MINUTES

On the 18th day of August 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, Jonathan Henry, Ruth Black, and Janie Brashear. Also present was Clarence Robinson, Janice McIntyre, Clarissa Adams, and resident Todd Smith.

Agenda Item #5 – Minutes of the Jully 21, 2026 Regular Meeting
A motion was made to dispense of the reading of the minutes of the July 21, 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 7/31/26 was $642,795.27 and the tenant deposit account balance was $39,050.00. There were no finances from HSA. We have a new person doing our monthly finances. She has received a calendar of the meeting dates and we have requested that we receive our monthly finances report in time for our monthly meeting. She had a family emergency, so she was unable to finish in time. When we receive them, Mr. Robinson will email them to the commissioners. All finances are in order.

B. Review & Approve CD – Hancock Whitney

We have a CD (ending #4877), that will mature on 9/6/26 and we can renew it on 9/7/26. The current balance is $15,237.74.

The current rates are: 11 months 3.75% rate – 3.85% APY
7 months 3.15% rate – 3.20% APY
3-6 months 2.86% rate – 2.90% APY

The information was handed out for review and the board went into discussion.

A motion was made to renew CD (ending in 4877) with Hancock Whitney for 11 months at 3.75% -3.85% APY rate.

Motion: Romero
Second: Henry
All were in favor.
RESOLUTION #1597

A motion was made to accept and approve the finance 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 is 1 unit vacant and it is offline on forced account. There are 22 applicants on the waiting list. Six for 1-bedroom, twelve for 2-bedrooms, and four for 3-bedrooms. The application process is currently closed.

B. Write off of Appliances

A list of 2 stoves was handed out for review to be written off. The board went into discussion.

Stoves:

1. Kenmore, Model #790.60721906, Serial #VF74221900, Unit #60
2. Kenmore, Model #790.60721904, Serial #VF62511920, Unit #33

A motion was made to write off 2 Kenmore stoves from units #60 & #33.
Motion: Romero
Second: Perez
All were in favor.
RESOLUTION #1598

C. Write Off of Tenant Balance Left Owed
   A list of one tenant was handed out for review to be written off. The board went into discussion.
   A motion was made to write off the balance left owed by Alexis Coupel in the amount of $627.47.
   Motion: Romero
   Second: Perez
   All were in favor.
   RESOLUTION #1599
D. Progress Report on Inter-Agency Work (MCHA)
   The monthly progress report was handed out and reviewed with the commissioners. Public Housing is at 97% lease up, with 285 out of 293 units leased. There are 4 units in make ready mode and 4 units under forced account. Public housing has 14 applicants for 1-bedroom, 5 for 2-bedrooms and no applicants for 3 or 4 bedrooms. Section 8 has 44 families being assisted. Four families have ported out to Houma, Raceland, Baton Rouge, and Houston. The resident in Raceland will be absorbed effective September 1st and the resident in Houston has passed away. Applications will be taken in the first week after Labor Day.

A motion was made to accept and approve the director's report as presented.
Motion: Henry
Second: Romero
All were in favor.

<u>Agenda Item #8 – New Business</u>

A. Questions, Discussions and Additions
   There were no questions, discussions, or additions.
B. Meeting Reminder for Next Month – September 22, 2026
   The board was reminded of next month's meeting date.

<u>Agenda Item #9 – Adjournment</u>

A motion was made to adjourn.
Motion: Romero
Second: Henry
All were in favor.
Meeting adjourned.