

Great Falls Housing Authority Board of Commissioner's Meeting August 18, 2011

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met in regular session at 1500 Chowen Springs Loop on Thursday, August 18, 2011. The meeting was called to order at 12:10 p.m.

PRESENT: Howard Corey, Chairperson; Joe Boyle, Commissioner; Jim Weber, Commissioner; Jon McCarty, Commissioner; Howard Eitzen, Commissioner

ABSENT: Mike McCleary, Vice Chairperson; Marquita Ogawa, Commissioner;

ALSO PRESENT: Kevin Hager, Executive Director; Martha Kennedy, Accounting Supervisor; Linda Guinan, Administrative Assistant

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

MT 2-1 AND 2-2 REMODEL

Interior demolition is ongoing to the 10-plex on Chowen Springs Loop. Expect completion in early September.

Hessler Architects has been designing floor plans for Staff to review before finalizing. Limited square footage in existing units has been a challenge. Woith Engineering is finishing up on the complete survey of both MT2-1 and MT2-2 property. Staff has been securing pricing for materials for the renovation.

GRANT APPLICATION FOR SAND HILLS III

The application for a HOME Fund Grant was delivered to the Montana Department of Commerce HOME Division in Helena on Thursday, August 11th, 2011. Greg Sukut and Kevin Hager met with staff from MDOC. During the course of discussion, Greg Sukut asked if there was any indication of how many agencies would apply for the \$2,400,000. He was told that at this time it looks as if there will be three agencies applying. It is our understanding that the maximum funds a single agency can apply

for is \$750,000. GFHA has applied for \$545,000, which is the maximum amount when developing a two-bedroom 4-plex (max for two-bedroom is \$136,250 per unit).

OLD BUSINESS

NEW BUSINESS

The minutes from the July 21, 2011 meeting were received and reviewed. Commissioner Weber made a motion to approve the minutes as amended. Commissioner Boyle seconded the motion with unanimous voice approval.

The Board reviewed bid proposals for the Housing Authority's comprehensive/liability insurance policy. Two bids were received. HUB International, the Housing Authority's current insurance provider, submitted a bid in the amount of \$119,772.00 with a \$1,000.00 deductible. Housing Authority Insurance Group submitted a bid in the amount of \$65,259.00 with a \$1,000.00 deductible. Commissioner Weber asked Staff to find out if there is a rating system for Insurance Groups, and what the rating is for Housing Authority Group. Commissioner Boyle made a motion to authorize Staff to go forward with the contract with Housing Authority Insurance Group if satisfied with the inquiry about a rating. Commissioner Eitzen seconded the motion with unanimous voice approval.

At the July 21st, 2011 meeting, Commissioner Boyle brought up the subject of term limits for Commissioners. Currently, the Housing Authority Bylaws state that "Commissioners, other than Tenant Commissioners, shall be limited to serving one five-year term, exclusive of time served fulfilling a vacated unexpired term". The Great Falls City Commission recently amended the City's policy concerning appointments to Boards and Commissions. Resolution #9910 states: "It is the policy of the City Commission of the City of Great Falls, Montana, that the maximum uninterrupted length of service on any single Board or Commission shall be two (2) consecutive terms, exclusive of the time served on any unexpired term, for each person appointed by the City Commission". As a result of the City's Resolution #9910, Commissioners other than Tenant Commissioners will be able to serve two 5-year terms, exclusive of time served fulfilling a vacated unexpired term, and Tenant Commissioners' terms will be reduced to two 2-year terms for a total of four years, exclusive of time served fulfilling a vacated unexpired term. Commissioner Boyle made a motion to amend the bylaws to match the City's amended policy and reflect the Board's desire for Commissioners to be able to serve two consecutive uninterrupted terms, exclusive of the time served on an unexpired term. Commissioner Eitzen seconded the motion with unanimous voice approval.

Mark Cappis from Hamilton Misfeldt presented the 2011 Audit findings to the Board. No significant difficulties or irregularities were found. Mr. Cappis suggested that the Housing Authority set up a procedure for more cross inspection of tenant files, and an accounting procedures manual. Mr. Cappis also informed the Board that HUD has made a change in the Public Housing Assessment System scoring, which determines some of the Housing Authority's funding for Public Housing. A much larger emphasis

will be placed on the condition of the properties, and on units being turned around and rented quickly. There may be sizeable penalties for having a unit vacant for longer than the standard averages. A lesser emphasis will be placed on the financial numbers. Commissioner Weber made a motion to authorize Staff to make payment to the Auditor and to accept the audit. Commissioner Boyle seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of July, 2011. Commissioner Boyle made a motion to ratify cash disbursements, (see beginning and ending check number list). Commissioner Weber seconded the motion with unanimous voice approval.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

COMMUNICATIONS

Executive Director Kevin Hager informed the Board of developments in the Darko lawsuit against the Great Falls Housing Authority. The Housing Authority's liability insurance company assigned the case to Thomas Marra of the Marra, Sexe, Evenson & Bell Law Firm. Housing Staff asked Philadelphia Insurance to assign the case to Patrick Watt who has handled the Housing Authority's legal matters in the past. Commissioner McCarty reported that the Housing contract with Philadelphia Insurance states that the insurer has full discretion in appointing counsel. Board members agreed to authorize Executive Director Kevin Hager to proceed after receiving the determination from Philadelphia Insurance regarding which attorney will be representing the Great Falls Housing Authority in this case.

PUBLIC COMMENT

There being no further business to come before the Board, Commissioner Boyle made a motion to adjourn. Commissioner Weber seconded the motion. The meeting was adjourned by Chairperson Corey at 1:37 p.m. The next Board meeting will be held on Thursday, September 15th, 2011 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Howard Corey, Chairperson