

**Great Falls Housing Authority  
Board of Commissioner's Meeting  
October 19, 2017**

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**CALL TO ORDER**

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, October 19, 2017. The meeting was called to order at 12:10 p.m. by Chairperson McCleary.

**PRESENT:** Mike McCleary, Chairperson, Jim Weber, Vice Chairperson, Joseph Boyle, Commissioner, Tim McKittrick, Commissioner, Ashley Gates, Commissioner, Ryan Hart, Commissioner, Terri Sullivan, Commissioner.

**ALSO PRESENT:** Kevin Hager, Executive Director, Greg Sukut, Deputy Director, Chris Tinker, Accounting Supervisor, Cindy Hoscheid, Administrative Assistant.

**ABSENT:** None

**PETITIONS**

**EXECUTIVE DIRECTOR REPORT**

**ADMINISTRATIVE REPORT**

**MT 2-1 DUPLEX REMODEL BLDG 6B & 6C**

Final inspection and occupancy permit were issued from the City and considered 100% complete.

**BLDG 7A INTERIOR DEMO**

Pre-construction conference was held Oct 18<sup>th</sup> with work to begin immediately.

**PHASE 4 INFRASTRUCTURE UPGRADE MT 2-1**

Staff is meeting with Woith Engineering and final review and documents are being prepped. Expect late November or early December for bidding.

**OLD BUSINESS**

**NEW BUSINESS**

The September Board minutes were received and reviewed. Vice Chairperson Weber made a motion to approve the minutes as written. Commissioner Sullivan seconded the motion with unanimous voice approval.

Resolution 933 – Approving Vacated Tenant Accounts Written Off for Period Ending October 12, 2017 were received and reviewed. Commissioner Sullivan made a motion to approve Resolution 933 Approving Vacated Tenant Accounts Written Off for Period Ending October 12, 2017 in the amount of \$95,216.82. Vice Chairperson Weber seconded the motion with unanimous voice approval. Commissioner McKittrick abstained.

Resolution 934 – Approving Vacated Holland Tenant Accounts Written Off for Period Ending October 12, 2017 were received and reviewed. Vice Chairperson Weber made a motion to approve Resolution 934 Approving Vacated Holland Tenant Accounts Written Off for Period Ending October 12, 2017 in the amount of \$3,250.52. Commissioner Gates seconded the motion with unanimous voice approval. Commissioner McKittrick abstained.

Resolution 935 – Approving Vacated Sandhills Tenant Accounts Written Off for Period Ending October 12, 2017 were received and reviewed. Commissioner Boyle made a motion to approve Resolution 935 Approving Vacated Sandhills Tenant Accounts Written Off for Period ending October 12, 2017 in the amount of \$115.71. Commissioner Hart seconded the motion with unanimous voice approval. Commissioner McKittrick abstained.

Procurement Policy revision was received and reviewed. This policy was modified to include petty cash policy, one quote requirement for purchases and contracts from \$2,000 to \$4,999, credit card micro purchases and suspension and debarment in accordance with HUD regulations. Also included, the Public procurements conducted through the internet using e-procurement systems will be in compliance with State and Local requirements and the Authority's procurement policy. Discussion was held and Vice Chairperson made a motion to approve the revised Procurement Policy date 10-19-17. Commissioner Sullivan seconded the motion with unanimous voice approval.

Fixed Assets/Depreciation Policy revision was received and reviewed. The revision includes the threshold for fixed assets that will be capitalized will be \$5,000 for Furniture, Equipment and Machinery and \$50,000 for Improvements. Commissioner Hart made a motion to approve the modified Fixed Asset/Depreciation Policy dated 10-19-17. Commissioner Gates seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of September, 2017. Vice Chairperson Weber made a motion to ratify cash disbursements, (see beginning and ending check numbers). Commissioner Sullivan seconded the motion with unanimous voice approval.

## **BOARD MEMBER REPORTS AND ANNOUNCEMENTS**

### **COMMUNICATIONS**

Commissioner Sullivan absences

### **PUBLIC COMMENT**

There being no further business to come before the Board, Vice Chairperson Weber made a motion to adjourn. Commissioner Boyle seconded the motion. The meeting was adjourned by Chairperson McCleary at 1:25 p.m. The next Board meeting will be held on Thursday, November 16, 2017 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

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Kevin Hager, Secretary

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Mike McCleary, Chairperson