

The regular board meeting of Commissioners of the Morgan City Housing Authority was called to order at 4:06 pm on Thursday, March 28, 2024 by Commissioner Mark Griffin at the MLK Center Board Room. Opening prayer by all in attendance

*****Before the meeting started Attorney Robert Duffy swore in the agency new board member Mr. Donald Nicholas who was approved by the Mayor and Council of the City of Morgan City. Mr. Nicholas is now able to be a voting member of the Morgan City Housing Board. *******

II. Roll Call

Present

Mark Griffin, Jr.

Letitia Butler

Mike Girior

Clarence Robinson, Jr.

Kimberly Howard

Felicia Carrol

Jermaine Thompson

Attorney Robert Duffy

Absent

Timothy Matthews

Approval of Regular Meeting Minutes:

To approve the Regular Meeting Minutes from February 28, 2024

Motion by: Commissioner L. Butler

Second by: Commissioner M. Girior

All in Favor-Motion Passed

III. Old Business-Board of Commissioners-Election of Officers

The note matter was table on last month due to only having 3 commissioners in attendance at the meeting. Attorney Duffy explain to each of the board members how the election process would be voted on for each of the open positions. The three positions Board Chairman, Vice-Chairman and Treasurer. Each commissioner was given a voting tabulation sheet to select the noted person for the position.

- Board Chairman-Mr. Mark Griffin was nominated Mr. Mike Girior. Nominations were closed then voted upon by each of the commissioners in attendance. (Girior, Butler and Nicholas voted for Mr. Griffin).
Mr. Mark Griffin is the newly appointed Board Chairman.
- Board Vice- Chairman-Mrs. Lettia Butler was nominated Mr. Mike Girior. Nominations were closed then voted upon by each of the commissioners in attendance. (Griffin, Girior, and Nicholas voted for Mr. Griffin).
Mrs. Lettia Butler is the newly appointed Board Vice-Chairman.
- Board Treasure -Mr. Mike Girior was nominated Mrs. Lettia Butler. Nominations were closed then voted upon by each of the commissioners in attendance. (Griffin, Butler and Nicholas voted for Mr. Girior).
Mr. Mike Girior is the newly appointed Board Treasurer.

Resolution #2024-409 was noted for this business transaction.

New Business

1. Resolution #2024-410-Review and Approval of the Agency Oct. 2023-Sept. 2024 Fiscal Year Audit Completed by APRIO.

The agency audit was presented by Mr. Tom Carr of APRIO who presented the agency Oct. 2024-Sept. 2023 fiscal year audit. Each board member and Attorney Duffy was presented a copy of the audit report that was mailed to the agency. Mr. Carr reviewed the report highlighting pages 27,28,34,39-42. Mr. Carr did review the MD&A report of the agency report that was submitted to HUD. The agency didn't have any findings on this year audit. Mr. Carr stated that is exceptional due to the fact that they conduct over 90 public housing agency audits and they usually find at least one or more items that is not being due as per the audit procedures. The agency has made great strides in becoming more financially stable over the years.

Motion by: L. Butler
Second by: D. Nicholas

That the board approve the agency Oct. 2022-Sept. 2023 fiscal year audit presented by APRIO. (Motion Passed).

2. Resolution #2024-411- Review and Approving for Payment #3 to Hebert's Construction for the 2023 Roofing Project in Brownell Homes

Mr. Robinson informed the board that Hebert's has submitted pay request #3 for the Roofing project that is currently being completed in Brownell Homes. Mr. Robinson informed the board that the project was moving rather well and that the only units that need to be completed is the two-story units on Mallard and Wren Street. All of the one-story units in the elderly section and the rear of the development have been completed. Pay request total is for \$117,882.00

Motion by: Commissioner M. Girior
Second by: Commissioner L. Butler

That the board approve Payment #3 to Hebert's Construction for the Roofing Project in Brownell Homes in the amount of \$117,882.00. (Motion passed).

3. Resolution #2024-412- Review and Approving for Payment #9 to Rock enterprise Construction for the 2021 Modernization Project

Mr. Robinson informed the board that Rock has made the 9th request for payment for the (6) units that they are currently working on. As of today, the units are 100% complete with only the window screens needing to be install and the front and rear door locks. The pay request in the amount of \$27,395.00

Motion by: Commissioner D. Nicholas

Second by: Commissioner M. Girior

That the board approve Payment #9 to Rock Enterprise Construction in the amount of \$27,395.00. (Motion passed).

4. Resolution #2024-413-Review and Approval of the agency Information System and Cyber Policy for the MCHA.

Mr. Robinson informed the board that the agency needed to adopt the new policy as to how they would do in the case of a Cyber breach and how to conduct the day-to-day usage of the agency computers and cell phones. The agency does have an IT company that is currently monitoring the system on a daily bases which stores all of the agency computers information in the Cloud. Digital Insyte of Houma, LA is the currently IT company in place. Also, the agency website is being monitored by ADPG for any possible breeches to the website. The agency tenant software is being reviewed by PHA Web. Finally, the agency does have a Cyber policy which has been in place for two years.

Motion by: Commissioner L. Butler

Second by: Commissioner M. Giror

That the Board approve the Agency Information System and Cyber Policy. (Motion passed).

5. Resolution #2024-414-Review and Approval to Update the agency Section 8 Utility Allowance.

Mr. Robinson presented the updated utility schedule for the Section 8 program. The report that was presented by Nelrod showed that the utilities in the City of Morgan City increased by more than 10% which will allow for the board to approved the new submitted rates.

Motion by: Commissioner M. Girior

Second by: Commissioner L. Butler

That the board approve the updated Section 8 Utility Allowance. (Motion Passed)

Directors Report/Information

Financial Report---Mr. Robinson went over the February 2024 financial report for the agency that was submitted by Housing Solutions. The agency had an income in the amount of \$231,345.47 with expenses coming in at \$203,644.60. The agency had a profit for the month of \$27,700.87. The budget year to date is in a positive of \$119,221.37.

Section 8---The current administrative reserves is \$31,135.08 HAP reserves for the month of February is still at \$13,607.55

Public Housing

Ms. Howard presented the Public Housing Report for the month of March 2024. **Total units leased for the month of March 2024 is 281 out a total of 293 unit. Total lease up is at 96%.**

- 25 Families on the active waiting list.
- (See attached reports)

2. Section 8 Report

Ms. Carrol presented the Section 8 report with actual lease up for the month of March 2024.

- A Total of 49 families receiving Section 8 voucher assistance for the month of February 2024
- 18 families on the current Section 8 waiting list.

Attorney Duffy informed the board that he has filed a motion of Dismissal in reference the law suit that was filed by a former employee of the agency. The motion was filed on March 4th 2024. The employee Attorney has 30 days to respond to the noted filing. Attorney Duffy stated that he hopes to hear back from them very soon and will keep the board members informed.

Motion by: Commissioner M. Girior

Second by: Commissioner L. Butler

That the board approve the Directors Report and Information (Motion Passed)

IV. Adjournment

It was motioned by Commissioner L. Butler and 2nd by Commissioner M. Giror that the meeting be adjourned. (Motion Passed).