

**Great Falls Housing Authority
Board of Commissioner's Meeting
October 19, 2023
12:00 PM**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met on Thursday, October 19, 2023. The meeting was called to order at 12:05 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: Greg Sukut, Executive Director, Chris Tinker, Deputy Director, Steve Herford, Maintenance Supervisor, and Carolyn Burg, Administrative Assistant.

ABSENT: Rodney Blake, Commissioner, and Donna Halbleib, Program Supervisor.

PETITIONS

PUBLIC COMMENT

EXECUTIVE DIRECTOR REPORT

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

The contractors have finished the flooring underlayment and are setting tiles. They have laid the forms for the concrete work for the porches. Electrical contractors have started trimming out. This will also allow finish work with installing the cabinets. We anticipate as soon as the floor tiles are down and set that the plumbing contractor will come in and begin their finish work. Furnaces should be in shortly to be installed. All the interior doors are in and ready to be painted and will be installed when the floors are complete.

AMP 1 Building 5A

The environmental report has been completed. ACM out of Missoula and HazTech from Great Falls were contacted for quotes on the abatement. ACM will also be including a separate quote for Demolition of the building. Finishing documents have been sent to Spark Architect to complete the bid packets and Spec Books.

AMP 1

Tom Harden accepted the contract for the work on the unit that was hit by a truck. He is backed up some but will try to begin work in the next week or two.

MAINTENANCE POSITION

We continue to interview for the maintenance positions. We are looking to add another two Maintenance Senior positions.

HOUSING INSPECTOR

We have interviews set for the Inspector position.

LEASING MANAGERS

We have offered positions for two leasing managers.

HOUSING AUTHORITY STAFF

OLD BUSINESS

NEW BUSINESS

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

Resolution 1001 – Approving Vacated Tenant Accounts Written Off for Period Ending October 2023 was received and reviewed. Commissioner LaPree made a motion to approve Resolution 1001 as written. Vice Chairperson Farmer seconded the motion with unanimous voice approval.

Procurement policy update was received and reviewed. The proposed amendments will better align our thresholds with peers and be in line with Montana statutory thresholds along with providing operational efficiencies in the procurement procedures. Commissioner Kiernan made a motion to approve the updated Procurement policy. Commissioner LaPree seconded the motion with unanimous voice approval.

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

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BOARD MEMBER REPORTS AND ANNOUNCEMENTS

COMMUNICATIONS

There being no further business to come before the Board, Commissioner Spence made a motion to adjourn. Vice Chairperson Farmer seconded the motion. The meeting was adjourned by Chairperson Fink at 12:52 p.m. The next Board meeting will be held on **Thursday, November 16, 2023 at 12:00 p.m.**

Respectfully Submitted By:

Approved By:

Greg Sukut Executive Director

David Fink, Chairperson