

MINUTES

On the 19th day of December 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: Janie Brashear, Vanessa Romero, and Karen Perez. Absent was David Leonard and Ruth Black. Also present was Clarence Robinson, Janice McIntyre and Clarissa Adams.

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

A motion was made to dispense of the reading of the minutes of the November 14, 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. 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 November 30, 2023 was \$713,133.69 and the tenant deposit account balance was \$36,900.00. Mr. Robinson handed out the November financial statement from HSA and reviewed the information with the commissioners. The total income was \$86,306.36, with expenses at \$79,006.89, leaving a profit of \$7,299.47. The operating reserves are \$793,428.55. All financials are in order.

B. Review & Approve Pay Request #4 – Hebert Construction 2022 Mod Project

Hebert Construction has pay request #4 in the amount of \$72,360.00. Mr. Robinson handed out the pictures of the progress of the work for the commissioners to see.

Let the record reflect that Ms. Ruth Black is now present at the meeting.

The board went into discussion.

A motion was made to accept and approve Pay Request #4 to Hebert Construction for the 2022 Mod project in the amount of \$72,360.00.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1470

Mr. Firmin sent a letter stating that the 2022 Mod project was found to be substantially complete.

A motion was made to accept the letter stating that the 2022 Mod project is found to be at 100% completion to start the 45 days.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1471

A motion was made to accept the financial 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 are 5 units vacant. Two units are on Mod, two units are on forced account, and 1 unit is for general turnaround. There are 10 names on the waiting list. Six applicants for 1 bedroom, three for 2 bedrooms, and 1 for 3 bedrooms. The application process is closed. We will be taking applications after the 1st of the year for all size bedrooms.

B. Review & Approve Write Off of Tenant Balance

A tenant left owing a balance of \$166.80. The board went into discussion.

A motion was made to write off the balance left owed by a tenant for \$166.80.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1472

C. Review & Approve Personnel Policies – Due to Removal from LA State Civil Services

Mr. Robinson had sent a draft of the policies to the commissioners for review and comments. He reviewed the information with the commissioners explaining that since we were no longer in Civil Service, we had to update our policies.

A motion was made to give the staff permission to review and make adjustments to the draft of the personnel policy from ADP's human resources for hiring to the evaluation process. To accept ADP's policies from hiring to the evaluation process and to bring back the finish document for review & approval at next month's meeting.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1473

D. Election of Officers for Commissioners

The staff asked for this to be tabled until next month due to one of the commissioners being absent today.

A motion was made to table this until next month due to one of the commissioners being absent.

Motion: Romero

Second: Perez

All were in favor.

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

A progress report was handed out and reviewed with the commissioners. Public Housing is at 95% lease up with 277 out of 293 units leased. There are 4 units vacant and 10 units undergoing modernization or forced account. There are 28 families on the waiting list.

Section 8 had 48 families being assisted with 1 family being ported out to Thibodeaux.

Two families will be absorbed from Terrebonne and one from Orleans Parish. Rock Enterprises is still working on the modernization project.

A motion was made to accept and approve 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 – January 23, 2024

The commissioners were reminded that the January meeting will be on January 23, 2024. They also received a schedule of the 2024 meeting dates.

Page 4

Agenda #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.