

# AMENDED AGENDA

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

SPECIAL MEETING OF THE BOARD OF COMMISSIONERS AND DIRECTORS  
4:00 p.m. February 2, 2021  
Housing Authority Office – 1001 S. Orchard Street Boise, Idaho

- I. ROLL CALL
- II. NEW BUSINESS
  - A. Consideration of BCHA Resolution No. 1-2021 – A Resolution of the Board of Commissioners of the Boise City Housing Authority Approving Agreement Between the City of Boise and the Boise City Housing Authority For Emergency Rental Assistance Program Funds (ACTION)
  - B. Consideration of ACHA Resolution No. 1-2021 – A Resolution of the Board of Commissioners of the Ada County Housing Authority Approving Subgrant Agreement Between Ada County and Ada County Housing Authority for Use of Emergency Rental Assistance Funds (ACTION)
- III. ADJOURNMENT

Related agenda documents are available for public review by visiting:  
<https://bcacha.org/about/board-of-commissioners/>

Due to the COVID-19 Pandemic, BCACHA is providing public access to this board meeting via Zoom meeting;

You are invited to a Zoom webinar.  
When: Feb 2, 2021 04:00 PM Mountain Time (US and Canada)  
Topic: BCACHA Special Board Meeting

Please click the link below to join the webinar:  
<https://zoom.us/j/95764573400?pwd=aFdVMnptVDJGMW52d2tuSUN3L0thdz09>

Passcode: 953752

Or iPhone one-tap :

US: +13462487799,,95764573400#,,,,\*953752# or +16699006833,,95764573400#,,,,\*953752#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099  
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Webinar ID: 957 6457 3400

Passcode: 953752

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

**SPECIAL MEETING OF THE BOARD OF COMMISSIONERS  
AND DIRECTORS  
February 2, 2021**

**TIME AND PLACE OF MEETING**

Chairman Raquel Guglielmetti called the meeting to order at 4:05 p.m. on Tuesday, February 2, 2021. The meeting was held at the Boise City / Ada County Housing Authorities' Board Room, 1001 S Orchard Street, Boise, ID 83705, and also via Zoom link.

**I. ROLL CALL**

**Commissioners Present:** Chairman Raquel Guglielmetti

**Commissioners Present via Zoom Conference:** Vice Chairman Kent Rock, Commissioner Julianne Donnelly Tzul, Commissioner Shellan Rodriguez, Commissioner Jaime Hansen, Commissioner Jennifer Seamons

**Others Present:** Executive Director Deanna Watson, Boise City Deputy Attorneys Mary Grant and Tyler Powers (via Zoom conference), Ada County Deputy Attorneys Ammon Taylor, and Nancy Werdel (via Zoom conference), IT & Operations Administrator Ron Barstow, Housing Programs Director Jillian Patterson, Finance Director Diana Meo (via Zoom conference), Senior Staff Accountant Annette Sampson (via Zoom conference), and Executive Assistant Ann Upchurch

**II. NEW BUSINESS**

**A. Consideration of BCHA Resolution no. 1-2021**

Executive Director Deanna Watson reviewed the status of the recent funds authorized through the U.S. Department of the Treasury for emergency rental assistance. Allocation of funds was determined by population of the various states with no state receiving less than \$200 million. Population areas of 200,000 or more were permitted to apply for local allotments. Both the City of Boise and Ada County applied and were approved for funding. BCACHA has agreed to work with both the city and county to administer this program, with the intent to streamline the processes for efficiency. The deadline for funds allocation is September 30, 2021 with distribution by December 31, 2021.

BCACHA has been working with its webmaster, software vendor, temporary staffing agency and other partners in the preparation of initiating the program. We are also working with utility companies to establish a process for paying eligible past due utility charges.

Commissioner Hansen had previously sent questions regarding processes, including the availability of BCACHA to subcontract some of the administration to community partners, if needed. Ms. Watson said that such arrangements are possible and would require approval from the city and county, but that this was not an anticipated need at this point.

IT & Operations Administrator Ron Bartow gave an update on collaboration efforts between the housing authorities and its webmaster and software vendor to establish the on-line platform for the application processes. Applications will be accepted both on-line and via paper application where necessary.

Ada County Deputy Attorney Ammon Taylor explained that the County's Board of Commissioners have drafted and approved the agreement with the housing authority, and the City's agreement is on the City Council's agenda for approval this evening. The two agreements are very similar and consist mostly of terms and conditions as stipulated through the federal government. Attorneys from both the city and county worked closely together for the purpose of tracking the two agreements to streamline efforts in terms of disbursements, compliance and reporting.

Commissioner Seamons asked if the housing authorities had a sense as to the level of need in the community and if it matched the approximate \$24 million the city and county will receive. Ms. Watson stated that, although she could not say exactly what the local need is, she believes that there is significant need for rental and utility cost assistance. Poverty statistics measure people in our community who would be eligible for our standard programs, but who cannot be served due to lack of adequate funding for these programs. Some of the hardest hit with financial hardship due to the pandemic are the service workers in our community. The work will be in getting the word out to these renters and to work with landlords and community partners. Money that is not expended, however, will return to the U.S. Treasury.

Discussion continued regarding the housing authorities' ability to bring on adequate staff to administer the program. Ms. Watson reported that the temporary staffing agency has staff prepared to begin next week, with agency permanent staff to support. There are further options available if it is determined that we need more help.

Commissioner Donnelly Tzul asked about adequate work flow charts and the processes being in place between new temporary employees and management staff. Ms. Watson agreed that this is a work in progress with most the focus being on finalizing city and county agreements this week. There will be much more to report at next week's February board meeting.

**Commissioner Rodriguez moved that the board approve BCHA Resolution 1-2021, a resolution of the Board of Commissioners of the Boise City Housing Authority approving agreement between the City of Boise and the Boise City Housing Authority for Emergency Rental Assistance Program Funds. Vice Chairman Rock seconded the motion.**

A roll call vote was taken.

Chairman Guglielmetti	Aye
Vice Chairman Rock	Aye

Commissioner Rodriguez           Aye  
Commissioner Hansen           Aye  
Commissioner Seamons           Aye  
Commissioner Donnelly Tzul       Aye

**The motion passed by roll call vote.**

**Commissioner Seamons moved that the board approve ACHA Resolution 1-2021, a resolution of the Board of Commissioners of the Ada County Housing Authority approving subgrant agreement between Ada County and Ada County Housing Authority for the use of Emergency Rental Assistance Funds. Commissioner Rodriguez seconded the motion.**

A roll call vote was taken.

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

**The motion passed by roll call vote.**


**III. Adjournment**

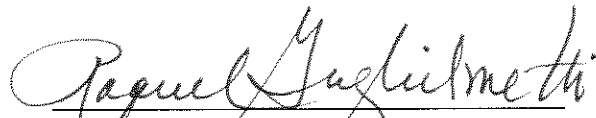
There being no other business, the meeting was adjourned at 4:32 p.m.

**Documents provided as part of this meeting include:**

- BCHA Resolution 1-2021**
- ACHA Resolution 1-2021**
- ERAP Agreement with Ada County – Ada County Housing Authority**

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Raquel Guglielmetti, Chairman