

## **MINUTES**

On the 24<sup>th</sup> day of October 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 Pray was led by Vanessa Romero.

### **Agenda Item #4 – Roll Call**

A roll call for the following members of the board present: Robert Thigpen, Vanessa Romero and Janie Brashear. Absent was David Leonard, Karen Perez, and Ruth Black.

Also present was Clarence Robinson, Janice McIntyre, and Clarissa Adams.

### **Agenda Item #5 – Minutes of the September 19, 2023 Regular Meeting**

A motion was made to dispense of the reading of the minutes for the September 19, 2023 regular meeting and to be able to review with changes as necessary.

Motion: Romero

Second: Thigpen

All were in favor.

### **Agenda Item #6 – Financial Report**

#### **A. Monthly Finances**

In each monthly packet, the commissioners had copies of the bank statements and check registers for both accounts. The checks were on the table for review and have been signed. The operating account balance as of September 30, 2023 was \$657,475.88 and the tenant deposit balance was \$36,400.00. Mr. Robinson reviewed the monthly report from HSA. Total income was \$96,463.60, with expenses at \$78,607.27. This left a profit of \$17,856.33. The operating reserves as of 9/30/23 are \$779,630.07. All finances are in order.

#### **B. Review & Approve 2024 Operating Budget**

We have not received the 2024 operating budget from the fee account. We are asking for a motion to table this until next month.

A motion was made to table the review and approval of the 2024 operating budget until next month.

Motion: Romero

Second: Thigpen

All were in Favor.

C. Review & Approve Pay Request #3 – Hebert Construction – 2022 Mod Project

A copy of the proposed pay request was handed out for review. Pay request #3 is in the amount of \$41,760.00. Unit #102 has been completed and someone has been housed.

Unit #64 will be ready on Thursday. Pictures of the work was handed out for the commissioners to review the work and see the progress being made.

A motion was made to accept and approve Pay Request #3 to Hebert Construction in the amount of \$41,760.00 for the 2022 mod project.

Motion: Romero

Second: Thigpen

All were in favor.

**RESOLUTION #1460**

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

Motion: Romero

Second: Thigpen

All were in favor.

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

A. Vacancy Report

The monthly vacancy report was given. There are 7 units vacant. Three units are on mod, one unit on forced account and 3 units for general turnaround. There are 23 names on the waiting list. Sixteen for 1-bedroom, four for 2-bedrooms, and three for 3-bedrooms. The application process is currently closed.

B. Introduction of New Commissioner

At the October 10<sup>th</sup> town meeting, Mayor Duval appointed Ms. Ruth Black to the board as commissioner. She will be taking Mr. Robert Thigpen's place on the board. Mr. Thigpen has been on the board since November 1999. Today will be Mr. Thigpen's last meeting as commissioner. Mr. Thigpen was given a plaque in appreciation for his services to the housing authority as commissioner.

A motion was made to officially remove Mr. Robert Thigpen as commissioner after this meeting and to be replaced by Ms. Ruth Black.

Motion: Romero

Second: Thigpen

All were in Favor.

**RESOLUTION #1461**

A motion was made to remove Mr. Thigpen as commissioner from both bank accounts and replace him with Ms. Ruth Black, so that she can sign the checks.

Motion: Romero

Second: Thigpen

All were in favor.

**RESOLUTION #1462**

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

The monthly progress report was handed out and reviewed with the commissioners.

Public housing is at 95% lease up, with 279 out of 293 units leased. They have 6 vacant units and 8 units on mod or forced account. They have 29 families on the waiting list.

Section 8 has 50 families being assisted. One family has ported-out to Terrebonne parish.

Section 8's waiting list has been purged this month and we will be taking applications soon. Rock Enterprises is still working on the modernization project.

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

Motion: Romero

Second: Thigpen

All were in favor.

**Agenda Item #8 – New Business**

A. Questions, Discussions, and Additions

The commissioners were handed out a packet for them to register and take the ethics course for 2023. They were asked to have the course completed and certificates turned in by December 1, 2023.

B. Meeting Reminder for November 21, 2023.

Since the meeting date falls during Thanksgiving week, we proposed to move the meeting up 1 week to November 14, 2023. The board went into discussion.

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A motion was made to change the meeting date to November 14<sup>th</sup> due to the Thanksgiving Holiday.

Motion: Romero

Second: Thigpen

All were in favor.

**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Thigpen

Second: Romero

All were in favor.

Meeting Adjourned.