

AGENDA

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

MEETING OF THE BOARD OF COMMISSIONERS AND DIRECTORS
Wednesday, August 11, 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, June 21, 2021 (ACTION ITEM)
- *2. Financial statements thru the period ended June 30, 2021 (ACTION ITEM)
- *3. Approval of the FY2020 Federal Tax Return for Affordable Housing Solutions, Inc. (ACTION ITEM)
- *4. Revision to the Admissions and Continued Occupancy Plan (ACOP), Authorizing On-line Applications (ACTION ITEM)
- *5. Revision to Tenant Selection Plan, Authorizing On-line Applications (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. Board Approval of Fees to Extend Audit Services with Eide Bailly for FY2021 (ACTION ITEM)
- B. FY2022 Budget Review (for Board Approval at September 2021 Board Meeting) – Presentation by Diana Meo
- C. Vine Roof Project – Contractor Recommendation and Approval (ACTION ITEM)

V. UNFINISHED BUSINESS

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

VI. ADJOURNMENT

8/5/2021 9:33 AM

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:

When: Aug 11, 2021 04:00 PM Mountain Time (US and Canada)

Topic: BCACHA Board Meeting - August 11 2021

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/87930887120?pwd=RjdkaHVmdWk2cDZDUldvTFZvS0FDdz09>

Passcode: 189921

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

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

August 11, 2021

TIME AND PLACE OF MEETING:

Chairman Raquel Guglielmetti called the meeting to order at 4:03 p.m., on Wednesday, August 11, 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 and Commissioner Tiffany McKee (arrived 4:18 p.m.)

Commissioners Present via Zoom: Commissioner Julianne Donnelly Tzul, Commissioner Jaime Hansen, Ex-Officio Commissioner Elaine Clegg (arrived 5:10 p.m.)

Commissioners Absent: Commissioner Shellan Rodriguez, Commissioner Jennifer Seamons

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

II. CONSENT AGENDA

Vice Chairman Kent Rock moved that the board approve the Consent Agenda, with a spelling correction made to the minutes of July 14, 2021, and that the vote be by roll call. Commissioner Jaime Hansen seconded the motion.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Hansen	Aye

The motion passed by roll call vote.

III. REPORTS

A. Chairman's Report

Chairman Raquel Guglielmetti announced that there is a change in legal advisors from Ada County. Catie Freeman will be leaving the county prosecutor's office for a position in private practice. In her place, the housing authorities will have the services of Deputy County Prosecuting Attorney Andrew Jenkins. Mr. Jenkins introduced himself to the board and staff.

B. Executive Director's Report

Executive Director Deanna Watson referred board members to her written monthly report provided earlier. In addition to the updates in that report, Ms. Watson informed the board about a recent incident of bank fraud that has affected the housing authorities. Using only the bank routing number and account number of one of the agency's checking accounts, someone in Alabama was able to create fraudulent checks, sign them, deposit them in a local bank and immediately wire the funds out. The housing authorities' bank cleared two checks and two other attempted checks were stopped.

A police report has been filed and there is an active investigation. Discussion among the board members included a general disappointment in the processes of both the agency's bank and the bank that accepted these checks and what safety measures are available to the housing authority to protect itself from such activity. Ada County Deputy Attorney Ammon Taylor recommended that the housing authorities work closely with its bank to keep up to date on the status of the investigation.

At 4:18 p.m., Commissioner McKee entered the meeting.

C. Report on Properties

Ms. Watson reported that the only report on properties will be handled as New Business later in the meeting.

D. Report on Programs

Housing Programs Director Jillian Patterson provided an update on the recently acquired Emergency Housing Vouchers received through HUD. One of the HUD requirements is that recipients have a Memorandum of Understand with its local Continuum of Care agency, which is "Our Path Home" in Boise. That agreement is complete and the housing authorities are looking at restructuring its software program in order to accommodate the new program.

IV. NEW BUSINESS

A. Board Approval of Fees to Extend Audit Services with Eide Bailly for FY2021

Finance Director Diana Meo explained that the agency's initial contract with Eide Bailly began in 2018, with a two-year term and an optional two-year extension. She presented the updated fee schedule from Eide Bailly for FY2021 auditing services through September 30, 2021. Ms. Guglielmetti explained some of the differences between a regular audit and a HUD audit, with the understanding that there might be additional work due to the large Emergency Rental Assistance Program this year. She would like to include a 5% buffer in the fees approval, so that

in case of possible unforeseen auditing requirements, additional board approval would not be needed up to the additional 5%.

Commissioner McKee moved that the board approve fees to extend audit services with Eide Bailly for FY2021, and that the approval include an additional 5% increase if needed. Commissioner Hansen seconded the motion.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Hansen	Aye
Commissioner McKee	Aye

The motion passed by a roll call vote.

B. FY2022 Budget Review (for Board Approval at September 2021 Board Meeting)

Ms. Meo presented a slide presentation with discussion regarding the agency's FY2022 budget. The final budget will be presented to the board at the September board meeting for final approval.

At 5:10 p.m., Ex-Officio Commissioner Clegg joined the meeting.

C. Vine Roof Project – Contractor Recommendation and Approval

Construction Manager Ben Duke reported that he had received three bids for the roof project at Vine Terrace Apartments. The lowest bid came from a company that did not provide all the necessary documents, and was hence a non-responsive bid. The second lowest bid came from JB's Roofing Inc., and was complete and responsive. Mr. Duke requested that the board approve the bid from JB's Roofing for the Vine Terrace Apartments, in the amount of \$132,401. Ms. Guglielmetti asked if the board should include a buffer of 10% in case there are unforeseen costs that may need to be covered. It was agreed that the buffer would be included in the approval.

Vice Chairman Rock moved that the board approve the contract with JB's Roofing Inc. for the Vine Roof Project for \$132,401, with a 10% contingency added. Commissioner McKee seconded the motion.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye
Commissioner Donnelly Tzul	Aye
Commissioner Hansen	Aye
Commissioner McKee	Aye

The motion passed by a roll call vote.

V. UNFINISHED BUSINESS

A. Emergency Rental Assistance Program (ERAP) Update

Ms. Patterson provided a slide presentation of the status of the ERAP program. As of August 11, the agency has provided rental and utility payments for \$9,710,006, helping 1,875 households in Boise and Ada County.

Ms. Watson had reviewed statistical information regarding the effectiveness of the program nationwide. A concern has been that some jurisdictions are not administering the funds in time to avoid evictions and adverse financial consequences as intended. She was able to ascertain that Boise is within the top 10% of cities and counties nationwide in terms of percent distribution of funds. Ada County is essentially at the national average of distribution, and the two combined entities within 19% to 20% of the top.

Marketing efforts to get the word out continues with our video commercial nearly ready for distribution. Commissioner McKee offered to provide marketing materials to local non-profit agencies she has worked with.

At 5:30 p.m., Commissioner Hansen left the meeting.

B. Moore Street Property Development Update

Ms. Watson provided an update on the progress of the RFP for development services, as drafted by the development advisory committee. There has been progress on the agreement, but it is not ready for board review at this time. The committee will work to complete the draft, then have it reviewed by legal counsel before presenting it to the board.

VI. ADJOURNMENT

At 5:38 p.m., there being no further business, the meeting was adjourned.

Documents provided as part of this meeting include:

Minutes of July 14, 2021

Financial statements thru the period ended June 30, 2021

Affordable Housing Solutions, Inc. 2019 Form 990 – Draft

Donna DeThorne memo – Update to the ACOP and Tenant Selection Plan


ACOP and Tenant Selection Plan proposed changes


Eide Bailly – Expected Hours and Fees for FY2021 Audit Services

FY2022 Proposed Budget Slide Presentation

August 11, 2021 ERAP Update Slide Presentation

Respectfully submitted,


Deanna L. Watson, Executive Director


Raquel Guglielmetti, Chairman