

**Great Falls Housing Authority
Board of Commissioner's Meeting
March 21, 2024
12:00 PM**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met on Thursday, March 21, 2024. The meeting was called to order at 12:05 p.m. by Chairperson Rosie Kiernan.

PRESENT: Rosie Kiernan, Chairperson, Doug Spence, Vice Chairperson, David Fink, Commissioner, and Rodney Blake, Commissioner.

ALSO PRESENT: Greg Sukut, Executive Director, Steve Herford, Maintenance Supervisor, Donna Halbleib, Program Supervisor, and Carolyn Burg, Administrative Assistant.

ABSENT: Megan Farmer, Commissioner, Lyle LaPree, Commissioner and Chris Tinker, Deputy Director.

PETITIONS

PUBLIC COMMENT

EXECUTIVE DIRECTOR REPORT

Building 4-A

Shamrock Construction was informed to remove all of their belongings and tools from the site as more issues have arisen with the completion of Building 4A in MT 2-1. Staff contacted Tabacco Construction to see if they would be willing to complete the work that is left and they have agreed. They will be meeting with staff and the architect and checking with the city on remaining inspections if any that are required. In looking at work that needs to be completed, there is some finish work inside the units and the porches and concrete still needs to be poured. They may begin work the week of the 18th after checking on what is needed.

Building 5-A

Construction has been progressing very nicely. They have completed most of the interior work. Exterior doors are scheduled to be delivered and installed in the next week or two. They have built the dormers and the siding has been removed and they will begin siding also. Tabacco has been very easy to work with and continues to move very quickly.

Insurance Unit

Hardin Construction has installed the post. He has been installing the siding and hopefully work will be completed in the next week or two.

Buildings 7D and 5B

Spark Architects have submitted proposals for design for buildings 7D and 5B. We will be meeting with them this week to have them answer a few questions. If the proposal is accepted, we are anticipating moving for construction with these two buildings depending upon Capital Funding. Announcements for awards should be out at the end of March or early April.

Staff

Staff has been interviewing for a new Maintenance worker. We have had a few no shows for interviews. Staff has offered the position of Leasing Manager to Lanie Paizdwe.

OLD BUSINESS

NEW BUSINESS

The January minutes were received and reviewed. There was not a quorum present so they will be brought to April 18, 2024 board meeting for approval.

The February Board minutes were received and reviewed. Vice Chair Spence made a motion to approve the minutes as written. Commissioner Fink seconded the motion with unanimous voice approval.

Resolution 1005 – Approving Vacated Public Tenant Accounts Written off for Period Ending March 2024. Commissioner Fink made a motion to approve Resolution 1005 as written. Vice Chair Spence seconded the motion with unanimous voice approval.

Resolution 1006 – Approving Vacated Holland Tenant Accounts Written off for Period Ending March 2024. Commissioner Fink made a motion to approve Resolution 1006 as written. Vice Chair Spence seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of February 2024. Vice Chair Spence made a motion to ratify cash disbursements for February 2024, (see beginning and ending check numbers). Commissioner Fink seconded the motion with unanimous voice approval.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Commissioner Fink brought up for discussion that the board members need to consider attending the Succession Planning Training & Certification program being offered in Billings on April 18th & 19th, 2024. Staff brought up that the commissioners would need to consider changing the Board meeting date of April 18th, 2024 to allow the board members to attend. Commissioner requested to staff to correspond through email of any date change for the Board Meeting for the month of April.

COMMUNICATIONS

There being no further business to come before the Board, Vice Chair Spence made a motion to adjourn. Commissioner Blake seconded the motion. The meeting was adjourned by Chairperson Kiernan at 12:46 p.m. The next Board meeting will be held on **Thursday, April 18, 2024 at 12:00 p.m.**

Respectfully Submitted By:

Approved By:

Greg Sukut Executive Director

Rosie Kiernan, Chairperson