

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

**June 12, 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 May 8, 2019 – BCACHA**
- II. Financial Statements - Thru the Period Ended April 30, 2019**

REPORTS

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

OLD BUSINESS

- I. Moore Street Property Update**
- II. New Path Update**
- III. Valor Pointe Update**

NEW BUSINESS

- I. Roofing Contractor Approval (ACTION ITEM)**
- II. Revised Non-Smoking Policy (ACTION ITEM)**
- III. Open House at Orchard Offices**
- IV. Strategic Planning Process**

EXECUTIVE SESSION (ACTION ITEM)

Per Idaho Code § 74-206 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

ADJOURNMENT

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

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

June 12, 2019

TIME AND PLACE OF MEETING

Chairman Raquel Guglielmetti called the meeting to order at 4:05 p.m. on Wednesday, June 12, 2019. The meeting was held at the Boise City/Ada County Housing Authorities Board Room, 1001 S Orchard Street, Boise, Idaho.

ROLL CALL

Commissioners Present: Chairman Raquel Guglielmetti, Commissioner Gary Machacek (via telephone conference), Commissioner Shellan Rodriguez, Commissioner Yvette Ashton, Ex-Officio Commissioner Elaine Clegg

Commissioners Absent: Vice Chairman Kent Rock, Commissioner Jennifer Seamons, Commissioner April Durrant

Others Present: Executive Director Deanna Watson, Ada County Deputy Attorney Steve Rutherford, Boise City Deputy Attorney Christine Starr, Development Director Bob Reed, Housing Programs Director Jillian Patterson, Finance Director Diana Meo, Senior Staff Accountant Annette Sampson, Public Housing Manager Donna DeThorne, Development Construction Manager Ben Duke, Executive Assistant Ann Upchurch

CONSENT AGENDA

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

REPORTS

I. Chairman's Report

Chairman Guglielmetti reminded the Board of the monthly All-Staff meetings, held on the 3rd Tuesday of each month. This month's meeting will be Tuesday, June 18 at 8:30 am. After light snacks and department summaries, there will be a guest speaker from the Census Bureau.

Ms. Guglielmetti reminded the Board that there is an upcoming webcast on Opportunity Zones. The information is in the Board packet on the BCACHA website. It is being held on Thursday, June 20 from 12:00 to 2:00 pm, MDT.

Ms. Guglielmetti spoke about the need for upcoming special Board meetings, with more detail to be discussed under the "Moore Street property update." These meetings will likely be necessary on topics that require more than 10 or 15 minute discussions.

On the topic of Board education, a special session will be held where members will be able to get up to date on the agency's various programs. Due to the upcoming strategic planning sessions and all that is going on this summer, October is the target for this special session.

II. Executive Director's Report

Executive Director Deanna Watson spoke about the over-arching atmosphere of stress from participants that can impact staff as well. There have been several times in the last few weeks and even months where our lobby guests have included one or more angry, upset, and stressed member of the public. Increasing rents, decreasing vacancies, long and closed waiting lists and a lack of immediate options have increased the negative impact and consequences on vulnerable people we serve. Ms. Guglielmetti mentioned a WCA newsletter article which identified a condition known as "vicarious stress syndrome." As stress increases for the people we serve, at times that spills over to those who support the people in crises. The agency is working on identifying human resource tools and training options for our staff.

The agency has begun to receive many rent increases from the tax credit properties in the area and we are working on ways to help the process work better. Currently, Section 8 participants receive a 60-day notice of a rent increase, and the agency receives a copy at the same time. The size of the rental increases that we are seeing are higher than in the past and contributes to the overall participant stress. One option would be to see if the HA can receive the rent increase notification first (90 days ahead) which would give us time to see how that affects numbers and participants. There has also been misunderstanding as to how these increases work. Some tax credit providers have assumed that on Section 8, the increase is handled through the program and not borne by the tenant. One of our participants will see her rent and utilities reach 96% of her monthly household income. We are struggling with a number of tax credit developers and we anticipate needing more guidance on this issue in the future.

Ms. Watson informed the Board of a recent property in the Boise north-end that has come up for sale. Upon a site visit, it was obvious that changes had been made to historical buildings without proper permitting which then allowed the sub-standard quality of the apartments. It is likely that if the property sells, the buildings will be torn down and the affordable housing will be lost, with these families being displaced. There may be an opportunity to look at a community partnership to help intervene in these cases.

III. Report on Properties

Development Construction Manager Ben Duke reported on several construction projects underway.

Shoreline North Elevated Walkways: This project has just begun. Starting Thursday evening, the contractor will be applying a vinyl coating to the stairs that then needs to cure for 6 hours – until early morning.

Shoreline Reroofing Project: This will be discussed in New Business.

Capitol Plaza and Franklin Plaza: Common area floor replacement project, with Hummel Architects, is about to be underway.

Capitol Plaza and Franklin Plaza Sliding Doors: We are planning the replacement of all the doors and windows in the common areas.

Ada County Capital Fund: The replacement of wooden fencing with vinyl fencing is planned for two of the duplexes.

IV. Programs

Ms. Watson explained that HUD has asked the agency to develop a spending plan that will spend down an approximate \$600,000 supportive housing reserve account within 12 months. Additionally, the agency estimates an on-going annual income of approximately \$90,000 from the SH programs that should be adequate to fund a new CHOIS staff position, someone who will help participants find housing.

Ms. Watson said that the agency is looking at ways to use the land adjacent to Allumbaugh House for transitional housing for those leaving treatment. It would be condensed housing, possibly shipping container homes or modular housing. She would like to explore these pathways along with other ideas that come forward. Since this will be a complex development, Ms. Guglielmetti will be looking at establishing a sub-committee from the Board to address it. HUD will require such a development or program to serve CHOIS participants for 20 years. But previous restrictions have been lifted, providing more options. Other ideas that have been discussed include a security deposit fund, a landlord program to provide for damage reimbursement and vacancy payments.

Housing Programs Director Jillian Patterson briefed the Board on the need to open the Section 8 Housing Choice Voucher waiting list within the next few weeks. The goal in the last few years has been to open the waiting list until enough applicants have been identified so that it would take the agency approximately two years to work through them. The last time the list was opened (spring 2018) approximately half of those on the list were from out of state. These applicants rarely end up successfully connecting a voucher to a unit in Boise or Ada County. Right now there are approximately 500 in-state households on the list and she anticipates working through that list in the next three or four months. We are waiting for our software company to set up the

on-line lottery system. We want to have the list open for approximately two months, to choose 3,000 by lottery and restrict applicants to Idaho residents only. That means they need to either live here, work here or are hired to work here. There will also be preferences for elderly, disabled and families with minor children. When posting the opening of the list, we will utilize local media, social networks, notices to all partners, landlords, senior centers, libraries, shelters, school social workers. Applications will be only taken on line, but we will have services and options available to anyone who has difficulty with the application process.

OLD BUSINESS

I. Moore Street Property Update

Ms. Guglielmetti asked the Board members for an available date for a special Board meeting to discuss options of the Moore Street Property disposition. It was decided to shoot for Monday, July 1 a 9:00 am, with those in attendance agreeing that they are available. Ann will get the word out to those Board members not in attendance. It is anticipated to last 90 minutes to 2 hours at the most.

II. New Path Update

The long awaited decision from HUD regarding the second subsidy layering review and a backdating of the HAP contract was finally received. The decision, in our favor, was that the HAP contract would be executed effective as of 12/21/2018. The community was visited recently by a group from Sutter County in California, looking at developing a similar project. New Path has also experienced some recent vacancies in lieu of evictions, so new people will be moving in shortly.

III. Valor Pointe

The subsidy layering review has already been completed and approved by HUD making possible a July 10 ground-breaking.

NEW BUSINESS

I. Roofing Contractor Approval

Mr. Duke provided a summary of the reroofing project history. An initial estimate of \$150,000 was increased to \$175,000 after an assessment of the roof by Hummel Architects. At the May 15 pre-bid meeting, three addenda were included which raised the estimate to approximately \$225,000. Proposals were due on June 5 with bid opening on June 6. Two proposals were submitted, one for \$312,000 and one for \$292,130. These seemed high but after reviewing them, Mr. Duke realized that the labor costs in the estimate failed to include an increase in anticipated man-hours, from 45 to 100 hours. By factoring that in, Mr. Duke felt that the lowest bid is reasonable and his recommendation is to accept that bid, from JB Roofing.

Commissioner Ashton moved that staff award the Shoreline Plaza reroof project to the lowest responsive, responsible bidder as described in their recommendation. Commissioner Rodriguez seconded the motion. The motion passed by a voice vote.

II. Revised Non-Smoking Policy

Public Housing Manager Donna DeThorne provided a brief history of the non-smoking policy of the Public Housing properties of Boise City and Ada County Housing Authorities. These properties have been non-smoking since 2009, well ahead of HUD's mandated deadline of 2018. The agency policy required that participants not smoke in their homes, but it gave little authority to the agency in terms of enforcement. HUD has provide some guidance as to what the enforcement actions might be, and the new policy incorporates five actions – from warning to lease termination. The new policy will be voted on at the next Board meeting. There will be a 60-day waiting period and then all tenants will be asked to sign a new addendum. Commissioner Rodriguez requested that the Board be provided with a red-line version of the policy so that they can see the changes as proposed.

III. Open House at Orchard Offices

Due to busy summer schedules and the current projects of the HA, it was decided to wait until September for the open house.

IV. Strategic Planning Process

The agency received three proposals in response to the request for proposals for strategic planning facilitation. These were rated and ranked by senior staff and the Board Chairman. The lowest scoring firm was eliminated and the other two were interviewed by the committee. After the interviews, the group met and voted to hire Shift Strategies to facilitate the five-year strategic plan. We have begun to lay out the timeframe and schedule meetings. The Board will be brought in at several points in the process.

EXECUTIVE SESSION

A motion was made by Commissioner Ashton to enter into Executive Session at 5:22 p.m. per Idaho Code § 74-206 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student, and that the vote be by roll call. Commissioner Rodriguez seconded the motion.

At 5:22 p.m. a roll-call vote was taken:

Chairman Guglielmetti	Aye
Commissioner Ashton	Aye
Commissioner Rodriguez	Aye
Commissioner Machacek	Aye

The motion passed by unanimous roll-call vote.

EXECUTIVE SESSION ADJOURNMENT

A motion was made by Commissioner Ashton to move out of executive session at 5:33 p.m. and that the vote be by roll call. The motion was seconded by Commissioner Rodriguez.

At 5:33 p.m. a roll-call vote was taken:

Chairman Guglielmetti	Aye
Commissioner Ashton	Aye
Commissioner Rodriguez	Aye
Commissioner Machacek	Aye

The motion passed by unanimous roll-call vote.

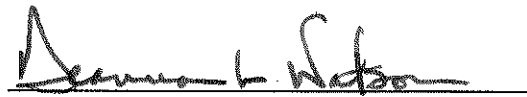
There being no further business, the Executive Session was adjourned at 5:33 p.m. and the Board returned to open meeting.

NEW BUSINESS

As a point on record, Commissioner Ashton asked about the agency's ability to deliver services as needed, especially as it pertains to our housing inspectors. Ms. Watson explained that the agency has already made offers and promoted two current staff members to the positions of Housing Inspectors. Training will be in-house initially with certification training taking place during the next fiscal year.

There being no further business, the open meeting was adjourned at 5:36 p.m.

Respectfully submitted,


Deanna L. Watson, Executive Director


Raquel Guglielmetti, Chairman