

## 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, February 14, 2024 at 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 January 10, 2024 (ACTION ITEM)
2. \* Financial Statements through the Period Ending October 31, 2023 (ACTION ITEM)
3. \* Financial Statements through the Period Ending November 30, 2023 (ACTION ITEM)

#### III. REPORTS

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

#### IV. BUSINESS

1. Staff Presentation - Front Desk
2. Review of Audited Financials for Year Ending September 30, 2023 for BCHA and ACHA – Eide Bailly
3. Discussion on OPH Franklin Dedicated Units

#### V. ADJOURNMENT

Related agenda documents are available for public review by visiting:

<https://bcacha.org/about/board-of-commissioners/>

Zoom access:

When: Feb 14, 2024 04:00 PM Mountain Time (US and Canada)

Topic: February BCACHA Board Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/81704369466?pwd=mOd1SxouDMaLPx3XUbAUFLiuyVhI0Q.YmZSsVi8zkg8kH63>

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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

February 14, 2024

**TIME AND PLACE OF MEETING:**

Chair Julianne Donnelly Tzul called the meeting to order at 4:04 p.m., on Wednesday, February 14, 2024. 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:** Chair Julianne Donnelly Tzul, Vice Chair Katie Vila, Commissioner Kent Rock, Commissioner Tim Flaherty, Commissioner Marty Jacobs, Commissioner Krista Paulsen, Ex-Officio Commissioner Kathy Corless

**Commissioners absent:** Commissioner Buffy Jones

**Others present:** Ada County Deputy Attorney Nichole Solberg, Deputy Director Jillian Patterson, Finance Director Diana Meo, Senior Staff Accountant Annette Sampson, IT and Operations Administrator Ron Barstow, Housing Operations and Asset Manager Marissa Henderson, Housing Choice Supervisor Anne Pridmore, Client Services Representative Rebecca Brown, Administrative Support Specialist Elizabeth Hoene, Kristin O'Connor Senior Audit Manager with Eide Bailey, Jodi Daugherty Audit Partner with Eide Bailey, Pablo Assistant to Tim Flaherty, and Executive Assistant Mallory VanDercar

**II. CONSENT AGENDA**

**Commissioner Rock moved that the board approve the Consent Agenda. Commissioner Flaherty seconded the motion.**

**A roll call vote was taken.**

Chair Donnelly Tzul	Aye
Vice Chair Vila	Aye
Commissioner Rock	Aye
Commissioner Jacobs	Aye
Commissioner Flaherty	Aye
Commissioner Paulsen	Aye

**The motion to approve the Consent Agenda was passed by roll call vote.**

### **III. REPORTS**

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

Chair Donnelly Tzul started by greeting new members to the board.

She then reported that BCACHA is in continued negotiation with community partners regarding compliance with affordable housing.

Ms. Donnelly Tzul also noted BCACHA is working to find a financial advisor to assist with growth opportunities. This includes secured funding from the city and potentially the county.

#### **Report on Properties**

Housing Operations and Asset Manager Marissa Henderson shared that the Public Housing waiting lists will be opening on February 28. These lists include Section 8 New Construction, Boise City Public Housing List, and the Ada County Low Rent and will be open for pre-applications. This pre-application allows for self-certification and does not require documents. Ms. Henderson anticipates at least 500 applications per waiting list based on the previous opening. She clarified that the one big difference between this waiting list and Section 8 is that it is first come first serve. Due to this, the opening has been announced on the BCACHA website, to the press, and to community partners. She noted that the last time this list was opened was September of 2021.

#### **Report on Programs**

Deputy Director Jillian Patterson reported on the agency's progress in the software conversion to YARDI. January 29 was the date that all data was delivered to YARDI. Over the last few weeks there has been backend testing, and the data has now been migrated to the live YARDI system. BCACHA is now in the process of reviewing, correcting, updating, and comparing this data for accuracy. Ms. Patterson noted that this is paramount to ensure that the unique data reflects agency, community, and federal requirements Ms. Patterson emphasized that this conversion also requires a review and modification of existing policies and procedures. Post conversion set up is still anticipated during that whole time including document imaging, compliance and audit workflows.

Ms. Patterson explained that in selecting YARDI, BCACHA had to factor in many requirements placed on quasi-governmental entities. As an agency receiving federal funds, BCACHA is able to go through Government Services Administration (GSA) for contracts as GSA has already gone through the procurement process in many cases. YARDI is on that list, allowing BCACHA to move quickly into an agreement. Additionally, BCACHA was already utilizing a tool from YARDI for the Emergency Rental Assistance Program (ERAP). Ms. Patterson also noted that due to the GSA,

BCACHA had the ability to purchase varying packages through YARDI. She also added that YARDI is also one of the largest software systems utilized by housing authorities. This software will also allow BCACHA to go paperless, have direct deposit for landlord, allow for landlord, tenant, and applicant portals, none of which are currently available in the current system. Ms. Patterson provided an explanation of the process for collecting, reviewing, submitting, and confirming the housing authority's data during this conversion. Ms. Patterson noted that modules can be available to add on at any time in the future.

## **BUSINESS**

### **A. Staff Presentation - Front Desk**

Executive Assistant Mallory VanDercar introduced the front desk Elizabeth Hoene and Rebecca Brown. Commissioners asked both staff members questions to get to know more about them and their role with BCACHA. Ms. Hoene and Ms. Brown shared details of their daily work, and their roles with colleagues and clients.

### **B. Review of Audited Financials for Year Ending September 30, 2023 for BCHA and ACHA – Eide Bailly**

Kristin O'Connor and Jodi Daughtery explained that that they are working to complete the BCACHA financial audit with Eide Bailly. Ms. O'Connor provided an explanation of what the audit covers, and how to review the information. She noted that both BCHA and ACHA received an unmodified opinion result. She explained that the unmodified opinion on both ACHA and BCHA statements is a good result as this means the auditors did not have reason to question the results of their findings.

### **C. Discussion on OPH Franklin Dedicated Units**

This will be discussed in the March 2024 meeting.


**Commissioner rock motioned to Adjourned the meeting at 5:33 p.m., this was seconded by Commissioner Paulsen.**

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

- BCACHA 1/10/2024 Board Minutes
- BCACHA Financial Statements November 2023
- BCACHA Financial Statements December 2023
- BOC Financial Statement November
- BOC Financial Statement December

Respectfully submitted,

Deanna L. Watson, Executive Director  \_\_\_\_\_

Julianne Donnelly Tzul, Chair  \_\_\_\_\_