

MINUTES

On the 23rd day of January 2024 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 Ruth Black.

Agenda Item #4 – Roll Call

A roll call for the following members of the board present: David Leonard, Ruth Black and Janie Brashear. Absent was Vanessa Romero and Karen Perez. Also, present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

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

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

Motion: Brashear

Second: Black

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 operating account balance as of 12-31-23 is \$715,888.65 and the tenant deposit account balance was \$36,500.00. The checks were on the table for review. Mr. Robinson handed out the monthly report from HSA as of 12/31/23. The total income was \$87,284.38, with expenses at \$82,329.47, leaving a profit of \$4,954.89. HSA still has to look at the 1st 15 days of January before they can get the correct balances. The estimated reserves as of 12/31/23 were \$798,383.74. This year we should end up with a profit. We also drew down an additional \$27,184.29 from the CFP and put it in the operating account. We have started to get request from the auditors for the 2023 audit.

B. Review & Approve Pay Request #5 – Hebert Construction 2022 Mod Project

Pay request #5 is in the amount of \$22,822.20. The balance of the project with the retainage is \$55,538.00. After this payment, the balance owed is \$32,715.80. The board

went into discussion.

A motion was made to accept and approve Pay request #5 in the amount of \$22,822.20 to Hebert Construction.

Motion: Brashear

Second: Black

All were in favor.

RESOLUTION #1474

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

Motion: Brashear

Second: Black

All were in favor.

Agenda Item #7 – Director's Report

A. Vacancy Report

The monthly vacancy report was given. There are three units vacant. Two units for turnaround and ready for housing, and one unit on forced account. There are 16 names on the waiting list. Six for 1-bedroom, six for 2-bedrooms, and four for 3-bedrooms. The application process is currently closed.

B. Review & Approve 2024 Mileage Rate

The mileage rate for 2024 is 67 cents up 1.5 cents from 2023. The board went into discussion.

A motion was made to accept and approve the 2024 mileage rate of 67 cents.

Motion: Brashear

Second: Black

All were in favor.

RESOLUTION #1475

C. Review & Approve Write off of Tenant Balance Left Owed

A tenant moved out and left owing a balance of \$368.50. The commissioner s reviewed the information.

A motion was made to write off the balance of \$368.50 left owed by the tenant.

Motion: Brashear

Second: Black

All were in favor.

RESOLUTION #1476

D. Review & Approve Personnel Policies – Due to Removal from LA State Civil Service

The policy was sent to the commissioners and office staff for review. Discussion was held to offer a few changes to the personnel policy. There were some typo errors, along with

other information. The board stated that they were giving the office staff permission to make the correction.

A motion was made to give the office personnel permission to make changes as necessary and for the policy to be finalized with the changes as necessary.

Motion: Brashear

Second: Black

All were in favor.

RESOLUTION #1477

E. Election of Officers for Commissioners

This item was tabled until next month due to two of the commissioners, Vanessa and Karen, being absent for the meeting.

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

The monthly report was handed out and reviewed with the commissioners. Public housing is currently at 95% lease up with 278 out of 293 units leased. There are 5 vacant units. Ten units are undergoing modernization or forced account and 27 families are on the waiting list. Section 8 has 48 families being assisted. One family will be assisted due to a fire that occurred earlier this month.

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

Motion: Brashear

Second: Black

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 – February 20, 2024

The commissioners were reminded of next month's meeting date of February 20, 2024.

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Brashear

Second: Black

All were in favor.

Meeting adjourned.