

**Great Falls Housing Authority
Board of Commissioner's Meeting
August 22nd, 2013**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, August 22nd, 2013. The meeting was called to order at 12:15 p.m. by Chairperson, Jim Weber.

PRESENT: Jim Weber, Chairperson; Michael McCleary, Commissioner, Jon McCarty, Vice Chairperson, Commissioner; Dan Price, Commissioner; Marquita Ogawa, Commissioner, Cal Gilbert, Commissioner.

ABSENT: Joe Boyle, Commissioner

ALSO PRESENT: Kevin Hager, Executive Director; Chris Tinsley, Maintenance Supervisor; Cindy Hoscheid, Administrative Assistant.

PETITIONS

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

2013 Capital Fund

The Housing Authority received a Capital Fund Grant, referred to as MT06P00250113, from the U.S. Department of Housing and Urban Development in the amount of \$663,004.00 for Fiscal Year 2013.

Austin Hall

Requests for proposals were sent out to various design professionals for the cafeteria ramp/storage area located at Austin Hall.

Sunrise Court

Engineering proposals are being reviewed for the structural stabilization at 5113 thru 5125 2nd Ave South.

OLD BUSINESS

Pictures were presented by Reagan, from Sunrise Daycare, on the new landscaping and the playground area. The area looks great and we are very fortunate to have such a good tenant that takes care of the property. Reagan also proposed a need for the Daycare to be painted on the interior. Discussion was held and it was decided to have Chris Tinsley, Maintenance Supervisor, meet with our contracted painter, and look at the project.

NEW BUSINESS

The July Board minutes were received and reviewed. Commissioner McCleary made a motion to approve the July minutes as written. Commissioner Ogawa seconded the motion with unanimous voice approval. Vice Chairperson McCarty abstained from the approval.

The Board reviewed the financial reports prepared by the Accounting Supervisor, Martha Kennedy. They would like to receive a combined Budget Comparison report of all the properties and an Income and Expense report to reduce the number of reports being presented.

Randy Boysun and Melissa Soldano from Douglas Wilson & Co, P.C. presented the 2013 audit report. No deficiencies were found. Four findings were indicated, two regarding the Section 8 Program and two regarding the Capital Fund. All findings are clarified in the GFHA Audit Report and Financial Statements as of March 31, 2013. Commissioner McCleary made a motion to accept the 2013 Audit Report and to authorize payment of services. Vice Chairperson McCarty seconded the motion with unanimous voice approval.

The Board reviewed the Community Police Officer Contract that needs to be adjusted due to Officer Henry given light duty due to her pregnancy. Officer Travis Palmer is replacing Henry for approximately eight months, and because Officer Palmer is a Master Police Officer, the monthly rate is \$632.37 higher. Commissioner McCarty made a motion to pay the difference through the remainder of the current contract that ends December 31st, 2013. Commissioner McCleary seconded the motion with unanimous voice approval.

The Housing Authority Insurance Group Policy Renewal for 9/1/13 thru 8/31/14 was reviewed and discussed. Commissioner McCleary made the motion to approve the Policy Renewal. Commissioner Gilbert seconded the motion with unanimous voice approval.

Staff is seeking approval for a proposal from Morrison Maierle, Inc. to stabilize the Sunrise Courts Building 11-C. Discussion was held and Vice Chairperson McCarty made a motion to approve the proposal in the amount of \$4,950.00. Commissioner Gilbert seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of July 2013. Commissioner Gilbert made a motion to ratify cash disbursements, (see beginning and ending check numbers for July). Commissioner McCleary seconded the motion with unanimous voice approval.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Commissioner McCleary expressed his appreciation for the sympathy card received from the Housing Staff for his brother. He also enjoyed the baseball game and thanked everyone for a job well done on the 75th Anniversary.

COMMUNICATIONS

National Conference will be held October 24-26 in Cleveland, OH.

PUBLIC COMMENT

There being no further business to come before the Board, Commissioner McCleary made a motion to adjourn. Commissioner Ogawa seconded the motion. The meeting was adjourned by Chairperson Weber at 2:00 p.m. The next Board meeting will be held on Thursday, September 19th, 2013 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Jim Weber, Chairperson