

MINUTES

On the 19th day of November 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, Karen Perez, Vanessa Romero, and Ruth Black. Also present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

Agenda Item #5 – Minutes of the October 22, 2024 Regular Meeting

A motion was made to dispense of the reading of the minutes of the October 22, 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 the bank statements and check registers for both accounts. The checks were on the table for review and approval. The operating account balance as of 10/31/24 was \$743,245.81. The tenant deposit account balance as of 10/31/2024 was \$38,000.00. Mr. Robinson handed out the monthly finance report from HSA ending 10/31/24. He reviewed the information with the commissioners. Total income for the month was \$88,934.25, with expenses at \$89,190.28. This left a loss of \$256.03 for the month. The year-to-date profit is at \$70,857.74. The operating reserves are \$853,342.25. All the finances are in order.

A motion was made to accept and approve 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 0 units vacant. All units are housed. There are 25 applicants on the waiting list. There are 5 families for 1 bedroom, 0 families for 2 bedrooms, and 20 families for 3- bedrooms. The application process is currently closed. We will be taking applications for 2 bedrooms on Friday, November 22nd from 8-12.

B. Review & Approve Write Off of Office Equipment

A list of the old phone system was handed out for review & approval to be written off. The system was purchased in 2003 for \$3,074.00. It consists of Starplus Key service unit, 4 speaker phones and a battery backup system. The board went into discussion.

A motion was made to write off the phone system for \$3,074.00.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1505

C. Review & Approve Write Off of Appliances

A list of one refrigerator was handed out for review to be written off. The commissioners went into discussion.

A motion was made to write off 1- GE refrigerator from Unit #90.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1506

D. Review & Approve Write Off of Tenant Balance Left Owed

A tenant moved out and left owing a balance of \$674.60. The information was handed out for the commissioners to review.

A motion was made to write off the balance left owed by a previous tenant in the amount of \$674.60.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1507

E. Review & Approve the 2025 Board Meeting Calendar

A list of the board meeting dates for 2025 was handed out for review and approval.

A motion was made to accept and approve the 2025 Board Meeting Calendar as presented.

Motion: Romero

Second: Perez

All were in favor.

RESOLUTION #1508

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

The monthly report was handed out for review. Mr. Robinson reviewed the information with the commissioners. Public housing is at 96% lease up with 280 out of 293 units leased. There is 2 units in make ready mode and 11 units on forced account. There are 20 families on the waiting list. Section 8 has 3 families being assisted with 5 families looking for a home with the voucher expiring on December 29th.

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 informed the commissioners that the office staff will be out tomorrow from 8 am until after lunch to attend a district training in Thibodaux. They are also planning a commissioner's training for the district sometimes next year. The office will also be closed next Thursday and Friday for the Thanksgiving holiday.

B. Meeting Reminder for Next Month – December 17, 2024

The commissioners were reminded of next month's meeting date.

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.