

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 8, 2023 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 11, 2023 (ACTION ITEM)
- *2. Approval of Board Meeting Schedule for 2024 (ACTION ITEM)

III. REPORTS

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

IV. BUSINESS

- A. Approval of "Exhibit B" to the Cooperation Agreement between Ada County Housing Authority and Boise City Housing Authority (ACTION ITEM)
- B. BCHA Election of Chairperson and Vice Chairperson (ACTION ITEM)
- C. ACHA Election of Chairperson and Vice Chairperson (ACTION ITEM)
- D. Shoreline Plaza Inc. Election of Chairperson and Vice Chairperson (ACTION ITEM)
- E. Affordable Housing Solutions, Inc. Election of President and Vice President (ACTION ITEM)

- F. BCHA Resolution No. 10-2023 - Approving the Section 8 Management Assessment Program (SEMAP) Certification (ACTION ITEM)
- G. ACHA Resolution No. 9-2023 - Approving the Section 8 Management Assessment Program (SEMAP) Certification (ACTION ITEM)
- H. BCHA Resolution No. 11-2023 - Consideration for Approval to Modify the Conflict of Interest Policy (ACTION ITEM)
- I. ACHA Resolution No. 10-2023 - Consideration for Approval to Modify the Conflict of Interest Policy (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: Nov 8, 2023 04:00 PM Mountain Time (US and Canada)
Topic: November BCACHA Board Meeting

Please click the link below to join the webinar:
<https://us06web.zoom.us/j/86841371995?pwd=Yd1lQ1AJZ9o0TCn8OvJ31UJDVpVVmA.X3nIJHUJHcT1NZsY>
Passcode: 084875

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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**

November 8, 2023

TIME AND PLACE OF MEETING:

Chairman Julianne Donnelly Tzul called the meeting to order at 4:04 p.m., on Wednesday, November 8, 2023. 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 Julianne Donnelly Tzul, Vice Chairman Katie Vila, Commissioner Buffy Jones, Commissioner Kent Rock (via Zoom), Commissioner Tim Flaherty (via Zoom), Commissioner Paige Doyle (via Zoom), Commissioner Amanda Ryan (via Zoom at 4:55)

Commissioners absent: Ex-Officio Commissioner Colin Nash

Others present in person and via Zoom: Executive Director Deanna Watson, Ada County Deputy Attorney Nichole Solberg, Ada County Deputy Attorney Ammon Taylor, Boise City Deputy Attorney Tyler Powers, Deputy Executive Director Jillian Patterson, Finance Director Diana Meo, IT and Operations Administrator Ron Barstow, Housing Operations and Asset Manager Marissa Henderson, Krista Paulsen, and Executive Assistant Mallory VanDercar

II. CONSENT AGENDA

Commissioner Rock moved that the board approve the Consent Agenda. Vice Chairman Vila seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner Rock	Aye
Commissioner Flaherty	Aye
Commissioner Jones	Aye
Commissioner Doyle	Aye

The motion passed by roll call vote.

III. REPORTS

A. Chairman's Report

Chairman Donnelly Tzul detailed the roles of the Executive Committee. She highlighted the various responsibilities and expectations for the Board Executive Committee. She noted the time commitment and requirements to follow by-laws and open meeting laws. Chairman Donnelly Tzul stated in addition to the above requirements, all actions must also comply with HUD requirements.

B. Executive Director's Report

Executive Director Deanna Watson began by thanking legal counsel for assistance in writing a letter related to a faulty exterior lift on a building with 19 participant families. This letter notified the landlord of the abatement of rent for those families unless repair or replacement of the lift is completed within two months. She noted that at the time of the meeting, BCACHA was still waiting for a response.

Ms. Watson noted that Montana Healthcare Foundation will be visiting Boise and is interested in permanent supportive housing. Ms. Watson will be participating in site visits to Valor Pointe and New Path with the Montana Healthcare Foundation group.

Ms. Watson reported that she and Deputy Director Patterson will be presenting in a meeting with a group of landlords related to the city ordinance that prevents landlords from rejecting potential tenants due to their source of income.

Ms. Watson noted that HUD has requested BCACHA presence at two upcoming meetings being held in person in Seattle related VASH and Disaster Planning. Ms. Watson noted that the partnership BCACHA has with VASH is particularly important as the two often work in tandem, however the programs have different requirements.

C. Report on Properties

Housing Operations and Asset Manager Marissa Henderson reported on the topic of cell tower sites. BCACHA contracts with local cell service providers to allow cell towers at Capitol and Franklin. This contract creates additional income for operating expenses at those sites. One tower is being decommissioned as Sprint was bought out by T-Mobile. The decommissioning is a lengthy process as the cell provider is required to return the building to the same state it was in before the tower was installed. This includes correcting paint color and removing bolts and other materials. Ms. Henderson noted that BCACHA will explore the possibility of Wi-Fi access as part of these cell service agreements. She also reported that the cleanup from the Capitol fire is completed.

D. Report on Programs

Deputy Director Jillian Patterson provided an explanation of Project-Based Vouchers and Housing Choice Vouchers. She noted that there are two active projects that will result in 66 new units. A third project will create 95 additional units, and that third project is in the beginning stages.

Ms. Patterson reported that the software conversion to YARDI is still progressing. In-person trainings begin in December. BCACHA is determining what the roll out process will look like, whether it is all at once or in pieces.

Ms. Patterson also noted that BCACHA is working on 2024 Utility Schedules to be published in January.

Ms. Patterson discussed staff morale, and reported that new staff are completing training, which should help boost staff morale. Monthly All Staff meetings provide a forum for discussions about serving participants in need while supporting staff needs.

IV. BUSINESS

a. Approval of “Exhibit B” to the Cooperation Agreement between BCHA and ACHA

Ms. Watson explained that on an annual basis, BCHA and ACHA must revisit their cooperative agreement as they are two distinctly separate entities. BCHA maintains the personnel for both entities and provides resources to administer ACHA programs and properties. The agreement is static each year, the annual changes are to the exhibit only and tend to relate to individual programs not the agreement substance.

Commissioner Ryan joined the meeting at 4:55.

Vice Chairman Vila moved to approve “Exhibit B” to the Cooperation Agreement between BCHA and ACHA. Commissioner Flaherty seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner Rock	Aye
Commissioner Flaherty	Aye
Commissioner Jones	Aye
Commissioner Doyle	Aye
Commissioner Ryan	Aye

The motion passed by roll call vote.

b. BCHA Election of Chairman and Vice Chairman (ACTION ITEM)

Chairman Donnelly Tzul noted that several individuals are interested in joining the Executive Committee and allowed time for each party to discuss their interest. Chairman Donnelly Tzul nominated herself to continue to serve as Chairman, Vice Chairman Vila nominated herself to continue to serve as Vice Chairman, Commissioner Ryan nominated Commissioner Rock for Chairman, and Commissioner Flaherty nominated himself for Vice Chairman.

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

A roll call vote was taken.

Chairman Donnelly Tzul	Donnelly Tzul
Vice Chairman Vila	Donnelly Tzul
Commissioner Rock	Rock
Commissioner Flaherty	Rock
Commissioner Jones	Donnelly Tzul
Commissioner Doyle	Donnelly Tzul
Commissioner Ryan	Rock

Donnelly Tzul was elected BCHA Chair by roll call vote.

Commissioner Flaherty requested to rescind his nomination for Vice Chairman.

Chair Donnelly Tzul moved to vote for the BCHA Vice Chairman by roll call vote for the election of Katie Vila.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner Rock	Aye
Commissioner Flaherty	Aye
Commissioner Jones	Aye
Commissioner Doyle	Aye
Commissioner Ryan	Aye

Vila was elected BCHA Vice Chair by roll call vote.

c. ACHA Election of Chairman and Vice Chairman

Commissioner Rock requested to rescind his nomination for Chairman.

Chair Donnelly Tzul moved to vote for the ACHA Chairman by roll call vote for the election of Donnelly Tzul.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner Rock	Aye
Commissioner Flaherty	Aye
Commissioner Jones	Aye
Commissioner Doyle	Aye
Commissioner Ryan	Abstain

Donnelly Tzul was elected ACHA Chair by roll call vote.

Chair Donnelly Tzul moved to vote for the ACHA Vice Chairman by roll call vote for the election of Katie Vila.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner Rock	Aye
Commissioner Flaherty	Aye
Commissioner Jones	Aye
Commissioner Doyle	Aye
Commissioner Ryan	Aye

Vila was elected ACHA Vice Chair by roll call vote.

d. Shoreline Plaza Inc. Election of Chairman and Vice Chairman (ACTION ITEM)

Chair Donnelly Tzul moved to vote for the Shoreline Plaza Inc. Chairman by roll call vote for election of Donnelly Tzul.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner Rock	Aye
Commissioner Flaherty	Aye
Commissioner Jones	Aye
Commissioner Doyle	Aye
Commissioner Ryan	Abstain

Donnelly Tzul was elected Shoreline Plaza Inc. Chair by roll call vote.

Chair Donnelly Tzul moved to vote for the Shoreline Plaza Inc. Vice Chairman by roll call vote for election of Vila.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner Rock	Aye
Commissioner Flaherty	Aye
Commissioner Jones	Aye
Commissioner Doyle	Aye
Commissioner Ryan	Aye

Vila was elected Shoreline Plaza Inc. Vice Chair by roll call vote.

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

Chair Donnelly Tzul moved to vote for the Affordable Housing Solutions, Inc. President by roll call vote for election of Donnelly Tzul.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner Rock	Aye
Commissioner Flaherty	Aye
Commissioner Jones	Aye
Commissioner Doyle	Aye
Commissioner Ryan	Abstain

Donnelly Tzul was elected Affordable Housing Solutions, Inc. President by roll call vote.

Chair Donnelly Tzul moved to vote for the Affordable Housing Solutions, Inc. Vice President by roll call vote for election of Vila.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner Rock	Aye
Commissioner Flaherty	Aye
Commissioner Jones	Aye

Commissioner Doyle Aye
Commissioner Ryan Aye

Vila was elected Affordable Housing Solutions, Inc. Vice President by roll call vote.

f. Consideration for Approval of the BCHA Section 8 Management Assessment Program (SEMAP) Certification (ACTION ITEM)

Ms. Patterson provided an explanation of SEMAP and reported that it has not been a HUD requirement since COVID in 2020. BCACHA finds the SEMAP scores beneficial to help determine areas of improvement and noted that scores will be shared with the Board after they are received, sometime in January.

Commissioner Doyle left the meeting at 5:54.

Commissioner Rock made a motion to approve and authorize the submission of the Section 8 Management Assessment Program (SEMAP) certification for BCHA. Vice Chairman Vila seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul Aye
Vice Chairman Vila Aye
Commissioner Rock Aye
Commissioner Flaherty Aye
Commissioner Jones Aye
Commissioner Ryan Abstain

The motion passed by roll call vote.

V. Consideration for Approval of the ACHA Section 8 Management Assessment Program (SEMAP) Certification (ACTION ITEM)

Commissioner Rock made a motion to approve and authorize the submission of the Section 8 Management Assessment Program (SEMAP) certification for ACHA. Vice Chairman Vila seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul Aye
Vice Chairman Vila Aye
Commissioner Rock Aye
Commissioner Flaherty Aye
Commissioner Jones Aye

Commissioner Ryan

Abstain

The motion passed by roll call vote.

**VI. Consideration for Approval to Modify the BCHA Conflict-of-Interest Policy
(ACTION ITEM)**

Ms. Watson explained that each year staff and the board are required to acknowledge potential conflicts of interest. Ms. Watson noted the only modification to the existing policy is the addition of a reference to the procurement policy in the supporting documents.

Commissioner Ryan left the meeting at 5:58.

Vice Chairman Vila moved to approve the modification to the conflict of interest policy up for consideration for the BCHA. Commissioner Jones seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner Rock	Aye
Commissioner Flaherty	Abstain
Commissioner Jones	Aye

The motion passed by roll call vote.

**VII. Consideration for Approval to Modify the ACHA Conflict of Interest Policy
(ACTION ITEM)**

Commissioner Flaherty left the meeting at 6:00.

Vice Chairman Vila moved to approve the modification to the conflict of interest policy up for consideration for the ACHA. Commissioner Jones seconded the motion.

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Vice Chairman Vila	Aye
Commissioner Rock	Aye
Commissioner Jones	Aye

The motion passed by roll call vote.

a. ADJOURNMENT

Chairman Donnelly Tzul Adjourned the meeting at 6:03 p.m.

Documents provided as part of this meeting include:

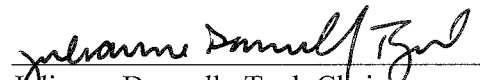
BCACHA 10/11/2023 Board Minutes

“Exhibit B” to the Cooperation Agreement between Ada County Housing Authority and Boise City Housing Authority

BCACHA Conflict of Interest Policy

Respectfully submitted,


Deanna L. Watson, Executive Director


Julianne Donnelly Tzul, Chairman