

MINUTES

On the 18th day of June 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, Janie Brashear, Vanessa Romero, Ruth Black, and Karen Perez. Also present was Clarence Robinson, Jr. and Janice McIntyre. Absent was Clarissa Adams. Present on the Zoom call was Jeremy Thibodeaux with Ericksen Krentel.

We have the auditors on a Zoom call to present the audit for 2023. Since he is on the Zoom call, we are going to let him present the report first. All were in agreeance.

Agenda Item #6 – Financial Report

B. Review & Approve 2023 Fiscal Year Audit

A copy of the Louisiana Legislative Auditor agreed-upon procedures report was given out for the commissioners to review in their packets.

Jeremy Thibodeaux gave a slide presentation for the commissioners to review. A copy is attached in the minutes. He stated that they had to perform 4 difference reports. The reports are as follows: Standard Audit, Compliance Report, Uniform Guidance Audit and an Agreed Upon Procedure Report. On all the reports the findings were the same – all unmodified opinions, a clean audit with no findings. He stated that there was only one change from last year and that was the mod project and office re-mod project. He stated that the administration is extremely well run and organized. There were no deficiencies of internal compliance or any instances of non-compliance. He asked if anyone had any questions. The commissioners had no questions. Mr. Robinson stated for the record that we had originally signed a 3-year contract and this was the third year. Mr. Thibodeaux stated that he had done some research and there are no requirements that we need to rebid or switch auditors for HUD purposes, if we are satisfied with the work that they are doing.

A motion was made to accept and approve the 2023 Fiscal year audit presented by Jeremy Thibodeaux with Ericksen Krentel.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTON #1492

Agenda Item #5 - Minutes of the May 21, 2024 Regular Meeting

A motion was made to dispense of the reading of the minutes of the May 21, 2024 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 5-31-24 was \$651,147.70 and the tenant deposit account balance was \$37,500.00. Mr. Robinson handed out the monthly finance report from HSA for the month ending May 31, 2024. He stated that he was giving them the report for them to review. The agency is solid as far as the finances go. We are using a lot of our CFP funds to do work in the units when tenants are moving out. We are doing floors, painting, tubs, and cabinets where needed. We are using sub-contractors for some of the work. This has been going faster on the turnaround time compared to putting the unit down for the next mod project. We haven't received any of our 2024 CFP funds yet.

Mr. Robinson stated that we received in the mail today a CD renewal from Patterson State Bank. The CD is for \$15,587.00 and we are only getting a .400 interest rate. He has called the bank and the following rates are available for renewal – 6 months at 4.65 interest rate or 12 months at 4.60 interest rate. The board went into discussion.

A motion was made to renew the CD for 12 months at 4.60 interest rate.

Motion: Black

Second: Perez

All were in favor.

RESOLUTION #1493

A motion was made to accept the finance 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 3 units vacant. All 3 units are on forced account. There are 15 names on the waiting list. There are 5 for 1-bedroom, 3 for 2-bedroom, and 7 for 3-bedrooms. The application process is closed.

B. Write Off of Tenant Balance Left Owed

A tenant moved out owing a balance of \$746.74. Her information was handed out for review.

A motion was made to write off the balance left owed by the tenant in the amount of \$746.74.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1494

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

Mr. Robinson handed out the monthly progress report on the inter-agency work with MCHA and reviewed the information with the commissioners. Public housing is at 96% lease up with 281

units out of 293 leased. Three units are in make ready mode and 9 units are on forced account.

There are 26 families on the waiting list. Section 8 has 50 families being assisted with 12 families on the waiting list. There is currently no modernization project.

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

Motion: Romero

Second: Perez

All were in favor

Agenda Item #8 – New Business

A. Questions, Discussions and Additions

Mr. Robinson thanked the board of commissioners for their support and trust in the way that the housing authority is being run. He also thanked the staff for their contribution and hard work.

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

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

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.