

## MINUTES

On the 20<sup>th</sup> day of August 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 Janice McIntyre.

### Agenda Item #4 – Roll Call

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

### Agenda Item #5 – Minutes of the July 23, 2024 Regular Meeting

A motion was made to dispense of the reading of the minutes of the July 23, 2024 regular meeting and to be able to make changes as necessary.

Motion: Perez

Second: Brashear

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 7-31-24 was \$646,714.40 and the tenant deposit account balance as of 7-31-24 was \$37,800.00. We have not received the monthly finances from HSA.

#### B. Review & Approval of the 2024 Budget Revision

The budget revision had been emailed to the commissioners, along with a letter explaining the differences, for them to review before the meeting and to contact the office if they had any questions. The original budget projected a 10.87 months expendable net asset with expendable funds at \$893,864.00. The budget revision projects 10.12-month expendable net assets with expendable fund balance at \$847,891.00. The board went into discussion.

A motion was made to approve the 2024 budget revision as presented.

Motion: Black

Second: Perez

All were in favor.

**RESOLUTION #1498**

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

Motion: Perez

Second: Brashear

All were in favor.

**Agenda Item #7 – Director’s Report**

A. Vacancy Report

The monthly vacancy report was given. There is only 1 unit vacant and it is on forced account. There are 11 names on the waiting list. They consist of 3 for 1-bedroom, 2 for 2-bedrooms, and 6 for 3-bedrooms. The application process is currently closed.

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

The monthly progress report was handed out and reviewed with the commissioners. Public housing is at 96% lease up with 281 out of 293 units leased. There are 3 units in make ready mode or ready to be leased up. Nine units are under forced account. There are 24 families on the waiting list. Section 8 has 51 families being assisted. Five families on the current waiting list. The agency will take applications in the month of September when the issued vouchers have expired.

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

Motion: Perez

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 – September 17, 2024

The commissioners were reminded of next month’s meeting.

**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Perez

Second: Brashear

All were in favor. Meeting adjourned.