

**Great Falls Housing Authority
Board of Commissioner's Meeting
March 17, 2016**

CALL TO ORDER

The Great Falls Housing Authority Board of Commissioners met at 1500 Chowen Springs Loop on Thursday, February 18, 2016. The meeting was called to order at 12:09 p.m. by Chairperson Gilbert.

PRESENT: Joe Boyle, Commissioner, Dan Price, Commissioner, Mike McCleary, Vice Chairperson, Jim Weber, Commissioner, Jon McCarty, Commissioner, Marquita Ogawa, Commissioner, Cal Gilbert, Chairperson

ABSENT:

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

PETITIONS

Chairperson Gilbert stepped out of the meeting – 12:35 p.m. Vice Chairperson McCleary is acting Chairperson. Doris Manyhides – 525 15th St S and Peg Decelles with Family Promise presented her situation. Discussion was held and Commissioner Ogawa made a motion to not uphold the eviction. Commissioner Price seconded the motion with the amendment to clarify in writing that the tenant understands the rental policy and it will be paid on time and the balance of \$491.34 must be paid in full. This is a very unique situation to come before the Housing Board and because of the uniqueness of this case the decision deviated from normal policy for this one situation. Commissioner McCarty opposed the motion and Vice Chairperson McCleary abstained. The motion passed with four approvals. Chairperson Gilbert returned to the meeting at 1:05 p.m.

EXECUTIVE DIRECTOR REPORT

ADMINISTRATIVE REPORT

HOLLAND COURT SITE RENOVATION

A contract was entered into with Woith Engineering for site surveying and needs description for Holland Court. They started work the week of March 1st and should be ready for contractors the week of March 21st. Staff has been calling on contractors and discussing the upcoming work.

MT 2-1 BLDGS 6B – 6C REMODEL

Staff has completed take-off for the materials of the two buildings. Waiting for available grant funds in mid-April and then start requesting bids from contractors.

LOAN COMMITTEE

Wendy Thomas, Deputy Planning Director, spoke to the Board regarding the Housing Authority Commissioners' role as the CDBG Loan Review Board. Ms. Thomas is

questioning why the Housing Authority Board takes action on CDBG funds when they have nothing else to do with CDBG allocations. Ms. Thomas is asking if it would be beneficial to move the action on CDBG funds to a group more closely tied to the City. The Community Development Council was asked if they would be interested in taking on this role. The City also had a Loan Advisory Board which is not currently active. At this time, the subject is in the discussion phase, and Ms. Thomas would like the Housing Board to consider what their role is and if it fits with what they are charged with concerning Block Grant funds. Chairperson McCleary stated that the expertise lies within the Community Development Council. Commissioner Corey reported that some members of the Housing Board have questioned this role in the past, stating that they do not all have the necessary background in banking and construction to make informed decisions. Chairperson McCleary suggested that the City establish a process for evaluation and underwriting of appraisals. Following discussion, the Housing Authority Board is not opposed to and would support moving oversight of the CDBG Loan Review to the Community Development Council. This change would require action by the City Commission. Ms. Thomas will contact the Community Development Council and will keep the Housing Authority informed.

OLD BUSINESS

Loan Committee (see Admin Report) Jenn Reichelt, Sheila Rice and Karen Nebel presented the Neighborworks involvement with CDBG Loan Committee.

Neighborworks has partnered with the City of Great Falls on the CDBG Loan Program and would service and administer the revolving loan program. Neighborworks and the City of Great Falls prefer the Housing Authority Board remain the loan committee for these loans. Discussion was held and the Board will remain the loan committee for a trial period.

NEW BUSINESS

The February Board minutes were received and reviewed. Commissioner McCarty made a motion to approve the minutes as written. Commissioner Weber seconded the motion with unanimous voice approval.

Hessler Contract was discussed and the Board would prefer a detailed proposal from Marv Hessler. Kevin Hager, Executive Director, will check with the City of Great Falls on employment options and insurance requirements with our Housing Insurance. This will be brought back to the Board to discuss.

Resolution 920 – Approving Vacated Tenant Accounts Writing Off for Period Ending March 10, 2016 was received and reviewed. Vice Chairperson McCleary made a motion to approve the Resolution as written. Commissioner Weber seconded the motion with unanimous voice approval.

United Materials – Invoice #2 – Parkdale Electrical/Lighting Restoration was received and reviewed. Commissioner Weber made a motion to approve United Materials Invoice #2 in the amount of \$49,298.94. Commissioner Ogawa seconded the motion with unanimous voice approval.

United Materials – Invoice #3 – Parkdale Site Extras was received and reviewed. Vice Chairperson McCleary made a motion to approve United Materials Invoice #3 in the

amount of \$15,660.00. Commissioner Price seconded the motion with unanimous voice approval.

The Board reviewed cash disbursements for the month of February, 2016. Vice Chairperson McCleary made a motion to ratify cash disbursements, (see beginning and ending check numbers). Commissioner Boyle seconded the motion with unanimous voice approval.

BOARD MEMBER REPORTS AND ANNOUNCEMENTS

Board Member Terms – Vacancies were discussed. Names were suggested to fill Tenant Family Commissioner that will expire May, 2016 and the (attorney) Commissioner position that will expire June 30, 2016

COMMUNICATIONS

PUBLIC COMMENT

There being no further business to come before the Board, Commissioner Weber made a motion to adjourn. Commissioner Boyle seconded the motion. The meeting was adjourned by Chairperson Gilbert at 1:41 p.m. The next Board meeting will be held on Thursday, April 21, 2016 at 12:00 p.m.

Respectfully Submitted By:

Approved By:

Kevin Hager, Secretary

Cal Gilbert, Chairperson