MINUTES

On the 20th day of October 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, Ruth Black, Jonathan Henry, and Janie Brashear. Also, present was Clarence Robinson, Janice McIntyre, and Clarissa Adams.

Agenda Item #5 – Minutes of the September 22, 2026 Suspended Meeting
A motion was made to dispense of the reading of the minutes of the September 22, 2026 suspended meeting and to be able to make changes as necessary.
Motion: Romero
Second: Henry
All were in favor.

Agenda Item #6 - Minutes of the September 29, 2026 Regular Meeting
A motion was made to dispense of the reading of the minutes of the September 29, 2026 regular meeting and to be able to make changes as necessary.
Motion: Romero
Second: Henry
All were in favor.

Agenda Item #7 - Financial Report

A. 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 9/30/2026 was

$674,597.23 and the tenant deposit account balance was $39,550.00. The checks were on the table for review. Mr. Robinson handed out the monthly finances from HSA. Total income was $89,451.52, with expenses at $89,349.22, leaving a profit of $102.30. The year-to-date loss is $23,766.82. Our operating reserves are $807,475.35. There is also a CFP draw including in the checks today.
A motion was made to accept the financial report as presented.
Motion: Romero
Second: Black
All were in favor.

Agenda Item #8 – Director's Report

A. Vacancy Report
The monthly vacancy report was given. There is 1 unit vacant and it is on forced account. It consists of a 2-bedroom unit. There are 11 applicants on the waiting list. There are 4 for 1 bedroom, 3 for 2 bedrooms, and 4 for 3 bedrooms. The application process is currently closed.

B. Write Off of Appliances
There are 2 stoves that needed to be written off. The list was handed out for review.
A motion was made to write off the 2 Kenmore stoves from Units #82 & #77.
STOVES:

1. Kenmore, Model #790.60721902, Serial #VF21872183, Unit #82
2. Kenmore, Model #790.60721906, Serial #VF63711481, Unit #77

Motion: Romero
Second: Henry
All were in favor.
RESOLUTION #1605

C. Progress Report on Inter-Agency Work (MCHA)
The monthly progress report was handed out and Mr. Robinson reviewed the information with the board. Public housing is at 98% lease up with 286 out of 293 units leased. There are 4 units in make ready mode and 3 units undergoing forced account. The public housing waiting list has 7 applicants for 1 bedroom, 8 for 2-bedrooms, 6 for 3-bedrooms, and 4 for 4-bedrooms. Section 8 has 44 families being assisted, 2 families ported out to Houma and Baton Rouge. There are 36 families on the active waiting list.

The agency will be issuing vouchers on Tuesday, October 27, 2026. Hebert Construction has installed 2 of the 14 AC units for the project. Progress is moving forward very well. The agency has started the fiscal year effective October 1, 2026. All of the agency financial close out documents have been submitted to Housing Solutions to prepare for the fiscal year audit.

A motion was made to accept and approve the inter-agency work with Morgan City.
Motion: Henry
Second: Perez
All were in favor.

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

Agenda Item #9 – New Business

A. Questions, Discussions, and Additions
   There were no questions, discussions or additions.
B. Meeting Reminder for Next Month's Meeting – November 17, 2026
   The commissioners were reminded of next month's meeting date.

Agenda Item #10 – Adjournment

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