

MINUTES

On the 29th day of September 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: J P Henry, Karen Perez, Vanessa Romero, Ruth Black, and Janie Brashear. Also present was Clarence Robinson, Janice McIntyre, and Clarissa Adams.

Agenda Item # 5 – Minutes of the August 18, 2026 Regular Meeting

A motion was made to dispense of the reading of the minutes of the August 18, 2026 regular meeting and to be able to review with changes.

Motion: Henry

Second: Romero

All were in favor.

Agenda Item #6 – Financial Report

A. Monthly Finances

Since Ms. Black and Ms. Perez was absent last week when this info was reviewed, Mr. Robinson went over the finance report from HSA again. Total income was \$87,582.26, with expenses at \$91,771.66, leaving a loss of \$4,189.40. Year to date loss was \$23,869.12, the budgeted profit is \$43,195.33. Operating reserves as of 8/31/26 was \$807,373.05.

Mr. Robinson then stated that he has received a letter from HUD in New Orleans stating that they have received our audit report for year ending December 2025. The report had no findings and was submitted to REAC. We should receive our score within the next 60 days.

B. Hancock Whitney CD Ending #4166 – Updated Renewal Info.

An informational packet was handed out for review. This CD was renewed on 7/11/26 for an 8-month term at an interest rate of 0.05% on Resolution #1593. When reviewing the bank account information, I noticed that we weren't getting the interest like the previous months. I called the bank and explained. They stated that they would review the information and get back with me. They called with a better rate of 3.15% with 3.20 APY for 7 months, maturing on 2/11/27. This is for informational purposes and to assign a resolution for the correction.

A motion was made to accept & approve the change for CD ending in #4166 as presented. Changing the rate from 0.05% to 3.15% with 3.20 APY with a 7-month maturity of 2/11/27.

Motion: Romero

Second: Henry

All were in favor.

RESOLUTION #1600

C. Hancock Whitney CD Ending in #4877 – Updated Renewal Info.

At the August meeting the commissioners agreed to renew the CD ending #4877 for 11 months at 3.75% - 3.85 APY, on Resolution #1597. While speaking with the bank, they had just received a better rate for a 2 year lock in at 3.93% - 4% APY. The commissioners were emailed the information asking if they would like to do the 2-year lock in due to a higher rate. We didn't need the funds at this time. A majority vote was received to go ahead with the 2-year lock in. The bank was notified.

A motion was made to accept the renewal of CD ending #4877 at the 2-year rate of 3.93% - 4% APY as per the vote thru email. This is for informational purposes and to assign a resolution for the update.

Motion: Black

Second: Perez

All were in favor.

RESOLUTION #1601

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

Motion: Romero

Second: Henry

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 a 1-bedroom on forced account. There are 12 families on the waiting list. They consist of 5 for 1-bedroom, 3 for 2-bedrooms, and 4 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. The board went into discussion.

A motion was made to write off 1 Hotpoint refrigerator from #35 and 1 Kenmore stove from #81.

Motion: Henry

Second: Black

All were in favor.

RESOLUTION #1602

C. Write Off of Tenant Balance Left Owed

A list of a tenant that moved and left owing a balance was handed out for review. A tenant was evicted for no electricity. She left owing a balance of \$194.00.

A motion was made to write off the balance of \$194.00 left owed by Jayla Williams.

Motion: Black

Second: Henry

All were in favor.

RESOLUTION #1603

D. Review & Approve Revised Annual Utility Allowance Schedule

We contracted a consultant firm – RKB2 Consultants to do an updated utility allowance schedule for us. The last time one was done was in 2006. A copy of the schedule was handed out for review & discussion. The board went into discussion. We will notify the residents that the schedule will be posted in the office for 30 days.

A motion was made to accept & approve the revised utility allowance schedule done by RKB2 Consultants as presented.

Motion: Henry

Second: Romero

All were in favor.

RESOLUTION #1604

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

The monthly progress report was handed out and reviewed with the commissioners. The current lease up for public housing is at 98% with 288 out of 293 units leased. There are 2 units in ready mode and 3 units undergoing forced account. He has 3 scheduled evictions for the close of the month due to police matters. Public housing waiting list has 13 for 1-bedroom, 3 for 2-bedrooms, 3 for 3-bedrooms, and 0 for 4-bedrooms. Section 8 has 45 families being assisted with 2 families ported out to Houma and Baton Rouge. There are 36 families on the active waiting list. Hebert Construction is starting the installation of AC units at all of the 2-bedroom units in Jacquet development. A total of 14 units is in the contract.

Mr. Robinson informed the commissioners about the 3 evictions that are taking place at MCHA. One of the councilmen from the City of Morgan City is advising the residents on how to deal with the evictions. He gave out the personal cell phone number of our HUD representative to these people. He has also personally called the HUD representative and stated that it was time for Mr. Robinson to leave Morgan City Housing Authority. Mr. Robinson has attained a personal attorney to discuss this matter. The councilman has been harassing Mr. Robinson. Mr. Robinson has also discussed this matter with the mayor and our state director at the HUD office. He just wanted our board to be aware of this situation, in case something comes out of it.

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

Motion: Henry

Second: Perez

All were in favor.

Agenda Item #8 – New Business

A. Questions, Discussions, and Additions

Mr. Robinson asked Chief Henry about the National Night Out Against Crime. Chief Henry stated that he has been busy, but is thinking about doing something different this year. Maybe doing the night out in either November or December.

B. Meeting Reminder for Next Month - October 20, 2026

The board was reminded of next month's meeting date.

Page 5

Agenda Item #9 – Adjournment

A motion was made to adjourn.

Motion: Romero

Second: Perez

All were in favor.

Meeting adjourned.