

## AGENDA

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

**July 11, 2018 @ 4:00 p.m. – Housing Authority-3<sup>rd</sup> Floor Board Room  
1276 River Street, Suite 300, Boise, Idaho**

### CALL TO ORDER

### ROLL CALL

### CONSENT AGENDA (ACTION ITEM)

- I. Approval of Minutes:  
Meeting of the Board of Commissioners of June 13, 2018 – BCACHA
- II. Financial Statements:  
Thru the Period Ended May 31, 2018

### REPORTS

- I. Chairman's Report
  - a. Update on Idaho's open meeting law and new legislative requirements
  - b. Update on the Cooperating Agreement between BCHA and ACHA
- II. Executive Director's Report
  - a. Update on grant programs
  - b. Overview of recent employee survey
  - c. Staffing Changes
- III. Report on Properties
- IV. Report on Programs

### OLD BUSINESS

- I. Orchard Street Property Update (ACTION ITEM)  
Consideration of motion to authorize Executive Director Deanna Watson to sign documents necessary to approve the Design Development phase of the building
- II. Moore Street Property (ACTION ITEMS)
  - a. Consideration of BCHA Resolution #518 – Resolution Authorizing Sale of the Moore Street Property to Affordable Housing Solutions, Inc. For the Purposes of the Sandhill Crane Project
  - b. Consideration of AHS Inc. Resolution #4 - Resolution Authorizing Purchase of the Moore Street Property From the Boise City Housing Authority For the Purpose of the Sandhill Crane Project

## **NEW BUSINESS**

- I. 2019 Utility Allowance Schedules (ACTION ITEMS)**
  - a. Consideration of BCHA Resolution #517 – Resolution Updating the Fiscal Year 2019 Utility Allowance Schedule**
  - b. Consideration of ACHA Resolution #316 – Resolution Updating the Fiscal Year 2019 Utility Allowance Schedule**
  
- II. Approving the Five-Year Comprehensive Plans and Annual Plans for BCHA and ACHA (ACTION ITEMS)**
  - a. Consideration of BCHA Resolution #519 – Approving the Public Housing and Housing Choice Voucher (HCV) Programs Annual Agency Plan for Boise City Housing Authority and the Five-Year Agency Plan for Boise City Housing Authority**
  - b. Consideration of ACHA Resolution #317 – Approving the Public Housing and Housing Choice Voucher (HCV) Programs Annual Agency Plan for Ada County Housing Authority and the Five-Year Agency Plan for Ada County Housing Authority**
  
- III. Approving the Rolling Five-Year Capital Fund Programs and Annual Plans for BCHA and ACHA (ACTION ITEMS)**
  - a. Consideration of BCHA Resolution #520 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for Boise City Housing Authority**
  - b. Consideration of ACHA Resolution #318 – Approving the Five-Year Rolling Capital Funds Program and Annual Review for the Ada County Housing Authority**
  
- IV. Security and Emergency Response - Review of Policies and Procedures**

## **ADJOURNMENT**

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

**MEETING OF THE BOARD OF COMMISSIONERS  
July 11, 2018**

**TIME AND PLACE OF MEETING**

Chairman Raquel Guglielmetti called the meeting to order at 4:06 p.m. on Wednesday, July 11, 2018. The meeting was held at the Boise City/Ada County Housing Authority Board Room, 1276 River Street, Boise, ID 83702.

**ROLL CALL**

**Commissioners Present:** Chairman Raquel Guglielmetti, Vice Chairman Kent Rock, Commissioner Yvette Ashton, Commissioner Shellan Rodriguez, Commissioner Miguel Legarreta, Commissioner Jennifer Seamons and Ex-Officio Commissioner Elaine Clegg

**Commissioners Absent:** Commissioner Gary Machacek

**Others Present:** Executive Director Deanna Watson, Ada County Deputy Attorney Ammon Taylor, Deputy City Attorney Christine Starr, Development Director Bob Reed, Development Construction Manager Ben Duke, Housing Programs Director Jillian Patterson, Finance Director Diana Meo, Senior Staff Accountant Annette Sampson, Housing Programs Manager Sandi Bernstrom and Housing Programs Manager Donna DeThorne

**CONSENT AGENDA**

**Commissioner Legarreta moved to approve the Consent Agenda. Vice Chairman Rock seconded. The motion passed unanimously by a voice vote.**

Ex-Officio Commissioner Clegg suggested adding resolutions to the consent agenda for expediency.

**REPORTS**

I. Chairman's Report

Chairman Guglielmetti discussed Commissioner Rodriguez's suggestion for developing an intranet for the commissioners that would contain all board information. This request was communicated to IT specialist Ron Barstow before the meeting. She would like this made available for the next board meeting.

Commissioner Rodriguez's birthday was recognized. The Chairman encouraged board members to attend the All Staff monthly meetings.

Idaho Open Meeting Laws: Chairman Guglielmetti gave an update to the open meeting laws, specifically noting that changes to the agenda cannot be made unless an emergency and all action items must be clearly identified. She also requested that the agenda be located on the agency's home page to make it easier to find.

Cooperating Agreement: Director Watson is working with the attorneys on updating the agency cooperating agreement between BCHA and ACHA.

## II. Executive Director's Report

Banking Services: A Request for Proposal for banking services was issued and four responses were received. Finance Director Meo reported it was determined it would be more cost effective to stay with Mountain West Bank. The other three banks used an analysis account which had high fees and Mountain West did not.

Program Reports: We have applied for 100 Mainstream vouchers for each housing authority. We did not apply for any Family Unification Program Vouchers. These would require a partnership with Health and Welfare, which was not able to make that commitment. We were not able to apply for any Jobs Plus vouchers as they are for Public Housing multi-family housing, which we don't have.

It was decided to not apply for more VASH vouchers due to a late response from the Veteran's Administration and difficulty leasing up. An exemption to the chronically homeless requirement was requested from HUD for the VASH vouchers due to the limited number that qualified for this status. We currently have 192 vouchers, with 155 currently used. The Point In Time Count for 2018 showed 15 unsheltered vets -- of which 4 were chronically homeless but were working with an agency; 0 were awaiting services.

The Continuum of Care group is discussing combining the CHOIS and Shelter Plus Care programs under one umbrella. This may enable broader processes and relax verification processes.

Staff Changes: Director Watson reported that Housing Programs Manager Sandi Bernstrom will be working part time after her retirement and Housing Programs Manager Donna DeThorne was introduced.

Employee Survey: Director Watson presented an overview of an employee survey that was recently completed. There was approximately 60% participation. A survey is done every 2 – 3 years.

Property Reports: There are ongoing issues of a tenant pointing guns at people at Nez Perce and the eviction process is underway. The tenants have until Monday to be out or will be evicted on Tuesday. One of the tenants is currently in jail with a court date of July 18.

Development Construction Manager Duke gave an update of the Capitol shower replacement project. 62 showers are being replaced and it's going very well. The contract for the Safety and Security grant for Capitol and Franklin should be awarded this week and will consist of cameras inside and out, and security lighting. The contract amount is less than then grant so other items will be added to contract such as replacing 1<sup>st</sup> floor patio screens to security screens and updating interior lighting to LED.

## **OLD BUSINESS**

### **I. Orchard Street Property**

Director Watson reported that staff will be working on landscaping tomorrow beginning at 7:30 am and she invited any board members. There are 184 plants to plant and people can tour the building.

There was a recommendation to move from the design phase into the construction phase with CSHQA.

**Commissioner Seamons moved that the Board approve authorizing Executive Director Deanna Watson to execute documents approving the design and development plan not to exceed \$960,000. Vice Chairman Rock seconded the motion. The motion passed unanimously by a voice vote.**

Staff has decided to handle the furniture portion themselves. This is anticipated to save money. There was discussion on the budget for the remodeling. There is River Plaza money available if needed that is not from the sale of the building but from previous tenant rent collections.

### **II. Moore Street Property**

Development Director Bob Reed provided the board with an updated budget and discussed the need for approval to sell the Moore Street parcels to Affordable Housing Solutions.

- a. Commissioner Rodriguez moved that the Board approve BCHA Resolution No. 518 –authorizing the sale of Moore Street Property to Affordable Housing Solutions, Inc. for the purpose of the Sandhill Crane project. Commissioner Ashton seconded the motion. The motion passed unanimously.**
- b. Commissioner Ashton moved that the Board approve AHS Inc. Resolution No. 4 – authorizing the purchase of Moore Street Property from Boise City Housing Authority for the purpose of the Sandhill Crane project. Vice Chairman Rock seconded the motion. The motion passed unanimously.**

Clarification was made that BC Housing is Boise City Housing Authority.

## **NEW BUSINESS**

### **I. 2019 Utility Allowance Schedules**

Housing Programs Director Jillian Patterson discussed the need to update the 2019 utility allowances. This is based on current rates only, but can be adjusted if there is a large increase in rates at a later date.

- a. Commissioner Rodriguez moved that the Board approve BCHA Resolution No. 517 – updating the fiscal year 2019 utility allowance schedule. Commissioner Ashton seconded. The motion passed unanimously by a voice vote.**
- b. Commissioner Rodriguez moved that the Board approve ACHA Resolution No. 316 – updating the fiscal year 2019 utility allowance schedule. Commissioner Ashton seconded. The motion passed unanimously by a voice vote.**

### **II. Five-Year Comprehensive and Annual Plans**

Housing Programs Manager Sandi Bernstrom discussed the need for approval for submission to HUD of the PHA Agency Plans and the Five-Year Capital Fund Program Plans.

- a. Commissioner Seamons moved that the Board approve BCHA Resolution No. 519 – approving the Public Housing and Housing Choice Voucher Programs Agency Plan for Boise City Housing Authority and the Five-Year Agency Plan for Boise City Housing Authority. Commissioner Ashton seconded. The motion passed unanimously by a voice vote.**
- b. Commissioner Seamons moved that the Board approve ACHA Resolution No. 317 – approving the Public Housing and Housing Choice Voucher Programs Agency Plan for Ada County Housing Authority and the Five-Year Agency Plan for Ada County Housing Authority. Commissioner Ashton seconded. The motion passed unanimously by a voice vote.**

### **III. Five-Year Capital Fund Plans**

Chairman Guglielmetti commented that this will be included in the consent agenda in the future. Ex-Officio Commissioner Clegg suggested including all resolutions with a memo to be provided with the proposed agenda. If there are questions, the agenda could still be changed.

- a. Commissioner Seamons moved that the Board approve BCHA Resolution No. 520 – approving the Five-Year Rolling Capital Funds Program and Annual Review for Boise City Housing Authority. Commissioner Ashton seconded. The motion passed unanimously by a voice vote.**

- b. **Commissioner Seamons moved that the Board approve ACHA Resolution No. 318 – approving the Five-Year Rolling Capital Funds Program and Annual Review for Ada County Housing Authority. Vice Chairman Rock seconded. The motion passed unanimously by a voice vote.**

IV. Security and Emergency Response:

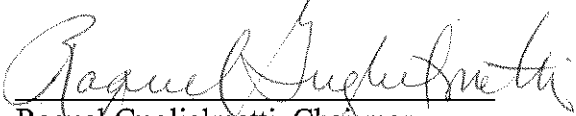
Director Watson reported that the current BCACHA emergency response procedures cover weather related emergencies, but do not cover others. Chairman Guglielmetti urged the commissioners to make suggestions that could help. There is currently a long list for active shooter training, but we are on that list. Other trainings are being looked at. Ex-Officio Commissioner Clegg stated the Boise Police Department has resources to help with emergency procedures and will check into these.

It was suggested to include the property key keepers in trainings and also start neighborhood watch groups. If budget allowed, an in-house officer would be ideal as well as a person specialized in mental illness that could help with de-escalation and train staff on how to handle situations. Discussion followed regarding lack of resources for those with mental illness or traumatic brain injuries. BPD response has been sporadic and depends on the officer responding.

**At 5:35 pm, there being no further business, the meeting was adjourned.**

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Raquel Guglielmetti, Chairman