

**Great Falls Housing Authority
Board of Commissioner's Meeting
November 16, 2023
12:00 PM**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met on Thursday, November 16, 2023. The meeting was called to order at 12:19 p.m. by Chairperson David Fink.

PRESENT: David Fink, Chairperson, Megan Farmer, Vice Chairperson, Rosie Kiernan, Commissioner, and Rodney Blake, Commissioner.

ALSO PRESENT: Greg Sukut, Executive Director, Chris Tinker, Deputy Director, Steve Herford, Maintenance Supervisor, Officer Torres GFHA Officer, and Carolyn Burg, Administrative Assistant.

ABSENT: Doug Spence, Commissioner, Lyle LaPree, Commissioner, and Donna Halbleib, Program Supervisor.

PETITIONS

PUBLIC COMMENT

EXECUTIVE DIRECTOR REPORT

Building 4-A

The contractor for building 4A in MT 2-1 has finished tiling and grouting the main level of the building and still has the second level to complete. Electrical has been on site and is nearing completion of hook-ups and wiring. Work still left to be completed is all finish work, cabinets, interior doors, and porch overhangs. The footings for the porch areas have been poured.

Building 5-A

Sparks Architect and staff had the pre-bid conference walk through on Wednesday the 8th for interested contractors. We had a fairly strong turn out with 4 general contractors showing interest. Small details on the plans and spec book have been completed and all information is available through the Builders Exchange. Bid opening is set for November 22nd (more discussion to follow). Haz-Tech will be performing the abatement and demolition and will work in conjunction with the general contractor that the board selects. This work is set to begin November 13th and is anticipated to be complete by the end of November.

Unit 1535

Tom Hardin has found the material that matches and has most of the parts needed to begin work.

Baatz Building – PBV

We are waiting for approval of the Subsidy Layering Review from the Financial Division at HUD. Once we have approval of the SLR, we will be able to execute the AHAP (Agreement for Housing Assistance Payments).

Staff

We have hired Ryan Mills for the Inspector position. Ryan is learning fast and will be a great asset to the Housing Authority. Staff has completed interviewing for the two leasing positions. Offers have been made to the top candidates and we hope to have them on board within a couple of weeks.

OLD BUSINESS

NEW BUSINESS

The October Board minutes were received and reviewed. There was not a quorum so the minutes will be brought to the December board meeting for approval.

Building 5A Bid Discussion was received and reviewed. It was suggested to have a special board meeting December 4th, 2023 @ 10:00 a.m. Staff will deliver the bids to the commissioners at this time.

CD Investment Renewals was received and reviewed. The commissioner asked staff to check around with other facilities to see if there were better rates towards the CD's. Also, the commissioners asked to forward all information through email and they will respond through the emails.

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

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

COMMUNICATIONS

There being no further business to come before the Board, Vice Chairperson Farmer made a motion to adjourn. Commissioner Kiernan seconded the motion. The meeting was adjourned by Chairperson Fink at 1:04 p.m. The next Board meeting will be held on **Thursday, December 21, 2023 at 12:00 p.m.**

Respectfully Submitted By:

Approved By:

Greg Sukut Executive Director

David Fink, Chairperson