

**Great Falls Housing Authority
Board of Commissioner's Meeting
July 20, 2023
12:00 PM**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met on Thursday, July 20, 2023. The meeting was called to order at 12:10 p.m. by Chairperson David Fink.

PRESENT: David Fink, Chairperson, Megan Farmer, Vice Chairperson, Doug Spence, Commissioner, Rosie Kiernan, Commissioner, and Lyle LaPree, Commissioner.

ALSO PRESENT: Chris Tinker, Deputy Director, Donna Halbleib, Program Supervisor, Steve Herford, Maintenance Supervisor, Officer Torres, GFPD, and Carolyn Burg, Administrative Assistant.

ABSENT: Rodney Blake, Commissioner, Jennifer Jurak, Commissioner and Greg Sukut, Executive Director.

PETITIONS

PUBLIC COMMENT

EXECUTIVE DIRECTOR REPORT

REMODEL OF SIX-PLEX (AMP 1 Building 4A)

Contractors are currently working on completing the drywall. They are hoping to have all the concrete out this week. The insulation and vapor barrier on the first-floor walls and ceiling is complete as well. We are still waiting for the batt insulation to be installed.

PRELIMINARY WORK (AMP 1 Building 5A)

We are continuing to work with the new architect to get building 5-A out to bid as soon as possible. Plans should be finalized and we should be able to go out for bid in the next two weeks.

AUSTIN HALL (AMP 5)

KONE was on site to complete the elevator at Austin Hall. They installed the paneling on July 10th. They are still trying to reload the software.

Staff has been in contact with contractors to complete incidentals with the elevator also. We just need to drop the sump pump, raise the height on the hand rails and install an air conditioning unit in the tower.

AMP 1

There was a vehicle vs. building accident on July 1st. The GFPD did apprehend the suspect. Our insurance adjuster was on site July 10th to inspect. Estimated costs are unknown.

MAINTENANCE POSITION

We have been interviewing for the last maintenance position. We anticipate to be fully staffed in the next couple of weeks.

HOUSING AUTHORITY STAFF

OLD BUSINESS

NEW BUSINESS

The May Board minutes were received and reviewed. Commissioner Kiernan made a motion to approve the minutes as written. Commissioner Spence seconded the motion with unanimous voice approval.

The June Board minutes were received and reviewed. There was not a quorum so the minutes will be brought back to the August 17, 2023 meeting.

Resolution 998 – John Wierzelewski Appreciation was received and reviewed. Commissioner Spence made motion to approve the Resolution 998 as written. Commissioner Kiernan seconded the motion with unanimous voice approval.

Resolution 999 – Alicia Eatherly Appreciation was received and reviewed. Commissioner Kiernan made motion to approve the Resolution 999 as written. Commissioner LaPree seconded the motion with unanimous voice approval.

Housing Authority Insurance & Auto Insurance Renewal was received and reviewed. Commissioner Spence made a motion to approve the renewal as written. Commissioner Kiernan seconded the motion with unanimous voice approval.

The Commissioners recommended staff issue a RFP before insurance is due next year because of the large increase in property valuation.

The Board reviewed cash disbursements for the month of June 2023. Commissioner Kiernan made a motion to ratify cash disbursements for June 2023, (see beginning and ending check numbers). Commissioner Spence seconded the motion with unanimous voice approval.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

COMMUNICATIONS

There being no further business to come before the Board, Commissioner Spence made a motion to adjourn. Commissioner Vice Chair Farmer seconded the motion. The meeting was adjourned by Chairperson Fink at 12:37 p.m. The next Board meeting will be held on **Thursday, August 17, 2023 at 12:00 p.m.**

Respectfully Submitted By:

Approved By:

Chris Tinker, Deputy Director

David Fink, Chairperson