

**Great Falls Housing Authority
Board of Commissioner's Meeting
June 20, 2024
12:00 PM**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met on Thursday, June 20, 2024. The meeting was called to order at 12:10 p.m. by Chairperson Rosie Kiernan.

PRESENT: Rosie Kiernan, Chairperson, Doug Spence, Vice Chairperson, David Fink, Commissioner, Rodney Blake, Commissioner, Megan Farmer, Commissioner,

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

ABSENT: Lyle LaPree, Commissioner and Kathleen Whitaker, Commissioner.

PETITIONS

PUBLIC COMMENT

Discussion of removal of screen doors. The Housing Authority had a total of nine tenants appear before the Commissioners concerning the removal of screen doors. The tenants that appeared before the Commissioners were: Sue Ellen Olds, Patrick Propp, Marquita Ogawa, Diana Kingery, Alan & Dawn Miler, Kathy McLaughlin, Liz Roberts, and Irma Iverson. They all shared their concerns regarding safety issues of not having a screen door on the units. Also, the concerns of the weather against the main door, peep hole being too high for the shorter people, and ventilation throughout their units. After a lengthy discussion between the Commissioners and staff, the Commissioners requested to bring this matter back to the July board meeting. This would allow for a review of everything that was brought to the Commissioners and staff.

EXECUTIVE DIRECTOR REPORT

Building 4-A

All that is left to complete are the hand rails. We are currently grading the front and back areas to lay sod and this is expected to be complete within a week or two. We will then contact the City for final inspection and Certificate of Occupancy.

Building 5-A

Construction on the building is roughly 85% completed. Cabinets are being delivered for installation. Flooring and base along with the cabinets and countertops are the only thing that is left inside. We are still waiting for the siding to be delivered and once that is in and installed there isn't a lot left to complete. Tabacco has been very easy to work with and their quality of work is great.

Buildings 5B

All tenants from Building 5B have been vacated. Quotes have been requested from Environmental and Demolition companies. We contacted Schroder Construction, ACM out of Missoula and Triplett. We anticipate receiving their quotes this week or next. We will then go out for formal bid on the construction.

OLD BUSINESS

NEW BUSINESS

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

Energy West Contract. Commissioner Farmer made a motion to approve a two-year term, July 2024 – July 2026 as written. Commissioner Spence seconded the motion with unanimous voice approval.

Boys and Girls Club Request for Funding was received and reviewed. Discussion was held and Vice Chair Spence made a motion to approve Boys & Girls Clubs request for \$10,000 as written. Commissioner Fink seconded the motion with unanimous voice approval.

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

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

COMMUNICATIONS

Chairperson Kiernan suggested for the Commissioner to be looking into attending the National NAHRO conference in Orlando September 26-28, 2024. She stated this would be good to attend if possible. Commissioner Fink suggested looking into the early sign up. Commissioner Spence stated that he would not be able to attend the conference. Staff said we would look into this and let them know.

Also, Chairperson Kiernan suggested to begin setting up a Succession Plan. She suggested several members of the board and management staff start meeting to prepare this succession plan. With a few employees looking into retiring in the future, there needs to be a plan set up and job procedures written out for new employees to help ease this transition.

There being no further business to come before the Board, Commissioner Fink made a motion to adjourn. Vice Chair Spence seconded the motion. The meeting was adjourned by Chairperson Kiernan at 1:57 p.m. The next Board meeting will be held on **Thursday, July 18, 2024 at 12:00 p.m.**

Respectfully Submitted By:

Approved By:

Chris Tinker, Deputy Director

Rosie Kiernan, Chairperson