MINUTES

On the 23rd day of June 2026 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 Janie Brashear.

Agenda Item #2 – Review Agenda
The agenda was read by Janie Brashear.

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: Vanessa Romero, Janie Brashear, Karen Perez, and Jonathan Henry. Also present was Clarence Robinson, Jr., Janice McIntyre, Clarissa Adams, and Todd Smith.

Agenda Item #5 – Minutes of the May 26, 2026 Regular Meeting
A motion was made to dispense of the reading of the minutes of the May 26, 2026 regular meeting and to be able to review with changes as necessary.
Motion: Romero
Second: Perez
All were in favor.

Note for the Record: Ruth Black is now present.

Agenda Item #6 – Financial Report

Due to the auditors waiting on a zoom call to present the audit, Item 6B – Review & Approve 2025 Fiscal Year Audit was moved up.

6B. Review & Approve 2025 Fiscal Year Audit – Presentation by Jeremy Thibodeaux of Ericksen Krentel
Present on a zoom call was Jeremy Thibodeaux and Blake Desselle of Ericksen Krentel. The zoom call was presented on the TV in the conference room along with a slide presentation.

Copies of the presentation was also on the table for the commissioners to review. We didn't have a single audit due to not spending a million dollars. Jeremy reviewed the report with the commissioners. A copy is attached in the minutes for review. There were no findings or exceptions on the audit. The audit will be submitted next week.

A motion was made to accept and approve the 2025 Fiscal Year audit as presented by Ericksen Krentel.
Motion: Henry
Second: Perez
All were in favor.
RESOLUTION #1581

6A. Monthly Finances
In each monthly packet the commissioners had copies of bank statements and check registers for both accounts. The operating account balance as of 5/31/26 was $620,111.21 and the tenant deposit account balance was $39,225.00. The checks were on the table for review. We haven't received the monthly finances from HSA yet. When we received them, Mr. Robinson will email a copy to the commissioners for review. All finances are in order.

A motion was made to accept & approve the financial report as presented.
Motion: Romero
Second: Perez
All were in favor.

<u>Agenda Item #7 – Director's Report</u>

A. Vacancy Report
   The monthly vacancy report was given. There are 2 units vacant and they are on forced account. They consist of 1 – 1 bedroom and 1 – 2 bedrooms. There are 21 names on the waiting list. It consists of 7 for 1 bedroom, 2 for 2 bedrooms, and 12 for 3 bedrooms. The application process is currently closed.
B. Review & Approve Pet Policy
   We had Nelrod rewrite our pet policy. The policy was emailed to the commissioners for review. We also had a meeting with the residents who have pets. The animal warden was also present at the meeting for any questions or concerns. They have to fill out new pet ownership papers with a picture of their pet. The board went into discussion.

A motion was made to accept & approve the new Pet Ownership Policy as presented.
Motion: Henry
Second: Perez
All were in favor.
RESOLUTION #1582

C. Review & Approve Service Animal Policy
We had Nelrod also do a Service Animal Policy. A copy was emailed to the commissioners for review. A meeting was held with the residents who have pets. There is a process and a number of papers that the residents have to fill out to qualify for a service animal. They also have to have documents from their treating professional stating that they require a service animal and the service animal has to be registered as a service animal. The board went into discussion.
A motion was made to accept & approve the Service Animal Policy as presented.
Motion: Romero
Second: Black
All were in favor.
RESOLUTION #1583

D. Review & Approve Removal of Commissioner David Leonard
At the June 9th Town of Berwick monthly meeting, the mayor appointed Jonathan Henry to replace David Leonard on the board of commissioners and fill his remaining term. We are documenting this as a record for bank purposes.
A motion was made to accept & approve the removal of David Leonard as commissioner for Berwick Housing Authority.
Motion: Romero
Second: Perez
All were in favor except Jonathan Henry abstained from voting.
RESOLUTION #1584

E. Review & Approve Appointment of Commissioner Jonathan Henry
At the June 9th Town of Berwick month meeting, the mayor appointed Jonathan Henry to fill the remaining term that was held by David Leonard. His term will expire on 12/31/2028.
A motion was made to accept and approve the appointment of Jonathan Henry to the board of commissioners with a term expiring on 12/31/2028.
Motion: Romero
Second: Perez
All were in favor except Jonathan Henry abstained from voting.
RESOLUTION #1585

A motion was made to remove David Leonard as Chairman from both bank accounts and add Jonathan Henry as commissioner, so that he can sign checks on Hancock Whitney Bank Accounts #1990546401 (operating) and #710191898 (tenant deposit).
Motion: Black
Second: Perez
All were in favor except Jonathan Henry abstained from voting.
RESOLUTION #1586

F. Election of Officers for Commissioners
   Since we have a change of commissioners, we need to have an election of officers for Chairman, Vice-Chairman, and Treasurer. Ballots were handed out and each commissioner voted. Ballots were picked up and counted.

The results are as follows:		
	Janie Brashear	Chairman
	Vanessa Romero	Vice-Chairman
	Karen Perez	Treasurer

   A motion was made to accept and approve the election of officers as follows:

Chairman -	Janie Brashear
Vice-Chairman	Vanessa Romero
Treasurer	Karen Perez

   Motion: Henry
   Second: Black
   All were in favor.
   RESOLUTION #1587

G. Review & Approve Write Off of Tenant Balance Left Owed
   A tenant (Curtisha Lagarde) was evicted and left owing a balance of $308.01. The board went into discussion. Mr. Robinson said he is looking into a new debt recovery program with the LA Dept. of Revenue Office of Debt Recovery to work with us to try to collect some of these debts owed from past tenants.
   A motion was made to accept and approve the write off of the balance left owed by Curtisha Lagarde in the amount of $308.01.
   Motion: Romero
   Second: Perez
   All were in favor.
   RESOLUTION #1588

H. Review & Approve Write Off of Appliances
   A list of 2 stoves and 1 refrigerator was handed out for review to be written off. The commissioners reviewed the information.

STOVES:

1. Kenmore, Model #362.61011697, Serial #7R100227P, Unit #98
2. Kenmore, Model #790.60721906, Serial #VF74412935, Unit #13

REFRIGERATORS:

1. Kenmore, Model #253.60412410, Serial #BA44103305, Unit #13

A motion was made to write off 1 refrigerator from Unit #13 and 2 stoves from Units #98 & #13, as presented.
Motion: Romero
Second: Perez
All were in favor.
RESOLUTION #1589

I. Review & Approve Bids for Purchase of Appliances
   Bids were received for the purchase of 4 Refrigerators and 2 Stoves. The bids are as follows:
   Refrigerators: Tiger Island - $662.50 each
   Coburn's - $682.36 each
   Stoves: Tiger Island - $619.00 each
   Coburn's - $687.06 each

   The board went into discussion.
   A motion was made to purchase 4 refrigerators and 2 stoves from Tiger Island as per the bids received.
   Motion: Henry
   Second: Black
   All were in favor.
   RESOLUTION #1590
J. Progress Report on Inter-Agency Work (MCHA)
   The monthly progress report was handed out and the information reviewed with the commissioners. Public Housing is at 98% lease up with 287 units out of 293 leased. There are 3 units in make ready mode with 3 units on forced account. Public housing waiting list consist of 19 for 1 bedroom, 13 for 2 bedrooms, 4 for 3 bedrooms, and 0 for 4 bedrooms. Section 8 has 45 families being assisted with 3 families being ported out. They have 36 families on the active waiting list. The PHAS score for 2024 fiscal year has

been received. The agency has a current score of 93, which puts them at a high performer status.

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

Motion: Romero

Second: Perez

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 – July 21, 2026
   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.