

MINUTES

On the 19th day of August 2025 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, Janice McIntyre, and Clarissa Adams.

Agenda Item #5 – Minutes of the July 22, 2025 Regular Meeting

A motion was made to dispense of the reading of the minutes of the July 22, 2025 regular meeting and to be able to review with changes as necessary.

Motion: Romero

Second: Brashear

All were in favor.

Agenda Item #6 – Financial Report

A. Monthly Finances

In each of the packets, 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 7-31-25 was \$704,307.80 and the tenant deposit account balance was \$37,900.00. Mr. Robinson handed out the monthly report from HSA for July 2025. Total income was \$100,779.77, with expenses at \$91,547.03. This left a profit of \$9,232.74. Operating reserves as of 7-31-2025 are \$867,727.96. A lot of the expenses are for work done in empty units. These funds are coming from the CFP program. All finances are in order.

B. Review & Approve Request for Credit Card for Agency from Hancock Whitney Bank

A copy of the credit card/debit card policy was handed out to the commissioners for them to review. The purpose of the credit card is to facilitate purchases necessary for the authority's operation, lodging & travel, and to facilitate other necessary transactions where use of a credit card would expedite the transaction in an efficient manner. Mr. Robinson explained that we really need a credit card. Right now, we only have a P O system & sometimes vendors won't take the P O. Credit cards is the only way that some vendors take, such as for training, traveling & lodging. The card will only be used by the Board Chairman, Executive Director, and the Chief Operating Officer/Asst. Director. The board went into discussion.

A motion was made to approve the request for a credit card for the agency from Hancock Whitney Bank.

Motion: Black

Second: Brashear

All were in favor.

RESOLUTION #1534

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 4 units vacant. These 4 units are offline on forced account. The waiting list consists of 38 applications. There are 30 for 1 bedroom, 2 for 2 bedrooms, and 6 for 3 bedrooms. The application process is currently closed.

B. Write Off of Appliances

A list of 1 – refrigerator and 1 – stove was handed out for review to be written off. Both appliances are from Unit #129. The board went into discussion.

A motion was made to write off 1 – Frigidaire refrigerator and 1 – Kenmore stove from Unit #129.

Refrigerator:

1. FRIGIDAIRE, Model #FRT18B4AW6, Serial #BA32432232, #129

Stove:

1. KENMORE, Model #790.60721902, Serial #VF35004373, #129

Motion: Romero

Second: Brashear

All were in favor.

RESOLUTION #1535

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

Mr. Robinson handed out the report and reviewed the information with the board.

Public housing is at 98% lease up with 288 out of 293 units leased. There are 2 units in make ready mode and 3 units on forced account. The waiting list has 8 applicants for 1 bedroom, 10 for 2-bedrooms, 3 for 3-bedrooms and 1 for 4 – bedrooms. The Section 8 program has 49 families being assisted and 1 resident that ported out to Houston. There are 36 families on the waiting list. Rock Enterprises modernization project is nearing completion. All interior unit fixtures have been received and being installed. The unit windows have been installed with the screens for all the other windows in the four-plex being installed as well.

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

Motion: Romero

Second: Black

All were in favor.

Agenda Item #8 – New Business

A. Questions, Discussions, and Additions

Mr. Robinson informed the board that the blood bank will have a blood drive for the Shrimp & Petroleum festival. They will be giving a free ride bracelet to all who donate.

B. Meeting Reminder for Next Month – September 23, 2025

The board was reminded of next month's meeting date of September 23, 2025.

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Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Brashear

All were in favor.

Meeting adjourned.