

## **MINUTES**

On the 19<sup>th</sup> day of March 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 Vanessa Romero.

### **Agenda Item #4 – Roll Call**

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

### **Agenda Item #5 – Minutes of the February 20, 2024 Regular Meeting**

A motion was made to dispense of the reading of the minutes of the February 20, 2024 regular meeting and to be able to review with changes as necessary.

Motion: Romero

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 2-29-24 was \$752,704.62 and the tenant deposit balance as of 2-29-24 was \$37,925.00. The checks were on the table for review. The monthly finance report from HSA was handed out and reviewed with the commissioners. As of February 28, 2024 the total income was \$82,665.66, with total expense at \$111,185.86 leaving a loss of \$28,520.20. The operating reserves are \$792,069.18 as of 2/28/24. Our audit will start at the beginning of April. Our operating subsidy is coming in slow.

#### **B. Review & Approval of Final Payment – Hebert Construction 2022 Mod Project**

The final payment today is pay request #6 for \$32,715.80. This is the retainage left on the 2022 Mod Project. We are waiting on the no lien certificate for the project to come in and then we will process the check. The board went into discussion.

A motion was made to accept and approve Pay request #6, the final payment to Hebert Construction for the retainage held on the 2022 mod project in the amount of \$32,715.80.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1482**

C. Review & Approve Pay Request #2 – Hebert Construction Admin Office Mod Project

The request today is for \$1,818.00. The balance to finish plus retainage is \$11,793.50. The commissioners went into discussion.

A motion was made to accept and approve Pay request #2 to Hebert Construction for the office mod project in the amount of \$1,818.00.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1483**

Mr. Robinson handed out a list of the High Performing Agencies for the state of Louisiana. Out of 161 agencies in the state, there are only 22 high performing agencies. Berwick Housing is one of those 22 agencies.

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

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 3 vacant units. Two units are already on forced account and the third will be added to forced account this week. There are 11 names on the waiting list. There are 5 applicants for 1 bedroom, 3 for 2 bedrooms and 3 for 3 bedrooms. The application process is currently closed.

B. Review & Approve Information Security & Cyber Policy

The information security and cyber policy was emailed to the commissioners for review. This policy is required by federal and now the state legislative auditors. We do have a cyber insurance policy, which is current but now we need this noted policy adopted for what steps we would follow in case of a cyber breach and what procedures the employees must follow while using the agency's systems. We currently have our system being backed up and monitored by Digital Insyte. Our website and email are being monitored by ADPG. The board went into discussion.

A motion was made to accept and approve the Information Security & Cyber Policy as presented.

Motion: Romero

Second: Brashear

All were in favor.

**RESOLUTION #1484**

C. Write Off of Tenant Balances

A list of tenants that moved out and left owing balances was handed out for review. The commissioners reviewed the list and went into discussion.

A motion was made to write off the balances left owed in the amounts of \$77.04 and \$1512.00

Motion: Romero

Second: Black

All were in favor.

**RESOLUTION #1485**

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

The monthly progress report was handed out for review. Mr. Robinson went over the report with the commissioners. Public housing is at 96% lease up with 281 out of 293 units leased. Two units are in make ready mode with 9 units either on mod or forced account. There are 22 families on the waiting list. Section 8 has 49 families being assisted. There are 17 families on the waiting list. Six families have been issued vouchers and are trying to find homes. On the current mod projects, Rock Enterprises has 2 of the 6 units ready and the other 4 by the end of the month. Hebert Construction is progressing well with the current reroofing project. All of the one-story units have been completed and they only have the two-story units to complete. NSPIRE inspection will be on April 11, 2024. The inspection will be conducted on all exterior sites and they will choose 29 units plus the main office. This is the first inspection under the new HUD REAC protocol.

E. Executive Session – ED's Evaluation

A motion was made to go into executive session to discuss the ED's evaluation.

Motion: Black

Second: Brashear

All were in favor.

They went into executive session.

A motion was made to come out of executive session.

Motion: Black

Second: Romero

All were in favor.

They came out of executive session.

Mr. Leonard stated that while they were in executive session, they reviewed the ED's evaluation and gave him an exceptional performance rating and agreed on a 12% raise.

A motion was made to give the Executive Director a 12% raise.

Motion: Black

Second: Romero

All were in favor.

**RESOLUTION #1486**

Mr. Robinson wanted it noted for the record that they also discussed staff changes due to coming out of Civil Service and the classified staff members will have their evaluations and given raises accordingly.

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

Motion: Romero

Second: Black

All were in favor.

**Agenda Item #8 – New Business**

A. Questions, Discussions & Additions

There were no questions, discussions, or additions.

B. Meeting Reminder for Next Month – April 23, 2024

The commissioners were reminded of next month's meeting date of April 23, 2024.

**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Romero

Second: Brashear

All were in favor.

Meeting adjourned.