

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, January 12, 2022 – 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, December 8, 2021 (ACTION ITEM)

III. REPORTS

- A. Chairman's Report
- B. Executive Director's Report
- C. Report on Properties (Included in Executive Director's Report)
- D. Report on Programs (Included in Executive Director's Report)

IV. NEW BUSINESS

- A. Report on Unrestricted Cash Reserves (Diana Meo)
- B. Strategic Plan
 - 1. Quarterly Plan Update
 - 2. Strategic Plan Assessment (ACTION ITEM)
- C. Discussion on Reallocated ERAP-1 Funds from the City of Boise (Tyler Powers)

V. UNFINISHED BUSINESS

- A. Emergency Rental Assistance Program (ERAP-1) Update (Included in the Executive Director's Report)**
- B. Moore Street Property Development – Approval of Request for Proposals (RFP) Draft (ACTION ITEM)**
- C. Discussion on BCACHA Commissioners' Shared Leadership Roles**

VI. 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:

Topic: BCACHA Board Meeting - January 12, 2022

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82814279891?pwd=WW54ZEVaaVNBWHgyazNsU29NMG4yUT09>

Passcode: 319964

Or One tap mobile :

US: +13462487799,,82814279891#,,,, *319964# or
+16699006833,,82814279891#,,,, *319964#

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 or +1 301 715 8592

Webinar ID: 828 1427 9891

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

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

January 12, 2022

TIME AND PLACE OF MEETING:

Chairman Raquel Guglielmetti called the meeting to order at 4:05 p.m., on Wednesday, January 12, 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: Chairman Raquel Guglielmetti, Commissioner Kent Rock

Commissioners Present via Zoom: Vice Chairman Julianne Donnelly Tzul, Commissioner Shellan Rodriguez (arrived at 4:10 p.m.), Commissioner Jaime Hansen, Commissioner Tiffany McKee, Commissioner Jennifer Seamons, Ex-Officio Commissioner Elaine Clegg (arrived at 4:15 p.m.)

Commissioners Absent: None

Others Present: Executive Director Deanna Watson, Boise City Deputy Attorney Tyler Powers (via Zoom), Ada County Deputy Attorney Ammon Taylor, IT & Operations Administrator Ron Barstow, Deputy Director Jillian Patterson, Finance Director Diana Meo, Construction Manager Ben Duke, Housing Operations Manager Donna DeThorne (via Zoom), Senior Staff Accountant II Annette Sampson (via Zoom), 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. Commissioner Hansen seconded the motion.

A roll call vote was taken.

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

The motion passed by roll call vote.

III. REPORTS

A. Chairman's Report

Chairman Raquel Guglielmetti stated that she is submitting her resignation from the chairmanship and the board, effective March 31, 2022, due to personal and family reasons. The board will hold new elections to fill the chairmanship for the rest of her term until October 31, 2022. Several board members thanked her for her leadership and service on the board.

Ms. Guglielmetti mentioned that Executive Assistant Ann Upchurch attended the virtual seminar on open meetings and public records law, as presented by the Idaho Attorney General's office every year. She will share the link of the seminar to board members so that members can refresh their understanding of these laws.

Ms. Guglielmetti also reminded board members that the Novogradac newsletter puts out a series of articles regarding Public Housing Authorities, and the best one, perhaps, is the one that was shared by Commissioner Rodriguez, "PHAs Prepare for a (Possibly) Transformational year: Five Actions to Consider." Specifically, she mentioned that current funding opportunities through the Build Back Better Act may make RAD work in a way that was not previously available.

B. Executive Director's Report

Executive Director Watson referenced her written monthly report but mentioned three topics for highlights:

- 1) Progress is being made in the planning for recovery oriented housing on the land adjacent to Allumbaugh House. The Corporation for Supportive Housing is providing information regarding potential funding sources for a transitional housing model.
- 2) Ms. Watson also reviewed the concerns that the agency has regarding fraudulent banking activity that it experienced last year. There are efforts for agency staff, auditors from Eide Bailly and bank executives to meet to determine the agency's best course of action going forward.
- 3) Recently the agency has been made of aware of opportunities for an enriched book environment project for our participants. Also, Ms. Watson is in early discussions with the owner of a property that might present a new housing opportunity.

C. Report on Properties

The report on properties was included in the Executive Director's written monthly briefing and in the board packet.

D. Programs

The report on programs was included in the Executive Director's written monthly briefing. In addition to that information, the housing authority has received word from HUD that the Family Self-Sufficiency program has been awarded grant funding for another year.

We have opened the waiting list for the Housing Choice Voucher program. On the first day, we received almost 800 applications, which is higher than we received in the first week on the previous opening.

The Emergency Rental Assistance Program (ERAP) has currently expended \$21 million in assistance helping over 3,300 families.

IV. NEW BUSINESS

A. Report on Unrestricted Cash Reserves

Finance Director Diana Meo and Ms. Watson presented the annual update to the analysis of unrestricted cash reserves. As instructed by the board, this year's analysis included information related to setting aside an emergency fund.

As the board did not receive the report and the accompanying memo with enough time for a detailed review, it was determined that a further discussion of this topic will be reserved for the next board meeting. Ms. Watson asked that the board review the information before the February board meeting and provide her with specific questions, so that she can prepare a Q and A in advance.

B. Strategic Plan

1. Quarterly Plan Update

Ms. Upchurch reviewed the thumbnail update from 2021 – Quarter 4 of the strategic plan.

2. Strategic Plan Assessment

Vice Chairman Donnelly Tzul said that when the current plan was drafted, it was pre-COVID and things were quite different. It might be a good time to envision changes or additions we would want to include based on more current conditions. She believes that simply sustaining our current portfolio is not enough to meet the current and growing need. After discussion, it was determined that the best path forward to a review of the plan is to hold a more general workshop or retreat of the entire board. From that, more specific vision could be transferred to an advisory committee, to specifically draft the changes. Vice Chairman Donnelly Tzul stated that she would also like to see what other housing authorities' strategies are. It was decided that Ms. Watson, Vice Chairman Donnelly Tzul and Commissioner Hansen will work on defining the scope and structure of this special board meeting, and will work to set a date within the next 60 days.

C. Discussion on Reallocated ERAP-1 Funds from the City of Boise

Boise City Deputy Attorney Tyler Powers provided an overview of the current status of funding for ERAP 1. The reallocation comes as a result of the U.S. Treasury Department's decision to pull funds from recipients of ERAP funds who have not met baseline expenditure ratios and reallocate the funds to programs who have met the expenditure ratios and can demonstrate a need for additional funds. The Treasury Department pulled \$30 million from the Idaho Housing and Finance Association, sent approximately \$20 million out of state, and designated approximately \$10 million between the City of Boise and Ada County. The timing and other details of the

process are not clear. So it is likely there will be a need for a special board meeting to approve new contracts (City and County). With the current rate of expenditures, and the lack of specifics on this and future funding to come through reallocation, there is concern about possible funding gaps. ERAP II funds are available but the hope is to avoid the complications of mixing funds because of program differences. Ada County Deputy Attorney Ammon Taylor stated the county is also preparing new contracts for those reallocated funds designated to the county.

Ms. Watson spoke about the fact that even though the Treasury Department stated a priority of keeping funds within the state from which they are pulled, two-thirds of the funds taken in the first pull were distributed to out-of-state entities. Since the Treasury intends to make future pulls, it is difficult to plan for administration, not knowing the total amount or the time-line benchmarks. Ms. Watson stated another option allowed under the program is a voluntary transfer of funds. In Idaho, that process would have to come from the state legislature. It would accomplish two things, better certainty about fund amounts, and it would keep Idaho funding in Idaho.

Board members expressed support of BCACHA seeking ways to help strengthen the program both in and outside our jurisdiction if the result would be assistance to more people in need.

At 5:10 p.m. – Commissioner Rodriguez left the meeting.

V. UNFINISHED BUSINESS

A. Emergency Rental Assistance Program (ERAP-1) Update

This topic has been handled in the Executive Director's report.

B. Moore Street Property Development – Approval of Request for Proposals (RFP) Draft

Commissioner Seamons gave an overview of the proposal for the board's consideration. The proposal includes the expectation of a partnership relationship between a potential developer and the housing authority. The hope is for compelling responses from which the HA can arrive at a plan for the development of the property. The advisory committee, along with Mr. Taylor, were commended for their work on the RFP.

Commissioner Seamons moved that the board approve the Request for Proposals (RFP) draft for the Moore Street property. Commissioner Rock seconded the motion.

A roll call vote was taken.

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

The motion passed by roll call vote.

C. Discussion on BCACHA Commissioners' Shared Leadership Roles

After discussion, it was determined that the consideration of the commissioners' shared leadership roles would be best included in the upcoming strategic planning workshop / retreat.

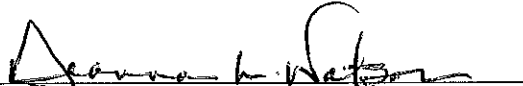
VI. ADJOURNMENT

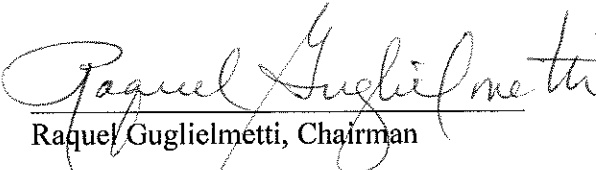
There being no further business, the meeting was adjourned at 5:23 p.m.

Documents provided as part of this meeting include:

Minutes of the Board – December 8, 2021
Memorandum – Analysis of Reserves
Analysis of Reserves – Ada County Housing Authorities
Analysis of Reserves – Boise City Housing Authorities
Schedule of Capital Fund Projects – Ben Duke
Strategic Plan Q4 2021 Highlights
Moore Street RFP Draft
RFP Draft Attachments
Land Title Survey
Record of Survey
Preliminary Title Commitment
Geotechnical Soils Report
Phase 1 Environmental Site Assessment
Entitlement Survey
Entitlement Approvals from Boise City Planning & Zoning – Approval August 2016
CUP Revision Approval from December 2017
CUP Extension from May 2018
CUP Extension from November 2020

Respectfully submitted,


Deanna L. Watson, Executive Director


Raquel Guglielmetti, Chairman