

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

**May 8, 2019 @ 4:00 p.m. – Housing Authority Office
1001 S Orchard Street, Boise Idaho**

CALL TO ORDER

ROLL CALL

CONSENT AGENDA (ACTION ITEM)

- I. Approval of Minutes - Meeting of the Board of Commissioners of April 10, 2019 – BCACHA**
- II. Financial Statements - Thru the Period Ended March 31, 2019**

REPORTS

- I. Chairman's Report**
- II. Executive Director's Report**
- III. Report on Properties**
- IV. Report on Programs**

OLD BUSINESS

- I. Orchard Street Property Update**
- II. Moore Street Property Update (ACTION ITEM)**
- III. New Path Update**
- IV. Valor Pointe Update**

NEW BUSINESS

- I. Open House at Orchard Offices**
- II. Strategic Planning Process**

ADJOURNMENT

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

**MEETING OF THE BOARD OF
COMMISSIONERS AND DIRECTORS
May 8, 2019**

TIME AND PLACE OF MEETING

Chairman Raquel Guglielmetti called the meeting to order at 4:04 p.m. on Wednesday, May 8, 2019. The meeting was held at the Boise City/Ada County Housing Authority Board Room, 1001 S Orchard Street, Boise, Idaho.

ROLL CALL

Commissioners Present: Chairman Raquel Guglielmetti, Vice Chairman Kent Rock, Commissioner Yvette Ashton, Commissioner Shellan Rodriguez, Commissioner April Durrant, Commissioner Jennifer Seamons (via telephone conference), Commissioner Gary Machacek (via telephone conference), Ex-Officio Commissioner Elaine Clegg, and Student Commissioner Garrett Richardson

Commissioners Absent: Student Commissioner Maggie Schultz

Others Present: Executive Director Deanna Watson, Boise City Deputy Attorney Christine Starr, Ada County Deputy Attorney Ammon Taylor, Development Director Bob Reed, Senior Staff Accountant Annette Sampson, Programs Director Jillian Patterson, Public Housing Manager Donna DeThorne

CONSENT AGENDA

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

REPORTS

I. Chairman's Report

Chairman Guglielmetti officially welcomed our new Commissioner, April Durrant.

Ms. Guglielmetti reminded commissioners that they are always invited to the all-staff meetings, held every 3rd Tuesday of every month, this month's meeting being held on May 21. These

meetings start at 8:30 am and include a light breakfast refreshment, a review of current business activities per department, and often an invited speaker or program.

Ms. Guglielmetti recognized Student Commissioners Richardson and Schultz, whose last board meeting is today. She thanked them for their service and time spent learning about the housing authority.

Ms. Guglielmetti asked the two commissioners who recently attended NAHRO Commissioner training in Portland, Shellan Rodriguez and Elaine Clegg, to share some of their thoughts about the training. Commissioner Rodriguez shared two topics that received attention at the conference; the concern about using personal devices for board communication, and possible conflicts of interest or appearance of conflicts of interest board members might have.

Regarding the use of personal computers or cell phones for sending email and messages, the agency's legal counsel agrees that the Board should have the discussion occasionally and be reminded that communication regarding the agency is considered a public record. A good practice is to separate agency communication in an easily searchable location, should a public records request be made. It would be a rare instance where a commissioner would need to turn over any personal devices, a situation that would require a court order.

Ms. Guglielmetti also reminded the board that care should be taken not to create an unintentional "quorum" in email communication, etc.

(Ex-officio Commissioner Clegg entered the meeting at 4:15 p.m.)

Regarding conflicts of interest and the possibility of an appearance of conflicts of interest, all board members should be transparent about any associations, employment relationships and other outside interests that may present such a conflict. Boise City Deputy Attorney Christine Starr mentioned that if, while reviewing an agenda, board members have any questions about possible conflicts of interest, they are welcome to contact her office or the agency's office for advice. Ms. Guglielmetti then read from a memo she received from Steve Rutherford (Ada County Deputy Attorney) which provided details regarding conflicts of interest as summarized above.

Ms. Guglielmetti mentioned that in the development of the agency's agenda format, the item IV under REPORTS has been included to provide the Board with more in-depth understanding of the various programs the agency administers. She stated that commissioners are encouraged to provide input on which programs they would like to have explained in more detail. Ms. Clegg stated that she would like a deeper understanding of the programs as part of the strategic planning process. It is important for board members to understand the asset portfolio and relationships of the different programs, in order to match them to the priorities of the agency. Ms. Guglielmetti mentioned her preference for a half-day session with all board members, a working session where these ideas will be developed. Ms. Rodriguez concurred and stated that the high-level vision and strategic planning responsibilities of HA board members was a large focus of their recent training. She said that it is imperative that board members understand details

of the agency to avoid public miscommunication. After the training, she said she was impressed with how well our agency seems to be tracking with best practices.

Ms. Clegg said she enjoyed learning about the history of programs and how they have changed and evolved, resulting in some layering that we see today. She also stated that she would like to see a more detailed new-commissioner orientation when we add members to our board.

Ms. Watson stated that in the interest of stream lining the board agendas toward shorter meetings, some depth of information has not been regularly presented as in prior years. We have held pre-board informational meetings in the past, which we may consider again.

II. Executive Director's Report

Ms. Watson asked board members for questions or comments about her monthly board briefing. Mr. Machacek asked her to clarify her comments about the four repositioning options offered by HUD as a means to address the underfunding of public housing projects. Ms. Watson gave a brief overview of the history of HUD's contracts with local housing authorities and how these contracts have been underfunded for years. The current unfunded capital needs backlog is estimated to be between \$70 and \$80 billion. One of HUD's options does not apply to our agency due to size. The housing authority is starting the evaluation process of considering other options on the 10 "scattered site" units we currently own, housing designated for families. The agency is leaning toward converting these to project based vouchers, or project based rental assistance. We are in the early stages of that evaluation.

On April 22, Ms. Watson attended a focus group on family homelessness hosted by Ada County. Besides county commissioners and county staff members, staff members of the City of Boise, representatives of the juvenile court administration, and the two school districts were present. It was determined that while the numbers of family homelessness are alarming, problems still seem solvable. The school districts report an estimated 1,500 homeless students, defined under a broader definition than HUD's. It is estimated that 80% of these kids are staying with friends and extended family, essentially "couch-surfing," but not in stable, safe and affordable housing environments. Many come from homes where parents are dealing with domestic violence or mental health issues. The determination was to meet again as a focus group.

Ms. Watson attended the Marilyn Shuler Human Rights Forum, hosted by the City Club of Boise where our own student commissioner, Garrett Richardson, was a speaker along with Cherie Buckner Webb. She thanked Garrett for his impassioned speech and established that the agency "will claim him" as having been on our board as we hear more from him in the future.

The agency has received a complaint from a citizen who lives in the north end about property that she understood we owned. She was concerned about a site along a canal that is missing fencing and the hazard it poses. In the process of following up with the complaint, we found that, although we do not own the property in question, we have a Section 8 participant in a neighboring apartment with a similar issue. We provided that property management company with a 24-hour notice to make the improvement, which they did. The citizen continues to press the need for fencing of the neighboring property, which is privately owned. Board consensus is that we should do what we can to make the property owner aware of the hazard.

Ms. Watson summarized some personnel changes the agency has recently experienced. In all cases, we are in close communication with our legal counsel who have given us guidance as needed.

Ms. Ashton thanked Programs Director Jillian Patterson for her work on the grant with the Department of Justice and the WCA. As far as we know, we are still the only housing authority in the country with a DOJ program.

(Jennifer Seamons left the meeting at 5:00 p.m.)

III. Report on Properties

Nothing new to report that was not on the executive director's monthly briefing.

IV. Report on Programs

None this month.

OLD BUSINESS

I. Orchard Street Property Update

Senior Staff Accountant, Annette Sampson, provided an overview of the estimated CAM for the Orchard Street office building. She stated that these charges are similar to the charges at the previous office building. Charges are allocated to the agency's different programs and departments. Ms. Sampson also presented a detail of the replacement reserves schedule for the building. Ms. Upchurch will also post these documents on the website, board document's page.

Ms. Guglielmetti discussed the requests the agency has been receiving from outside entities, looking to possibly use our meeting rooms. She and Ms. Watson are reviewing a draft of guidelines and working with the executive committee to identify priorities, guidelines and requirements for the use of our offices. There will be more discussion on this at the June board meeting and a drafted guideline to consider.

II. Moore Street Property Update

Ms. Watson gave a brief historical overview of the Moore Street property. Recently, the property has gone through two rounds of 9% low income housing tax credit applications, without receiving an allocation. A disadvantage of the project in the application process is that it is not located in a QCT (Qualified Census Tract), something that cannot be helped. Development Director Bob Reed presented a summary of his analysis of the financing options left for the property. Based on the options available and the conclusions drawn and presented to the board, the agency staff recommends that the housing authority proceeds with the intention of selling the Moore Street property.

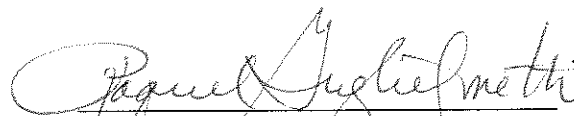
There was discussion from various board members as to the need to vote to proceed with the staff's recommendation, which would include engaging an appraiser and real estate agent in order to establish a fair market value and listing price.

Chairman Guglielmetti moved to table the item until the June board meeting. Commissioner Rodriguez seconded the motion. The motion passed unanimously by a voice vote.

Due to unexpected time conflicts with board members, the meeting was left without a quorum and the remaining agenda items were moved to the next meeting, scheduled for June 12, 2019. The meeting was adjourned at 5:37 p.m.

Respectfully submitted,


Deanna L. Watson, Executive Director


Raquel Guglielmetti, Chairman