

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, November 13, 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 October 9, 2024 (ACTION ITEM)
2. * Approval of Board Meeting Schedule for 2025 (ACTION ITEM)
3. * BCHA Resolution No. 11-2024– A Resolution Updating the Fiscal Year 2025 Utility Allowance Schedule (ACTION ITEM)
4. * ACHA Resolution No. 07-2024 – A Resolution Updating the Fiscal Year 2025 Utility Allowance Schedule (ACTION ITEM)
5. * BCHA Resolution No. 12-2024 Resolution updating the Fiscal year 2025 Payment Standards (ACTION ITEM)
6. * ACHA Resolution No. 08-2024 Resolution updating the Fiscal year 2025 Payment Standards (ACTON ITEM)

III. REPORTS

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

IV. BUSINESS

- A. Finance Department Updates
- B. EXECUTIVE SESSION Per Idaho Code §74-206 (1)(b) to consider a personnel matter and records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.
- C. Finance Director Interview Process and Invitation

- D. Approval of “Exhibit B” to the Cooperation Agreement between Ada County Housing Authority and Boise City Housing Authority (ACTION ITEM)
- E. BCHA Resolution No. 10-2024 - Approving the Section 8 Management Assessment Program (SEMAP) Certification (ACTION ITEM)
- F. ACHA Resolution No. 06-2024 - Approving the Section 8 Management Assessment Program (SEMAP) Certification (ACTION ITEM)
- G. BCHA Election of Chairperson and Vice Chairperson (ACTION ITEM)
- H. ACHA Election of Chairperson and Vice Chairperson (ACTION ITEM)
- I. Shoreline Plaza Inc. Election of Chairperson and Vice Chairperson (ACTION ITEM)
- J. Affordable Housing Solutions, Inc. Election of President and Vice President (ACTION ITEM)

Related agenda documents are available for public review by visiting:

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

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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 4:04 p.m., on Wednesday, November 13, 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 Vila, Commissioner Kent Rock, Commissioner Paulsen, Commissioner Marty Jacobs, Commissioner Jones, commissioner Flaherty, Ex-Officio Commissioner Kathy Corless

Commissioners absent: None

Others present: Ada County Deputy Attorney Ammon Taylor, Ada County Deputy Attorney Nichole Solberg, City Attorney Christine Dodd, Executive Director Deanna Watson, Deputy Director Jillian Patterson, IT and Operations Administrator Ron Barstow, Interim Finance Manager John Murphy, Senior Staff Accountant Annette Sampson, Nan McKay Vice President of Finance Mike Petro (via Zoom), and Administrative Services Manager Mallory VanDercar

II. CONSENT AGENDA

Commissioner Flaherty moved that the board approve the Consent Agenda.

Commissioner Jones seconded the motion. A roll call vote was taken:

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

The motion passed by roll call vote.

III. REPORTS

A. Chairman's Report

Chair Julianne Donnelly Tzul summarized the agenda for the meeting. She also shared that Commissioner Vila remains on the BCACHA Boards while the City and County come to an agreement on the next appointee. Ms. Donnelly Tzul discussed the Executive Committee meeting that occurs the week prior to each board meeting. Going forward, there will be an invitation for other board members to choose to attend. She also shared that there will be an effort to update the board page of the BCACHA website, board members are encouraged to send their headshot to Mallory VanDercar.

B. Executive Director's Report

Executive Director Deanna Watson followed up on her written report, she asked for any questions or follow-up, Ex Officio Corless asked about the timeline related to the Yardi software conversion. Interim Finance Director John Murphy shared that the Yardi software module is still being updated related to fixed assets, inventory, tenant payment agreements. He expects the majority of the bigger items should be completed within 3 months. Jillian Patterson shared that on the program side the core of the software is implemented, and the focus is now on implementing newer features such as custom reports.

She also shared gratitude to Commissioner Paulsen for assisting in setting up her upcoming meeting with Professor and Director of Training Stephanie Witt related to a Cap Stone project examining the changing populations within the BCACHA high rises. Stephanie Witt is also a former board member and has familiarity with the agency.

Ms. Watson shared that she has reached out to four companies to begin and complete the appraisal of Moore St, and she will have more information to share in the coming board meeting.

IV. BUSINESS

A. Finance Department Updates

Ms. Watson introduced Interim Finance Director and consultant for Nan McKay, John Murphy, noting that he had previously visited the agency to assess the finance department in July 2024.

Mr. Murphy shared that he began in public housing in 1991, he has been in auditing, deputy director, executive director, he worked with Houston related to their compliance. For the past 3 years he has been consulting housing authorities related to their finance departments and leadership roles.

Ms. Watson introduced the Vice President of Finance for Nan McKay, Mike Petro. Mr. Petro shared that he has been in housing since 1991 as well, primarily as a consultant, joining Nan McKay in 2019 as the CFO. He has also been an interim finance director. He noted that it is incredibly hard to find a person who can fill the Finance Director role for housing authorities. Ms. Watson shared that Nan McKay and Associates is a national firm which is where she received most of her certifications.

Mr. Murphy shared that the finance department has done a remarkable job keeping up with a demanding past few years, however between ERAP and the software conversion, it became hard to keep up. He shared details of his visit with the agency in July 2024, and his plans for moving forward.

Mr. Petro shared that there was a significant amount of transition for the finance department in the last few years, but with the status of the department, and the fact that financial deadlines have not been missed, is a testament to agency leadership.

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

Commissioner Flaherty 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 Jacobs seconded the motion. A roll call vote was taken:

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

The motion passed by roll call vote.

The Board entered Executive Session at 4:21 p.m.

Commissioner Flaherty motioned to exit 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
Vice Chair Vila	Aye
Commissioner Paulsen	Aye
Commissioner Flaherty	Aye
Commissioner Jones	Aye
Commissioner Jacobs	Aye
Commissioner Rock	Aye

The Board exited Executive Session at 4:55 p.m.

C. Finance Director Interview Process and Invitation

Ms. Donnelly Tzul shared that there will be interviews for the Finance Director position in the coming months. If Board Members are interested in attending interviews for the finance director’s position, they can let her know, and staff will extend an invitation to the Board members. Mr. Petro cautioned the board that the search may take a number of months.

D. Approval of “Exhibit B” to the Cooperation Agreement between Ada County Housing Authority and Boise City Housing Authority (ACTION ITEM)

Ada County Deputy Attorney Ammon Taylor shared a reminder that BCACHA is two legal business entities, BCHA and ACHA. He noted that in the 1970’s an agreement was established that allowed the agencies to share staff. In 2018, there were questions regarding the agreement and a need to modernize it was identified. The City and County worked together to modernize the agreement, and since then, each year the board is required to approve “Exhibit B.” He shared that “Exhibit B” is a list of the various programs and properties administered by BCACHA.

Commissioner Flaherty moved to approve “Exhibit B” to the Cooperation Agreement between BCHA and ACHA. Commissioner Paulsen seconded the motion. A roll call vote was taken.

Chair Donnelly Tzul	Aye
Vice Chair Vila	Aye
Commissioner Paulsen	Aye

Commissioner Flaherty	Aye
Commissioner Jones	Aye
Commissioner Jacobs	Aye
Commissioner Rock	Aye

The motion passed by roll call vote.

E. BCHA Resolution No. 10-2024 - Approving the Section 8 Management Assessment Program (SEMAP) Certification (ACTION ITEM)

Ms. Patterson shared that she included a memo detailing the SEMAP resolutions and asked if there were any questions. No questions were brought forward.

Commissioner Flaherty made a motion to approve and authorize the submission of the Section 8 Management Assessment Program (SEMAP) certification for BCHA. Commissioner Rock seconded the motion. A roll call vote was taken.

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

The motion passed by roll call vote.

F. ACHA Resolution No. 06-2024 - Approving the Section 8 Management Assessment Program (SEMAP) Certification (ACTION ITEM)

Commissioner Flaherty made a motion to approve and authorize the submission of the Section 8 Management Assessment Program (SEMAP) certification for BCHA. Commissioner Rock seconded the motion. A roll call vote was taken.

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

The motion passed by roll call vote.

G. BCHA Election of Chairperson and Vice Chairperson (ACTION ITEM)

Chair Donnelly Tzul nominated herself for Chair of the BCHA Board. Commissioner Jacobs Nominated Commissioner Rock for the Board. Both Ms. Donnelly Tzul and Mr. Jacobs shared information related to the background and experience of the nominees. Mr. Rock and Ms. Donnelly Tzul shared their history with the BCACHA Board as well as what they hope to accomplish within the next year.

Ms. Vila left the meeting at 5:20 and returned at 5:29 p.m.

Commissioner Flaherty moved to vote by name for the BCHA Chairman in the election between Donnelly Tzul and Commissioner Rock.

Chair Donnelly Tzul	Donnelly Tzul
Vice Chair Vila	Donnelly Tzul
Commissioner Paulsen	Donnelly Tzul
Commissioner Flaherty	Kent Rock
Commissioner Jones	Donnelly Tzul
Commissioner Jacobs	Kent Rock
Commissioner Rock	Kent Rock

Chair Donnelly Tzul was voted to remain BCHA Chairman.

Chair Donnelly Tzul nominated Kent Rock for Vice Chair.

Chair Donnelly Tzul moved to vote by name for the BCHA Vice Chairman.

Chair Donnelly Tzul	Kent Rock
Vice Chair Vila	Kent Rock
Commissioner Paulsen	Kent Rock
Commissioner Flaherty	Kent Rock
Commissioner Jones	Kent Rock
Commissioner Jacobs	Kent Rock
Commissioner Rock	Kent Rock

Commissioner Rock was voted to be BCHA Vice Chairman.

H. ACHA Election of Chairperson and Vice Chairperson (ACTION ITEM)

Commissioner Flaherty nominated Chair Donnelly Tzul for ACHA Chairman.

Chair Donnelly Tzul moved to vote by name for the ACHA Chairman.

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

Chair Donnelly Tzul was voted to remain ACHA Chairman.

Chair Donnelly Tzul Nominated Commissioner Kent Rock for ACHA Chairman.

Chair Donnelly Tzul moved to vote by name for the ACHA Vice Chairman.

Chair Donnelly Tzul	Kent Rock
Vice Chair Vila	Kent Rock
Commissioner Paulsen	Kent Rock
Commissioner Flaherty	Kent Rock
Commissioner Jones	Kent Rock
Commissioner Jacobs	Kent Rock
Commissioner Rock	Kent Rock

Commissioner Rock was voted to be ACHA Vice Chairman.

I. Shoreline Plaza Inc. Election of Chairperson and Vice Chairperson (ACTION ITEM)

Chair Donnelly Tzul nominated herself for Chairperson of Shoreline Plaza Inc.

Chair Donnelly Tzul moved to vote by name for the Shoreline Plaza Inc Chairman.

Chair Donnelly Tzul	Donnelly Tzul
Vice Chair Vila	Donnelly Tzul
Commissioner Paulsen	Donnelly Tzul

Commissioner Flaherty	Donnelly Tzul
Commissioner Jones	Donnelly Tzul
Commissioner Jacobs	Donnelly Tzul
Commissioner Rock	Donnelly Tzul

Chair Donnelly Tzul was voted to remain Shoreline Plaza Inc Chairman.

Chair Donnelly Tzul nominated Kent Rock for Vice Chair of Shoreline Plaza Inc.

Chair Donnelly Tzul moved to vote by name for the Shoreline Plaza Inc Vice Chairman.

Chair Donnelly Tzul	Kent Rock
Vice Chair Vila	Kent Rock
Commissioner Paulsen	Kent Rock
Commissioner Flaherty	Kent Rock
Commissioner Jones	Kent Rock
Commissioner Jacobs	Kent Rock
Commissioner Rock	Kent Rock

Commissioner Rock was voted to be Shoreline Plaza Inc Vice Chairman.

**J. Affordable Housing Solutions, Inc. Election of President and Vice President
(ACTION ITEM)**

Chair Donnelly Tzul nominated herself for president of Affordable Housing Solutions, Inc.

Chair Donnelly Tzul moved to vote by name for the Affordable Housing Solutions, Inc President.

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

Chair Donnelly Tzul was voted to remain Affordable Housing Solutions, Inc President.

Chair Donnelly Tzul nominated Kent Rock for vice president of Affordable Housing Solutions, Inc.

Chair Donnelly Tzul moved to vote by name for the Affordable Housing Solutions, Inc Vice President.

Chair Donnelly Tzul	Kent Rock
Vice Chair Vila	Kent Rock
Commissioner Paulsen	Kent Rock
Commissioner Flaherty	Kent Rock
Commissioner Jones	Kent Rock
Commissioner Jacobs	Kent Rock
Commissioner Rock	Kent Rock

Commissioner Rock was voted to be Affordable Housing Solutions, Inc Vice President.

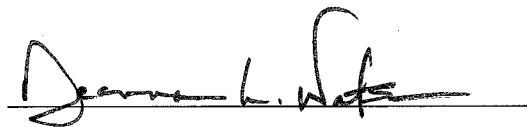
Commissioner Paulsen motioned to Adjourn the meeting at 5:44 p.m. The motion was seconded by Commissioner Rock.

Documents provided as part of this meeting include:

- BCACHA 10/09/2024 Board Minutes
- Executive Director Update Memo
- Report on Properties
- Funding Report
- 2024 BCACHA Board Meeting Schedule
- FY 2025 Utility Allowances Memo
- Utility Allowance schedule and resolutions 11-2024 and 07-2024
- FY 2025 Payment standards memo and resolutions 12-2024 and 08-2024
- Cooperative Agreement between BCHA and ACHA and Exhibit B
- SEMAP Memo and resolutions 06-2024 and 10-2024

Respectfully submitted,

Deanna L. Watson, Executive Director



Julianne Donnelly Tzul, Chair

