All were in favor.

Agenda Item #7 – Director's Report

A. Vacancy Report

The monthly vacancy report was given. There is one unit vacant and four units offline for modernization. The waiting list has 30 names on it. There are 7 applicants for 1 bedroom, 15 for 2 bedrooms, and 8 for 3 bedrooms. The application process is currently closed.

B. Write off of Appliances

A list of 3 Kenmore refrigerators and 1 Kenmore stove was handed out for review to be written off. The board went into discussion.

A motion was made to write off the 3 Kenmore refrigerators and 1 Kenmore stove as listed.

REFRIGERATORS:

1. Kenmore, Model #253.6080240D, Serial #BA82230238, Unit #39
2. Kenmore, Model #253.60882400, Serial #BA72835569, Unit #14
3. Kenmore, Model #253.6580250A, Serial #BA01210270, Unit #60

STOVES:

1. Kenmore, Model #362.61011697, Serial #7R100331P, Unit #65

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1447

C. Review & Approve Amended Inter-Agency Agreement with MCHA

Mr. Robinson handed out the addendum to the inter-agency management agreement between MCHA & BHA for monthly services. He went over the addendum. The monthly fee will be going up to \$16,115.00 per month. The addendum will go before the MCHA board of commissioners on Thursday for approval. The new rate will go into effect for July 1, 2023 if they approve it.

A motion was made to approve the amended Inter-Agency agreement with MCHA effective July 1, 2023.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1448

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

Mr. Robinson handed out the monthly progress report with MCHA and reviewed the information with the board. Public housing is at 96% leased up with 282 units out of 293 leased. There are 4 units vacant and 7 units undergoing modernization or force account. There are 65 families on the waiting list. Section 8 had 52 families being assisted. There are 16 families on the current waiting list. Rock Enterprises will have 2 of the 6 modernization units completed by mid-July. The current work is progressing much better since they have a full work crew now. The housing authority will be adding on some small washer and dryer rooms to 8 of the 1-bedroom units in Shannon Homes. This is being done to move the dryers out of the living room areas.

Mr. Robinson informed the board that the executive director for the Patterson Housing Authority is no longer there. We do not know anything about that situation and what is going on there. We do not have anything to do with whatever is going on with that agency.

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

Motion: Romero

Second: Perez

All were in favor.

Agenda Item #8 – New Business

A. Questions, Discussions, and Additions

There were no questions, discussions, or additions.

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

Mrs. Romero informed the board that she will not be able to attend the July meeting.

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.