

## 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  
Wednesday, May 11 – 4:00 p.m.  
Housing Authority Office – 1001 S. Orchard Street Boise, Idaho

### I. ROLL CALL

### II. CONSENT AGENDA (ACTION ITEM)

All items with an asterisk (\*) are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion on these items unless a Board member or citizen so requests, in which case the item will be removed from the general order of business and considered in its normal sequence. The vote on the Consent Agenda will be by roll call vote.

#### A. Minutes, Resolutions and Routine Matters

- \*1. Board of Commissioners Meeting Minutes, April 13, 2022 (ACTION ITEM)
- \*2. Financial statements thru the period ended March 31, 2022 (ACTION ITEM)

### III. REPORTS

- A. Chairman's Report
- B. Executive Director's Report
- C. Report on Properties
- D. Report on Programs

### IV. BUSINESS

- A. Disclosures of Conflicts of Interest
- B. Resources for Board Members
  - a. Discussion on review of resources provided by HUD Director Region 10
  - b. Tours of agency-owned properties
  - c. Discussion of BCACHA Commissioners' Future Workshop
- C. Emergency Rental Assistance Program Update
- D. Moore Street Property Development
- E. Discussion on the MOU from the City of Boise regarding the permanent supportive housing pipeline (ACTION ITEM)

### V. ADJOURNMENT

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

Limited seating is available at Boise City / Ada County Housing Authorities. Virtual attendance is strongly encouraged by joining through the Zoom link below:

When: May 11, 2022 04:00 PM Mountain Time (US and Canada)  
Topic: BCACHA May 2022 Board Meeting

Please click the link below to join the webinar:  
<https://us06web.zoom.us/j/86807031049?pwd=b0RjYUZrbXpOUzFOTG16YlVpNXhPZz09>

Passcode: 504188

Or One tap mobile :

US: +16699006833,,86807031049#,,,,\*504188# or +12532158782,,86807031049#,,,,\*504188#

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

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 868 0703 1049

Passcode: 504188

International numbers available: <https://us06web.zoom.us/j/86807031049?pwd=b0RjYUZrbXpOUzFOTG16YlVpNXhPZz09>

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

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

**May 11, 2022**

**TIME AND PLACE OF MEETING:**

Chairperson Julianne Donnelly Tzul called the meeting to order at 4:04 p.m., on Wednesday, May 11, 2022. The meeting was held at the Boise City / Ada County Housing Authorities' Board Room, 1001 S Orchard Street, Boise ID 83705, and via Zoom link.

**I. ROLL CALL**

**Commissioners Present:** Chairperson Julianne Donnelly Tzul, Commissioner Kent Rock, Commissioner Katie Vila

**Commissioners Present via Zoom:** Commissioner Shellan Rodriguez (4:19 pm), Vice Chairperson Jaime Hansen, Commissioner Tiffany McKee (4:25 pm), Ex-Officio Commissioner Elaine Clegg

**Commissioners Absent:** Commissioner Jennifer Seamons

**Others Present – in person and via Zoom:** Executive Director Deanna Watson, Boise City Deputy Attorney Tyler Powers, Ada County Attorney Andrew Jenkins, IT & Operations Administrator Ron Barstow, Deputy Director Jillian Patterson, Finance Director Diana Meo, Construction Manager Ben Duke, Senior Staff Accountant II Annette Sampson, Executive Assistant Ann Upchurch

**II. CONSENT AGENDA**

**Commissioner Rock moved that the board approve the Consent Agenda and that the vote be by roll call. Vice Chairperson Hansen seconded the motion.**

A roll call vote was taken.

Chairperson Donnelly Tzul	Aye
Commissioner Rock	Aye
Commissioner Hansen	Aye
Commissioner Vila	Aye

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

### **III. REPORTS**

#### **A. Chairman's Report**

Chairperson Donnelly Tzul had no report at this time.

#### **B. Executive Director's Report**

Executive Director Deanna Watson briefly outlined the Project Based Voucher (PBV) program and the different areas of HUD, explaining the community development side vs the Housing Choice Voucher side and the importance of following HUD regulations when contracting with developers for PBV. After conferring with the Seattle HUD office, we are more clear on the MOU requirements with the city so as to incur no obstacles with HUD.

#### **C. Report on Properties**

Construction Manager Ben Duke referred to his previously provided spreadsheet of projects. There were no questions.

#### **D. Report on Programs**

Deputy Director Jillian Patterson had no additional report on programs.

### **IV. BUSINESS**

#### **A. Disclosures of Conflicts of Interest**

Ms. Donnelly Tzul, who is the Executive Director for the International Rescue Committee, has clients who receive benefits through the Emergency Rental Assistance program. She is also working to develop a transitional housing community, with contracts being reviewed with the City of Boise. She will recuse herself if there is ever a need for BCACHA board action.

Vice Chairperson Hansen informed the Board she had recently moved close to our Moore Street property. She also informed the Board she has a rental and she is working with CATCH to house someone who would eventually be renting with a Housing Choice Voucher. This will require a waiver from HUD headquarters.

Ms. Watson said she was in contact with a HUD representative from the Seattle field office. They informed her the waiver would not be considered until the tenant was moved from the waiting list and had been accepted in the HCV program. At that point, the waiver could be completed and sent to HUD Headquarters. The HUD representative also informed Executive Director Watson that HUD Headquarters is running behind and the process could be lengthy.

#### **B. Resources for Board Members**

At 4:19 p.m., Commissioner Shellan Rodriguez entered the meeting.

##### **a. Discussion on review of resources provided by HUD Director Region 10**

Ms. Donnelly Tzul said the Region Director of HUD had provided her with a list of six training materials that would be beneficial for all Commissioners. She suggested that two Commissioners review two pieces, visit (over coffee) and then report the highlights at the next board meeting. Ms. Hansen requested the deadline be extended to late June for presentation at the July board meeting. Ms. Donnelly Tzul will send out the information and Commissioner pairings to the board members.

At 4:25 p.m., Commissioner Tiffany McKee entered the meeting.

**b. Tours of agency-owned properties**

Ms. Donnelly Tzul would like to schedule a tour of the properties for any board members who have not seen the properties. Ms. Donnelly Tzul, Ms. Hansen and Commissioner McKee will work with Ms. Watson to schedule tours.

**c. Discussion of BCACHA Commissioners' Future Workshop**

Ms. Donnelly Tzul said that board members have reached out to facilitators to interview. Ms. Hansen provided the measurement matrix they will be using to choose the facilitator. She has also put together interview questions. The interview committee will consist of Ms. Donnelly Tzul, Ms. Hansen and Ms. Watson. In advance of the workshop, tenants and program participants will be mailed a document with survey access. Staff will be emailed the survey. The survey will enable the facilitator to provide patterns and insights. The workshop has been set for July 28.

**C. Emergency Rental Assistance Program Update**

Ms. Patterson provided an updated report on current expenditures. To date, the housing authorities have provided over \$29 million in rental and utility assistance, helping over 6,000 households. Ms. Patterson explained some of the challenges the Housing Authority has experienced implementing the Yardi Rent Relief program. We requested changes to the Rent Relief program because of concerns some requirements would present barriers to some participants, for example uploading photo identification. However, in order to make the system work properly, some of these requirements will have to be implemented.

Ms. Patterson also explained the various expenditure benchmarks of both the ERA 1 and ERA 2 programs. The YARDI contract for ERA 2 will need to be signed prior to June 1 when we switch back to ERA 2. A special board meeting will be held May 26 at 4:00 p.m., to approve the contract.

**D. Moore Street Property Development**

Mr. Rock provided a summary of the RFP evaluation process that is being conducted by the development sub-committee. The sub-committee has attended the presentation from one proposer. Five more are scheduled through May 19. The intent is to have a proposal chosen at the next meeting. Commissioner Rodriguez reminded the board that sometimes these proposals include strict deadlines to meet in order to apply for required funds. She will provide a draft

agreement in concept that the board may wish to consider in order for any chosen proposal to move forward more quickly.

**E. Discussion on the MOU from the City of Boise regarding the permanent supportive housing pipeline (ACTION ITEM)**

Ms. Watson said the MOU is still in process. The MOU needs to make sense legally and practically for the Housing Authority. It is possible the MOU will be available for the May 26 special board meeting.

**V. ADJOURNMENT**

**There being no further business, Commissioner Rock moved that the meeting be adjourned. Commissioner Vila seconded the motion. The motion passed by a voice vote.**

**The meeting was adjourned at 5:19 p.m.**

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

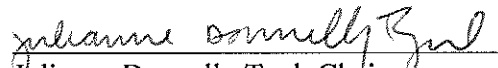
**Minutes BCACHA Board Meeting – April 13, 2022**

**Financial Statements thru the period ended March 31, 2022**

**Project Spreadsheet from Ben Duke**

Respectfully submitted,

  
Deanna L. Watson, Executive Director

  
Julianne Donnelly Tzul, Chairperson