

AGENDA

BOISE CITY HOUSING AUTHORITY COMMISSIONERS
ADA COUNTY HOUSING AUTHORITY COMMISSIONERS
SHORELINE PLAZA, INC. DIRECTORS
AFFORDABLE HOUSING SOLUTIONS, INC. DIRECTORS

ANNUAL MEETING OF THE BOARD OF COMMISSIONERS AND DIRECTORS

Wednesday, November 10, 2021 – 4:00 p.m.
Housing Authority Office – 1001 S. Orchard Street Boise, Idaho

- I. ROLL CALL
- II. CONSENT AGENDA (ACTION ITEM)

All items with an asterisk (*) are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion on these items unless a Board member or citizen so requests, in which case the item will be removed from the general order of business and considered in its normal sequence. The vote on the Consent Agenda will be by roll call vote.

A. Minutes, Resolutions and Routine Matters

- *1. Board of Commissioners Meeting Minutes, October 13, 2021 (ACTION ITEM)
- *2. BCHA Resolution No. -2021 – Resolution Updating the Fiscal year 2022 Utility Allowance Schedule (ACTION ITEM)
- *3. ACHA Resolution No. -2021 – Resolution Updating the Fiscal Year 2022 Utility Allowance Schedule (ACTION ITEM)
- *4. Approval of Board Meeting schedule for 2022 (ACTION ITEM)

III. REPORTS

- A. Chairman's Report
- B. Executive Director's Report
- C. Report on Properties
- D. Report on Programs

IV. NEW BUSINESS

- A. Approval of Updated "Exhibit B" to the Cooperation Agreement between Ada County Housing Authority and Boise City Housing Authority (ACTION ITEM)
- B. BCHA Election of Chairperson and Vice Chairperson (ACTION ITEM)

- C. ACHA Election of Chairperson and Vice Chairperson (ACTION ITEM)
- D. Shoreline Plaza Inc. Election of Chairperson and Vice Chairperson (ACTION ITEM)
- E. Affordable Housing Solutions, Inc. Election of President and Vice President (ACTION ITEM)

V. UNFINISHED BUSINESS

- A. Emergency Rental Assistance Program (ERAP) Update
- B. Moore Street Property Development Update
- C. HUD Vacant Loan Program Update

VI. ADJOURNMENT

Related agenda documents are available for public review by visiting:
<https://bcacha.org/about/board-of-commissioners/>

Limited seating is available at Boise City / Ada County Housing Authorities. Virtual attendance is strongly encouraged by joining through the Zoom link below:

**BOISE CITY HOUSING AUTHORITY
ADA COUNTY HOUSING AUTHORITY, SHORELINE INC.
AND AFFORDABLE HOUSING SOLUTIONS, INC.**

**ANNUAL MEETING OF THE BOARD OF
COMMISSIONERS AND DIRECTORS**

November 10, 2021

TIME AND PLACE OF MEETING:

Chairman Raquel Guglielmetti called the meeting to order at 4:02 p.m., on Wednesday, November 10, 2021. The meeting was held at the Boise City / Ada County Housing Authorities' Board Room, 1001 S Orchard Street, Boise ID 83705, and via Zoom link.

I. ROLL CALL

Commissioners Present: Chairman Raquel Guglielmetti, Vice Chairman Kent Rock

Commissioners Present via Zoom: Commissioner Julianne Donnelly Tzul, Commissioner Shellan Rodriguez, Commissioner Jennifer Seamons, Commissioner Jaime Hansen, Commissioner Tiffany McKee

Commissioners Absent: Ex-Officio Commissioner Elaine Clegg

Others Present: Executive Director Deanna Watson, Boise City Deputy Attorney Tyler Powers, Ada County Deputy Attorney Ammon Taylor, IT & Operations Administrator Ron Barstow, Deputy Director Jillian Patterson, Finance Director Diana Meo, Senior Staff Accountant II Annette Sampson (via Zoom), Construction Manager Ben Duke, Executive Assistant Ann Upchurch

II. CONSENT AGENDA

Commissioner Seamons moved that the board approve the Consent Agenda and that the vote be by roll call. Commissioner Rodriguez seconded the motion.

A roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Kent	Abstained
Commissioner Rodriguez	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Abstained
Commissioner McKee	Aye

The motion passed by roll call vote.

III. REPORTS

A. Chairman's Report

Chairman Guglielmetti provided background for the board regarding how the monthly agenda is developed and approved. The agenda is set at the monthly executive committee meeting which takes place one week prior to the board meetings. Staff generally bring agenda items to the committee before the meeting. Commissioners are welcome to request an item for the agenda, and they are asked to bring those items forward by the end of the month prior to the next board meeting. Then, with the advice of legal counsel, the agenda is structured to run as efficiently as possible. Commissioners should send requested agenda items to either the chairman or executive director, or both. Commissioner Donnelly Tzul asked if it would be possible to send the board a calendar of cyclical and annual action items so that board members be expecting those. The board was reminded that any deliberation or discussion between board members on substantive issues need to be discussed in the open meeting and included on the agenda, and not via email, telephone communications, etc.

Commissioner Hansen asked if there was a broader description of the office of Secretary from the agency's bylaws. Chairman Guglielmetti clarified that the office of Secretary is held by the Executive Director, and is a non-voting office. The secretary has general supervision over the administration of the agency.

Ada County Deputy Attorney Taylor briefly explained the process for amending the agency's bylaws. The process is dictated within the bylaws itself. Proposed amendments are brought to the attention of the board by commissioners when there is interest in an amendment. A draft amendment is then brought to the whole board for consideration and finally adopted.

Amendments to the bylaws are tracked within the bylaws.

The duties of the offices of Chairman and Vice Chairman were reviewed. Ms. Guglielmetti mentioned that there is a new Commissioner Handbook published by NAHRO, that will be mailed out to each commissioner.

Commissioner Hansen asked if an office could be held by two people and Commissioner Rodriguez also stated that there might be more interest in holding an office if it could be shared by two commissioners. Ms. Guglielmetti suggested that the topic be put on the agenda to see discuss the benefits and structure behind the concept. She will be looking for ideas from commissioners about how dual rolls would work.

B. Executive Director's Report

Executive Director Watson reported that she had recently attended a meeting of the Continuum of Care regarding a recent report from the Corporation for Supportive Housing. She will forward the report to the board. The report provides a more coordinated approach for supportive housing needs, rather than a piece-meal approach. Maureen Brewer, Administrator for Our Path Home, will present aspects of the report to the board in December.

Ms. Watson also informed the board that there are safety concerns involving tenants at New Path as well as one of the agency's properties. Frustration with options is causing significant concern, as support is not easily obtained from behavioral health specialists, nor the police department.

The agency has been notified that the owners of Civic Plaza wish to retire the Series B bonds that are held by the HA. This will not affect the agreement with the developers to keep at least 40 apartments available to HCV voucher holders. This will not require any action from the board.

C. Report on Properties

Construction Manager Ben Duke reported that there is only one current project, the Vine Terrace roof project. There are four buildings to be roofed, and currently only materials for one building. Materials shortages continues to be a challenge.

D. Report on Programs

Deputy Director Jillian Patterson updated the board on the prospect of opening the waiting list for the Section 8 Housing Choice Voucher program. The list was last open in the summer and early fall of 2019. Several commissioners asked her for details on how long it takes for voucher holders to connect their vouchers to leases, and number of voucher holders who are ultimately unsuccessful doing so. Ms. Patterson said that she would work on getting accurate numbers to present at next month's board meeting. Ms. Guglielmetti said that it would be added to December's agenda. Ms. Watson asked the board for specific information that they would like included in the report.

IV. NEW BUSINESS

A. Approval of Updated "Exhibit B" to the Cooperation Agreement between Ada County Housing Authority and Boise City Housing Authority

Mr. Taylor reminded the board that this issue comes up on an annual basis. There is an agreement between the two housing authorities, with specific programs of ACHA being administered by BCHA. This agreement is refreshed each year with an updated "Exhibit B," which spells out the programs.

Vice Chairman Rock moved that the board approve the updated "Exhibit B" to the Cooperation Agreement between Ada County Housing Authority and Boise City Housing Authority. Commissioner Rodriguez seconded the motion.

A roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Kent	Aye
Commissioner Rodriguez	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Aye
Commissioner McKee	Aye

The motion passed by a roll call vote.

B. BCHA Election of Chairperson and Vice Chairperson

Commissioner Julianne Donnelly Tzul offered to be nominated for Vice Chairman for Boise City Housing Authority. Ms. Guglielmetti put forth herself as willing to serve as Chairman.

There being no discussion, a roll call vote was taken.

For Ms. Donnelly Tzul as Vice Chairman of BCHA

Chairman Guglielmetti	Aye
Vice Chairman Kent	Aye
Commissioner Rodriguez	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Aye
Commissioner McKee	Aye

Ms. Donnelly Tzul elected as Vice Chairman of BCHA by roll call vote.

For Ms. Guglielmetti as Chairman of BCHA

Chairman Guglielmetti	Aye
Vice Chairman Kent	Aye
Commissioner Rodriguez	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Abstained
Commissioner McKee	Aye

Ms. Guglielmetti elected as Chairman of BCHA by roll call vote.

C. ACHA Election of Chairperson and Vice Chairperson

Commissioner Julianne Donnelly Tzul offered to be nominated for Vice Chairman for Ada County Housing Authority. Ms. Guglielmetti put forth herself as willing to serve as Chairman.

There being no discussion, a roll call vote was taken.

For Ms. Donnelly Tzul as Vice Chairman of ACHA

Chairman Guglielmetti	Aye
Vice Chairman Kent	Aye
Commissioner Rodriguez	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Aye

Commissioner McKee Aye

Ms. Donnelly Tzul elected as Vice Chairman of ACHA by roll call vote.

For Ms. Guglielmetti as Chairman of ACHA

Chairman Guglielmetti	Aye
Vice Chairman Kent	Aye
Commissioner Rodriguez	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Abstained
Commissioner McKee	Aye

Ms. Guglielmetti elected as Chairman of ACHA by roll call vote

D. Shoreline Plaza Inc. Election of Chairperson and Vice Chairperson

Commissioner Julianne Donnelly Tzul offered to be nominated for Vice Chairman for Shoreline Plaza Inc. Ms. Guglielmetti put forth herself as willing to serve as Chairman.

There being no discussion, a roll call vote was taken.

For Ms. Donnelly Tzul as Vice Chairman of Shoreline Plaza Inc.

Chairman Guglielmetti	Aye
Vice Chairman Kent	Aye
Commissioner Rodriguez	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Aye
Commissioner McKee	Aye

Ms. Donnelly Tzul elected as Vice Chairman of Shoreline Plaza Inc. by roll call vote.

For Ms. Guglielmetti as Chairman of Shoreline Plaza Inc.

Chairman Guglielmetti	Aye
Vice Chairman Kent	Aye
Commissioner Rodriguez	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Abstained
Commissioner McKee	Aye

Ms. Guglielmetti elected as Chairman of Shoreline Plaza Inc. by roll call vote.

E. Affordable Housing Solutions, Inc. Election of President and Vice President

Commissioner Julianne Donnelly Tzul offered to be nominated for Vice President for Affordable Housing Solutions, Inc. Ms. Guglielmetti put forth herself as willing to serve as President.

There being no discussion, a roll call vote was taken.

For Ms. Donnelly Tzul as Vice President of Affordable Housing Solutions, Inc.

Chairman Guglielmetti	Aye
Vice Chairman Kent	Aye
Commissioner Rodriguez	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Aye
Commissioner McKee	Aye

Ms. Donnelly Tzul elected as Vice President of Affordable Housing Solutions, Inc. by roll call vote.

For Ms. Guglielmetti as President of Affordable Housing Solutions, Inc.

Chairman Guglielmetti	Aye
Vice Chairman Kent	Aye
Commissioner Rodriguez	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Seamons	Aye
Commissioner Hansen	Abstained
Commissioner McKee	Aye

Ms. Guglielmetti elected as President of Affordable Housing Solutions, Inc. by roll call vote.

V. UNFINISHED BUSINESS

A. Emergency Rental Assistance Program (ERAP) Update

Ms. Patterson reported the most current numbers of assistance provided to date. Total current assistance for Boise and Ada County is \$17,136,039. All of the Boise City funds have been distributed and 63% of Ada County funds have also been spent. The recent effort to provide the Treasury with the quarterly reports has required a tremendous amount of time and resources from the staff. Currently, work is being done to transition the data to a Yardi software system. IHFA has determined to allow the Treasury to reallocate funds, and the housing authorities are in line for a portion of that reallocation. ERAP2 is also on the horizon with both the city and county applying for funds.

At 5:30 pm, Commissioner Hansen left the meeting.

B. Moore Street Property Development Update

Ms. Watson reported that the development advisory committee met this past week with Mr. Taylor to go over the draft RFP. There is a point system being developed as a scoring mechanism for respondents. One of the priorities is to continue to have the housing authority's involvement in the project and to create an income stream for future housing projects. There was some discussion about the city's RFP submission platform and whether or not it will work for the agency. Commissioner Seamons mentioned that it is the intent of the committee to advance the RFP to the full board before the next board meeting, and to not lose any more momentum. Respondents need to be deemed "complete," which requires a clear set of criteria to be met in the proposals. Discussion also involved the feasibility of bringing on a new staff member to take some management pressure off staff so that more effort can be put into this project. When asked, Commissioner McKee mentioned that, from her perspective, she feels the board should consider selling the property that has faced significant development hurdles in the past.

At 6:10 pm, Commissioner Seamons left the meeting.

Commissioner Rodriguez felt that this project should be worthy of a special board meeting. She also noted that the advisory committee would first need to meet as well, and she requested that these dates be blocked out as quickly as possible.

C. HUD Vacant Loan Program Update

This program, as discussed at last month's board meeting, turned out to not be a lucrative opportunity.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:17 p.m.

Documents provided as part of this meeting include:

BCACHA Board Minutes – October 13, 2021

Memo – Resolution Approving Substantial Amendments to the BCACHA Housing Choice Voucher Administrative Plan

Temporary Policy Supplement - Emergency Housing Vouchers

BCHA Resolution No. 9-2021

Memo – Resolutions Approving Utility Allowance Schedule, Effective 1/1/2022

BCHA Resolution 10-2021

ACHA Resolution 8-2021

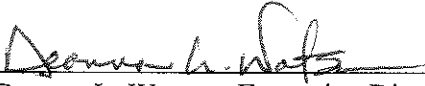
2022 BCACHA Board Meeting Schedule

Memo – Approval of the Exhibit B to the Cooperation Agreement between ACHA and BCHA

Amended and Restated Cooperation Agreement Between the Ada County Housing Authority and the Boise City Housing Authority

Exhibit B – Schedule of Local Authority Programs and Facilities (as of November 10, 2022)

Respectfully submitted,


Deanna L. Watson, Executive Director


Raquel Guglielmetti, Chairman