

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

**September 11, 2019 @ 4:00 p.m. – Housing Authority Office
1001 S Orchard Street, Boise Idaho**

CALL TO ORDER

ROLL CALL

CONSENT AGENDA (ACTION)

- I. Approval of Minutes - Meeting of the Board of Commissioners of August 14, 2019 – BCACHA**
- II. Financial Statements - Thru the Period Ended July 31, 2019**

REPORTS

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

OLD BUSINESS

- I. Moore Street Update**
- II. New Path Update**
- III. Valor Pointe Update**
- IV. CHOIS Program Housing Update**

- V. Consideration for Approval of the Fiscal Year 2020 Boise City Housing Authority Budget – BCHA Resolution #530 (ACTION)**
- VI. Consideration for Approval of the Fiscal Year 2020 Ada County Housing Authority Budget – ACHA Resolution #327 (ACTION)**
- VII. Capitol/Franklin Plazas – Consideration of Capital Funds Project Approval for Budget Change (ACTION)**
- VIII. Strategic Planning Progress Report – Beth Geagan Presentation**
- IX. Open House Update**

NEW BUSINESS

- I. Consideration for Approval of Moreton & Company 2020 property and liability insurance (ACTION)**
- II. Consideration for Approval to Write Off the Fiscal Year 2019 Uncollectable Debts Owed (ACTION ITEM)**
- III. Consideration of BCHA Resolution No. 531 – Resolution updating the Fiscal Year 2020 payment standards (ACTION)**
- IV. Consideration of ACHA Resolution No. 328 – Resolution updating the Fiscal Year 2020 payment standards (ACTION)**

ADJOURNMENT

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

**MEETING OF THE BOARD OF COMMISSIONERS and DIRECTORS
September 11, 2019**

TIME AND PLACE OF MEETING

Chairman Raquel Guglielmetti called the meeting to order at 4:07 p.m. on Wednesday, September 11, 2019. The meeting was held at the Boise City/Ada County Housing Authorities' Board Room, 1001 S Orchard Street, Boise, ID 83705.

ROLL CALL

Commissioners Present: Chairman Raquel Guglielmetti, Vice Chairman Kent Rock, Commissioner Yvette Ashton, Commissioner Shellan Rodriguez (via telephone conference), Commissioner April Durrant, Ex-Officio Commissioner Elaine Clegg, Student Commissioners Kalia Munio and Aidan Scanlan

Commissioners Absent: Commissioner Gary Machacek, Commissioner Jennifer Seamons

Others Present: Executive Director Deanna Watson, Ada County Deputy Attorney Ammon Taylor, Deputy Boise City 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, Executive Assistant Ann Upchurch, Chad Ranstrom of Moreton & Company, Beth Geagan of Shift Strategies, one member of the general public

CONSENT AGENDA

Commissioner Ashton moved to approve the Consent Agenda and that the vote be by roll call. Commissioner Durrant seconded.

At 4:09 a roll call vote was taken. (Vice Chairman Rock had not yet arrived for the vote.)

Chairman Guglielmetti	Aye
Commissioner Ashton	Aye
Commissioner Rodriguez	Aye
Commissioner Durrant	Aye

The motion passed unanimously by a roll call vote.

REPORTS

I. Chairman's Report

Chairman Guglielmetti introduced the new Student Commissioners Munio and Scanlan. Both commissioners are students at Bishop Kelly High School and they shared their desire to be a positive impact on the community. Both have worked with programs for people experiencing housing instability. Commissioner Scanlan mentioned that he is a triplet and Commissioner Munio has been studying the piano since the third grade.

Ms. Guglielmetti expressed the need for the board to hold special board meetings in order to cover in more detail some HA programs and projects. Specifically, board members will be asked to meet to discuss the Moore Street property, the CHOIS program housing project and program education needs of the board. These will need 100% participation of board members as the programs are essential to the function and efficiency of the agency. She stated that the Executive Committee decided that for the interim it will be necessary to schedule regular special board meetings to handle these concerns. If they are not needed, they can be cancelled. Commissioner Rodriguez said that she would prefer they fall on the fourth Wednesday of the month, with the regular meeting falling on the second. That way, there will be some time in between for commissioners to work on any assignments.

Ms. Guglielmetti reminded the board that part of their purpose and responsibility on the board is to provide advocacy for our programs. She referred commissioners to a new cell phone application from Nation Association of Housing and Redevelopment Officials (NAHRO) that makes it very easy to communicate with our national representatives. NAHRO has drafted suggested letters that focus on issues up for consideration in Washington. With little time and effort, NAHRO members can fill in personal contact information and submit the letter directly to senators and members of congress.

Finally, Ms. Guglielmetti mentioned that she had been reappointed for another 5-year term at the Boise City Council on Tuesday, September 10.

II. Executive Director's Report

Executive Director Watson reported that the Allumbaugh House lease agreement is ready for renewal, with Terry Reilly waiting for the operating contract to be finalized and signed. The Shoreline North elevated walkway project is completed. The Shoreline Plaza reroof project is also complete. Capitol and Franklin Plaza's floor project is still under review by the architect, waiting on estimates and specifications. The Marigold and Ethan fence project is also complete. The Liberty Park exterior paint project, a requirement of the recent REAC inspection, is out for bid. We have received three bids and Mr. Duke has recommended the contract be awarded to O'Conner Painting.

Ms. Watson gave background on an annual event involving the donation of backpacks and school supplies from Southminster Presbyterian Church to children of participating households in our programs. This has been going on for several years and this year we were grateful to the

church for providing grade-appropriate school supplies to over 250 children of our Family Self Sufficiency program. Ms. Watson circulated a “Thank you” binder with drawings and notes from the children.

Ms. Watson mentioned that she will be attending the State of the City address for Boise City as a guest of Mayor Bieter.

Vice Chairman Rock arrived to the meeting at 4:20 p.m.

III. Report of Programs

Idanha Apartments: Housing Programs Director Jillian Patterson gave a brief history of the elevator issues involving the Idanha Apartments in Boise. The elevator has become inoperable with frequency and duration a number of times over the past two years. The current issue has had the elevator down since June 2019, which limits tenant access to their homes. The HA currently has seven program participants renting apartments in the Idanha. We have been in contact with the property management company as to their progress in repairing the elevator. Their initial estimate was that it would take approximately eight weeks to make the needed repairs. That estimate has been exceeded by several weeks. Now they are saying they expect the delivery of necessary parts on September 24. It may then take additional weeks for final installation and a return to operation. We are aware, via the news media, that one of our assisted tenants has filed suit. We are considering options under program regulations.

DOJ Grant – Violence Against Women Act: The Department of Justice has awarded the Housing Authority with a new grant of \$300,000 to provide housing assistance to victims of domestic violence. Our agency is the only housing authority in the nation that receives this DOJ grant and we have since 2007.

Mainstream Vouchers: Ms. Patterson reported that last December the agency received 70 vouchers for non-elderly disabled households. We are currently working on getting these households leased into properties in the area. BCHA received 45 mainstream vouchers, and ACHA received 25. HUD has announced another round of available funding, and we just submitted an application for an addition 30 vouchers, 15 in each PHA.

OLD BUSINESS

I. Moore Street Update:

Development Director Bob Reed reported that he is in the process of developing a draft RFP. A sub-committee has outlined 12 points that he is endeavoring to include the request. The next step is to submit the draft to the sub-committee and then to bring a final draft to the full board.

II. New Path Update

Ms. Watson reported that New Path is experiencing some issues with resident turn-over, staff turn-over and the level of services being provided compared with those needed. These concerns

come with the maturation of New Path and the fact that it is the first of its kind in Idaho. The purpose of New Path is to provide stable housing first to chronically homeless individuals and then offer services for stabilization. The recognition is that many of the chronically homeless population need more services than housing-first can provide. Some of the residents who need a higher level of care (such as an assisted living facility) have left the community in lieu of eviction. At times, they then return to the Continuum of Care process and end up back at the front of the line for housing. Another option for them is the CHOIS program, which requires that the participant take the voucher to the open market and find a rental on their own. The question is how can they be successful with a tenant-based voucher when they were not successful in a program that provided multiple services? HUD is providing a technical assistant to come to the area to help us work through these quandaries in September or October.

Commissioner Durrant asked if there is a strategy going forward to help with these concerns. Ms. Watson said that there is recognition that it is a tough environment in which to provide services, and that perhaps the office space is not adequate. One change already approved is the cancellation of the security contract in favor of hiring additional support staff for after office hours and weekend coverage.

III. Valor Pointe Update

The project is proceeding on track according to all indications. Most of the construction work is underground now, so it is not that obvious from State Street.

IV. CHOIS Program Housing – Allumbaugh Property or Alternatives

Ms. Patterson reviewed the information provided at last month's board meeting regarding the CHOIS (Coordinated Housing Options and Individualized Services) program. The program income has accumulated for several years and HUD has instructed the agency to spend the funds within the next year. The direction that is being considered is to develop the vacant land adjacent to Allumbaugh House, for a transitional housing community for participants needing more support after coming out of treatment. There will be the need for a special board meeting to formalize a plan that will then be presented to HUD staff, to make sure we are moving in the right direction. Ms. Patterson will present a summary "white paper" to the board that explains the restrictions on the funds and the path that must be followed for their use. Ms. Watson is talking to potential partners that might be brought into the project.

V. Consideration for Approval of the Fiscal Year 2020 Boise City Housing Authority Budget – BCHA Resolution No. 530

Finance Director Diana Meo stated that there had been a few changes since last month's presentation of the budget, changes that have been provided to the board.

Vice Chairman Rock moved that the board approve the Fiscal Year 2020 Boise City Housing Authority Budget - BCHA Resolution No. 530. Commissioner Ashton seconded the motion. The motion passed unanimously by a voice vote.

VI. Consideration for Approval of the Fiscal Year 2020 Ada County Housing Authority Budget – ACHA Resolution No. 327

Vice Chairman Rock moved that the board approve the Fiscal Year 2020 Ada County Housing Authority Budget – ACHA Resolution No. 327. Commissioner Ashton seconded the motion. The motion passed unanimously by a voice vote.

VII. Capitol/Franklin Plazas – Consideration of Capital Funds Project Approval for Budget Change

Ms. Watson explained that the sliding glass door and window project at Capitol and Franklin Plazas resulted in the receipt of one lone bid. This bid was significantly higher than Mr. Duke and the architect had estimated. Although the bid response did not provide adequate detail for full analysis, heavy local construction most certainly played a part in driving up the proposed costs. Staff believes they did an adequate job of getting the word out with plenty of time to respond. They also felt that a rebid would likely only result in higher bids. Mr. Duke recommends that the board approve the \$165,000 bid from Cascade. Vice Chairman Rock asked if the HA staff had met with the contractor in person regarding the difference to identify if there were budget numbers that had been overlooked. Ms. Watson could not answer whether Mr. Duke had met with the contractor in person.

Vice Chairman Rock moved that the board approve the capital funds project for Capitol and Franklin Plazas with the budget increase to \$165,000 maximum, contingent upon staff and the architect meeting with the proposer to see if they can negotiate a lower price. The motion was seconded by Commissioner Durrant and passed unanimously by a voice vote.

VIII. Strategic Planning Progress Report – Beth Geagan Presentation

Chairman Guglielmetti introduced Ms. Geagan's presentation by saying that she has been involved with the process from the beginning and that it has been a good experience to date. Ms. Geagan presented a review of the process including new proposed vision and mission statements. Vice Chairman Rock stated that he felt the value of "integrity" should be possibly listed first, as without integrity the other values would not carry significance. Other comments and suggestions included more clearly defining the "leadership" aspect of the agency, and how the agency can better inform the community as to the variety of programs and progressive initiatives it is involved with. Commissioner Rodriguez mentioned that the HA should look at ways to inform the community that it is uniquely positioned to add to the local inventory of affordable housing.

Ex-officio Commissioner Elaine Clegg arrived to the meeting at 5:34 p.m.

Ms. Geagan reviewed the next steps in the strategic planning process and talked about implementation. Commissioner Guglielmetti said that the tactical step-by-step process of implementation needs to also contain an element of realistic expectations so that everyone is able to stay on track. Vice Chairman Rock suggested that a status review of the plan be included in the board agendas. Perhaps the agenda can be reshaped so that items on the agenda are linked to a goal on the new strategic plan. Beth's presentation will be provided to the board and the goal is to have a draft of the plan delivered to the board in October.

Commissioner Rodriguez left the meeting at 5:50 p.m.

IX. Open House Update

The open house is scheduled for Thursday, October 24 from 4 to 6 p.m. There will be comments by key staff and community partners at 5:00 p.m. along with the dedication of the board room.

NEW BUSINESS

I. Consideration for Approval of Moreton & Company 2020 property and liability insurance

Mr. Chad Ranstrom of Moreton & Company presented the proposed FY2020 insurance plan for the agency. There are modest increases across the board that reflect the general market with rates increasing due to storms, wildfires, earthquakes and large jury awards. The proposal for the HA includes an increase that is less than the general market, a modest 7% increase in most cases.

Ex-officio Commissioner Clegg left the meeting at 6:12 p.m.

Vice Chairman Rock moved that the board approve the Moreton & Company 2020 property and liability insurance as presented and that it includes the “Active Assailant Coverage” package for \$2,639.25. Commissioner Ashton second the motion. The motion passed unanimously by a voice vote.

II. Consideration for Approval to Write Off the Fiscal Year 2019 Uncollectable Debts Owed

Vice Chairman Rock moved for the approval to write off the fiscal year 2019 uncollectable debts owed. Commissioner Ashton seconded the motion. The motion passed unanimously by a voice vote.

III. Consideration of BCHA Resolution No. 531 – Resolution updating the Fiscal Year 2020 payment standards.


Commissioner Ashton moved that the board approve BCHA Resolution No. 531 – Resolution updating the Fiscal Year 2020 payment standards. Commissioner Durrant seconded the motion. The motion passed unanimously by a voice vote.

IV. Consideration of ACHA Resolution No. 328 – Resolution updating the Fiscal Year 2020 payment standards


Commissioner Ashton moved that the board approve ACHA Resolution No. 328 – Resolution updating the Fiscal Year 2020 payment standards. Commissioner Durrant seconded the motion. The motion passed unanimously by a voice vote.

There being no other business, the meeting was adjourned at 6:23 p.m.

Respectfully submitted,



Deanna L. Watson, Executive Director



Raquel Guglielmetti, Chairman