

## **MINUTES**

On the 21<sup>st</sup> day of July 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: Jonathan Henry, Vanessa Romero and Janie Brashear. Also present was Clarence Robinson, Janice McIntyre, and Todd Smith. Absent was Karen Perez and Clarissa Adams.

### **Agenda Item #5 – Minutes of the June 23, 2026 Regular Meeting**

A motion was made to dispense of the reading of the minutes of the June 23, 2026 regular meeting and to be able to review with changes as necessary.

Motion: Romero

Second: Henry

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 6-30-26 was \$629,197.52. The tenant deposit account balance was \$38,550.00. There are no financials from HSA for this month. We have a new accountant taking over our account. Our regular accountant retired last month. When the financials are received, Mr. Robinson will email them to the commissioners.

**Let the record reflect that Ruth Black is now present.**

Mr. Robinson also explained to the commissioners concerning a Rewards & Recognition Incentive Policy for Morgan City Housing Authority. This policy will be discussed and approved at the MCHA board meeting on Thursday. For the Fiscal year ending 2024, they were classified as a high performer. This has taken awhile for them to achieve this status. The policy will give the employees a monetary amount for the work that they have put in to reach this achievement. MCHA will also send monies to Berwick Housing for the time and work that has been put in by Clarence Robinson as Interim Director and Janice McIntyre as financial assistant for the MCHA agency.

Janice also informed the commissioners that the bank signatures have been approved at Hancock Whitney and Mr. Henry is now approved to sign checks.

B. Review & Approval of Fee Accountant Contract with HSA

A copy of the new contract was handed out for review. The contract goes into effect August 1, 2026 and expires December 31, 2028. The contract amount is currently \$496.60 per month. The new rate will be \$608.00 per month. This is a difference of \$111.40 per month. There was a rate scheduled included for other items such as budget, operating subsidy, MD&A, and other items that they might perform for the housing authority.

A motion was made to accept and approve the new contract with HSA as presented with a change of monthly fee to \$608.00.

Motion: Romero

Second: Henry

All were in favor.

**RESOLUTION #1591**

C. C D Renewals – Patterson State Bank & Hancock Whitney

Patterson State Bank CD #603000432 was renewed automatically for 6 months. The previous rate was \$14,848.28. Interest added was \$148.07, bringing the new total to \$14,996.35. The board reviewed the information.

A motion was made to accept and approve the CD renewal effective 6/19/26 for an amount of \$14,996.35.

Motion: Romero

Second: Black

All were in favor.

**RESOLUTON #1592**

Hancock Whitney CD # ending in 4166, matured on 7/11/26 for 8 months with next maturity date of 3/11/27. The balance is \$36,222.77. The information was handed out and the board reviewed it.

A motion was made to accept & approve the renewal of CD ending #4166 for the new amount of \$36,222.77.

Motion: Romero

Second: Black

All were in favor.

**RESOLUTION #1593**

A motion was made to accept and approve the financial report as presented.

Motion: Romero

Second: Black

All were in favor.

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

A. Vacancy Report

The monthly vacancy report was given. There are 2 units vacant and they are both on forced account. There are 26 applicants on the waiting list. There are 6 for 1-bedroom, 11 for 2-bedrooms, and 9 for 3-bedrooms. The application process is currently closed.

B. Review & Approve – LA Dept. of Revenue Office of Debt Recovery

Mr. Robinson explained that we have a lot of tenants moving out and they are leaving balances to the housing authority. Back in October of 2019, we entered into a contract with ONLINE Rental Exchange for them to help with capturing some of the funds that were left owed. We haven’t had much success with them. There is a program with LA Dept. of Revenue office for debt recovery. This program will use the state tax program, driver’s license, suspension of fishing and hunting license, wage garnishments, and other methods of retrieving the funds left owed. We will have a training to get better knowledge of this program. We will sign a contract with them.

A motion was made to accept and approve the LA Dept. of Revenue Office of Debt Recovery program.

Motion: Henry

Second: Black

All were in favor.

**RESOLUTION #1594**

C. Write off of Tenant Balance Left Owed

A tenant (Celeste Businelle), moved out due to eviction for nonpayment of rent and left owing \$736.00.

A motion was made to write off the balance left owed by Celeste Businelle in the amount of \$736.00.

Motion: Romero

Second: Henry

All were in favor.

**RESOLUTION #1595**

D. Write off of Appliances

A list of 2 refrigerators was handed out for review to be written off.

1. KENMORE, Model #253.60412415, BA63439021, Unit #86, \$459.00

2. KENMORE, Model #253.60802406, BA90322971, Unit #114, \$409.00

A motion was made to write off 2 Kenmore refrigerators from #86 & #114.

Motion: Romero

Second: Black

All were in favor.

**RESOLUTION #1596**

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

Mr. Robinson handed out the monthly report and reviewed the information with the commissioners. Public housing is at 97% lease up with 284 out of 293 units housed.

There are 2 units in make ready mode and 7 units undergoing forced account. The waiting list has 15 applicants for 1 bedroom, 4 for 2-bedrooms, 4 for 3-bedrooms, and 0 for 4-bedrooms. Section 8 has 45 families being assisted with 4 families ported out.

There are 36 families on the active waiting list. Hebert's Construction is about to begin the installation of A/C units at 18 of our 2- bedroom units. Also, the City of Morgan City is now completing a student walk-way to the walking trail by the entrance of Brownell Homes. Photos will be submitted on the completed project.

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

Motion: Henry

Second: Black

All were in Favor.

**Agenda Item #8 – New Business**

A. Questions, Discussions & Additions

There were no questions, discussions, or additions.

B. Meeting Reminder for Next Month – August 18, 2026

The board was reminded of next month's meeting on August 18, 2026.

**Agenda Item #9 – Adjournment**

A motion was made to adjourn.

Motion: Romero

Second: Henry

All were in favor.

Meeting adjourned.