

## **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, August 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 July 10, 2024 (ACTION ITEM)
2. \* Board of Commissioners Meeting Minutes July 23, 2024 (ACTION ITEM)

#### **III. REPORTS**

- A. Chairman's Report
- B. Executive Director's Report

#### **IV. BUSINESS**

##### **A. FY2025 Budget Review (for Board Approval at September 2024 Board Meeting)**

EXECUTIVE SESSION Per Idaho Code §74-206 (1)(b) & (d) to consider a personnel matter and records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.

Related agenda documents are available for public review by visiting:

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

**Zoom access:**

Please click the link below to join the webinar:

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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

**TIME AND PLACE OF MEETING:**

Chair Julianne Donnelly Tzul called the meeting to order at 4:00 p.m., on Wednesday, August 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, Commissioner Kent Rock  
Commissioner Tim Flaherty, Commissioner Marty Jacobs, Ex-Officio Commissioner Kathy  
Corless

**Commissioners absent:** Vice Chair Vila, Commissioner Buffy Jones, Commissioner  
Paulsen

**Others present:** Ada County Deputy Attorney Nichole Solberg, Ada County Deputy  
Attorney Ammon Taylor, City Attorney Christine Dodd, Executive Director Deanna Watson,  
Deputy Director Jillian Patterson, IT and Operations Administrator Ron Barstow, and  
Administrative Services Manager Mallory VanDercar

**II. CONSENT AGENDA**

Commissioner Flaherty moved that the board approve the Consent Agenda.  
Commissioner Jacobs seconded the motion. A roll call vote was taken:

Chair Donnelly Tzul	Aye
Commissioner Jacobs	Aye
Commissioner Flaherty	Aye
Commissioner Rock	Aye

The motion passed by roll call vote.

**III. REPORTS**

**A. Chairman's Report**

Chair Donnelly Tzul began by noting the brevity of the agenda and acknowledged that there will be a notable amount of information covered regarding the budget. Ms. Donnelly Tzul

shared that she appreciated the Board feedback related to meeting structure and efforts to implement the requested changes are underway. Related to the budget, Ms. Donnelly Tzul noted that the budget presentation is today, with the action item being the following meeting, allowing time to review and ask questions. Ms. Donnelly Tzul noted that there will not be a presentation on the ongoing YMCA project in August as the project is still too fluid to share updates.

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

Executive Director Deanna Watson followed up on her written report. Ms. Watson shared that the agency has not received information related to the FYI voucher request and noted that at the state level based on numbers from Department of Health and Welfare, only a small number of potentially eligible youth were identified. It is theorized that not demonstrating a high need may have resulted in not receiving the funding. There was a conversation related to the specifics of the FYI vouchers, noting that as a special purpose voucher, they have their own waiting list that is not part of the lottery.

Ms. Watson noted that there was a USA Today article discussing the Section 8 program, and how it is becoming more difficult for voucher holders to connect to available units. BCACHA has a higher success rate than the national average, but it is important to note the difficulty households face. She shared that a link to this article will be provided to all board members following the meeting.

Ms. Watson shared that she participated with a group that met with Senator Risch and Senator Crapo to tour New Path and Valor Pointe. This group also met at City Hall after the tours.

Ms. Watson discussed the shortfall status. She noted that the shortfall issue is growing across the nation, impacting around one-third of all housing authorities. The agency has not been able to issue new vouchers due to this status.

## **IV. BUSINESS**

### **A. FY2025 Budget Review (for Board Approval at September 2024 Board Meeting)**

Ms. Patterson presented the FY25 BCACHA budget. She began by noting that in September the board will be asked to approve the agency budget. Ms. Patterson shared that the budget is prepared by staff with information being provided to the accounting department, noting that the numbers presented are estimates. Some of the numbers will change between now and final approval after the agency completes the formal review. She clarified that after approval, there may be requests for amendments throughout the fiscal year. She noted that the agency is used to working off a projected budget, requiring midyear adjustments. Estimates are based on historical trends, including the previous year's costs. The agency is working with HUD on the funding shortfall which includes a two-year estimate, which aids in the accuracy of these projections.

She shared that the operating income is increasing by almost 10% due to revenue from an emergency grant and utilizing funds from a capital program, however these funds are program specific. Operating income includes rental subsidies, rental assistance, as well as subsidies and grants, administrative fees, dwelling rent, non-dwelling rent, interest income, tenant income, cell towers, and management fees. The housing authority has estimated a 3% salary increase, noting that this is a standard amount compared to other similar agencies in Idaho. There will be an additional 2% merit increase that would be effective in March 2025 and will be performance based. This is an area that is noted with caution as it will depend on HUD funding, although board members shared sentiment that this should not be adjusted if possible. Ms. Patterson noted that grant-funded employees do not always receive a COLA at the same time as other staff, but their salary adjustments are requested within the grant funding. The board discussed the cost of employee benefits, noting that the cost of the Public Employee Retirement System of Idaho (PERSI) factors into the higher-than-average employer costs. Areas of note include this being a pension program and contributes to the desirability and longevity of employment at the housing authority.

Ms. Patterson also noted that the payroll budget includes four vacant positions that are anticipated to be filled prior to FY25. Of those vacancies, one is a new supportive housing specialist position which would specifically assist with families facing homelessness. The total salary budget shows an 8% increase, and the employee benefits constitute 40% of the salary budget.

Tenant services, utilities, maintenance, and protective services are factored into the budget with utilities being expected to increase by 5%.

One significant area of note is the cost of insurance. Ms. Patterson shared that due to previous year's events, the agency has been told to prepare for this cost to double, estimating \$520,000. The current insurance will expire September 30<sup>th</sup>. Moreton and Company is out to bid for new coverage for the housing authority, and BCACHA anticipates requesting board approval for the new insurance during the September Board meeting.

There was discussion related to the potential benefit of self-insuring. The housing authority will explore this option and share their findings with the board. It was noted that outside of the observed incidents, the cost of insurance premiums are rising for all businesses.

Ms. Watson also shared that the risk management and safety staff member for Moreton and Company conducted a tour of BCACHA properties to provide feedback to reduce risk in the future.

Commissioner Jacobs motioned to enter executive session Per Idaho Code §74-206 (1)(b) & (d) to consider a personnel matter and records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code. Commissioner Rock seconded the motion. A roll call vote was taken:

Chair Donnelly Tzul	Aye
Commissioner Jacobs	Aye
Commissioner Flaherty	Aye
Commissioner Rock	Aye

**The Board entered Executive Session at 4:54 p.m.**

**Commissioner Rock motioned to exit executive session at 5:39 p.m. The motion was seconded by Commissioner Flaherty.**

**Commissioner Flaherty motioned to Adjourn the meeting at 5:40 p.m. The motion was seconded by Commissioner Rock.**

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

- BCACHA 7/10/2024 Board Minutes
- BCACHA 7/23 Special Board Minutes
- Executive Director Update Memo
- Funding Report
- Report on Programs

Respectfully submitted,

Deanna L. Watson, Executive Director



Julianne Donnelly Tzul, Chair

