MINUTES

On the 21st day of April 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, Karen Perez, and Janie Brashear. Absent was David Leonard, and Ruth Black. Also present was Clarence Robinson, Jr., Janice McIntyre, and Clarissa Adams.

Agenda Item #5 – Minutes of the March 17, 2026 Regular Meeting
A motion was made to dispense of the reading of the minutes of the March 17, 2026 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 3/31/26 was $807,817.02 and the tenant deposit account balance was $38,823.50. Mr. Robinson handed out the monthly finance report from HSA. He reviewed the information with them. The total income for March was $91,160.58, with expenses at $92,136.49, leaving a loss of $975.91. The operating reserves as of 3/31/2026 are $829,968.06. We are still using the CFP funds to modernize units when they come available. All finances are in order.

B. Review & Approve Louisiana Compliance Questionnaire for 2025 Audit
   The questionnaire was handed out for review. Mr. Robinson has filled it out, it needs to be approved by the board and signed by Mr. Robinson, Chairman Leonard, and Treasurer Perez. The auditors were here on April 6th & 7th to do the field work for the audit. After approved, Mr. Robinson and Mrs. Perez signed. Chairman Leonard is absent, so we will get him to sign.
   A motion was made to accept and approve the Louisiana Compliance Questionnaire for the 2025 Audit.
   Motion: Romero
   Second: Perez
   All were in favor.
   RESOLUTION #1573
C. Review & Approve the 2025 PILOT Tax Payment to Town of Berwick
   The computation of Payment in Lieu of Taxes for 2025 was handed out for review to be approved for payment. The amount of the payment is $45,100.78. The board went into discussion.
   A motion was made to accept and approve the 2025 Pilot tax payment to the Town of Berwick in the amount of $45,100.78.
   Motion: Romero
   Second: Perez
   All were in favor.
   RESOLUTION #1574

A motion was made to accept and 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 3 units that are vacant and on forced account. They consist of 2 – 1 bedroom and 1 – 3 bedrooms. The waiting list has 12 applicants. They are 4 for 1 bedroom, 3 for 2 bedrooms, and 5 for 3 bedrooms. The application process remains closed.

B. Review & Approve Disaster Recovery Plan – Cyber Breech
   A copy of the Cyber Breech recover plan was handed out for review. This plan is from Digital Insyte. They are the IT company that backs up all of our computers and helps us with any problems. The state is requiring all agencies to have this plan. The board went into discussion.
   A motion was made to accept & approve the Disaster Recovery Plan for Cyber Breech from Digital Insyte as presented.
   Motion: Romero
   Second: Perez
   All were in favor.
   RESOLUTION #1575
C. Review & Approve Write Off of Appliances
   A list of 1 Kenmore refrigerator was handed out for review to be written off. The board went into discussion.
   A motion was made to write off the Kenmore refrigerator from Unit #82.
   Kenmore, Model #253.6080240D, BA82230229, Unit #82, $389.00
   Motion: Romero
   Second: Perez
   All were in favor.
   RESOLUTION #1576
D. Review & Approve Write Off of Tenant Balance
   A list of 1 tenant balance was handed out for review to be written off. The tenant left owing $697.00. The board went into discussion.
   A motion was made to write off the balance left owed by Dawn Daigle in the amount of $697.00.
   Motion: Romero
   Second: Perez
   All were in favor.
   RESOLUTION #1577
E. Progress Report on Inter-Agency Work (MCHA)
   Mr. Robinson handed out the progress report and reviewed the information. Public housing is at 98% lease up with 288 out of 293 units leased. There is 1 unit in make ready mode and 4 units on forced account. There are 16 applicants on the waiting list. Section 8 has 45 families being assisted. Two families have ported out, one to Houma and one to Houston. There are 36 families on the waiting list.

A motion was made to accept and 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 – May 19, 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.