



DECEMBER 2024 BCACHA BOARD PACKET

Contents

Summary Page2

 Items Included in this Packet.....2

 Business/ Action Items and Historical Timelines for November Agenda3

Glossary of Terms and Acronyms4

December Agenda7

November Agenda.....9

November Board Minutes.....11

Director’s Report.....20

Report on Programs21

Funding Report22

Conflict of Interest Policy24

Conflict of Interest Acknowledgement33

Summary Page

Items Included in this Packet

Report on Programs

The Boise City / Ada County Housing Authorities (BCACHA) have applied for funding to add an additional Family Self-Sufficiency (FSS) Coordinator, enhancing their ability to support more participants in achieving economic self-sufficiency. Additionally, staff are advancing several technology and process improvements, including implementing the Rent Café Resident Portal for 24/7 access to program information, transitioning to a digital document management system, and utilizing mobile inspection software for real-time HQS inspections.

Funding Report Tracker

The Funding Report Tracker provides details on grants and funds that BCACHA has applied for, has been approved for, or has received. This also provides details on the source of the funds and the use of the funds. This report is updated as funds are received and the most up to date version is provided with each Board Packet.

Conflict of Interest

The Boise City / Ada County Housing Authorities (BCACHA) Conflict of Interest Policy sets clear ethical standards for Board members, employees, and public officials involved with Public Housing and Housing Choice Voucher programs. It outlines guidelines to prevent nepotism, conflicts in contracts, and other activities that could compromise fairness or integrity. HUD's requirements are fully incorporated to ensure compliance and protect the organization's reputation and operations.

For transparency, Board members and staff review and complete disclosure forms annually, and the Board signs off on the policy each year. The policy also includes steps for handling conflicts, requesting waivers from HUD, and monitoring compliance to ensure everything stays on track. These practices help BCACHA stay accountable while building trust and supporting its mission.

Business/ Action Items and Historical Timelines for December Agenda

The review of the Conflict of Interest policy is an annually reoccurring BCACHA Board Agenda items.

Glossary of Terms and Acronyms

For more general Acronyms: <https://www.hud.gov/about/acronyms>

50058 – Form used to generate reports on families who participate in Public Housing or Section 8 rental subsidy programs.

W9 – a form used to pay an individual or entity for tax purposes.

ACH – Automated Clearinghouse. An example of direct deposit.

ACOP – Administrative and continued occupancy Policy

Applicant – An individual or family who is not yet on any of our programs but has submitted an application or is on a waiting list.

BCACHA – Boise City Ada County Housing Authority.

CFR – Code of Federal Regulations.

CFP – Capital Fund Program

CHOIS – Coordinated Housing Options and Individualized Services. Provides rental assistance and case management services to homeless and disabled individuals and families.

EIV – Enterprise Income Verification. Contains Tenant data on their benefits/income.

EFT – Electronic Funds Transfer. An example of direct deposit.

FMR – Fair Market Rate.

FSS – Family Self-Sufficiency. Program designed to assist individuals and families to obtain employment. Participants will work toward reducing dependence on welfare programs and improving financial stability.

FSS Escrow Account – An account maintained by the PHA that grows as the earnings of the participant increases. This is a tax-free savings account that participants will receive after achieving their 5-year goal.

HA – Housing Authority

HAP – Housing Assistance Payment.

HCV – Housing Choice Voucher also referred to as Section 8. The voucher allows participants to pay approximately 30% of their income for rent and utilities.

HIP – Housing Information Portal.

HoH – Head of Household.

HOPE – Homeownership and Opportunity for People Everywhere.

HOTMA - Housing Opportunity through Modernization Act

- This Act creates non-discretionary changes to how the agency processes eligibility related to income and assets, as well as changes inspection standards and policies for households who become over-income.

HQS – Housing Quality Standards.

HUD – U.S Department of Housing and Urban Development.

LIHTC: Low-Income Housing Tax Credit

Live-In Aide - A person who lives with an elderly or disabled person(s) and who: (1) Is determined by the PHA to be essential to the care and well-being of the person(s), (2) Is not obligated to support the person(s), (3) Would not be living in the unit except to provide necessary supportive services.

Market Rate Housing – Apartments that are NOT Subsidized and can be rented out to the general public. These rentals are typically at or below market rate. Apartment Complexes include Vine Terrace, Shoreline North, Nez Perce, Liberty Park, and Hobbler Place.

MTCS – Multifamily Tenant Characteristics System

NSPIRE: National Standard for Physical Inspection of Real Estate

- This is the new inspection standard that BCACHA properties will be inspected under.

OVW – Office on Violence Against Women – Transitional housing program that provides temporary housing for victims of domestic violence, sexual assault, and/or stalking.

Participant – An Individual or family that is on a program.

PH – Public Housing

PHA – Public Housing Agency

PIC – Public and Indian Housing Information Center.

PIH – Public and Indian Housing.

Portability/Port – Process in which participants in the HCV program can transfer their voucher to another jurisdiction.

REAC – Real Estate Assessment Center. Created by HUD to Centralize Portfolio assessment information.

RFTA – Request for Tenancy Approval.

SEMAP – Section Eight Management Assessment Program

SSA – Social Security Administration.

SSI – Supplemental Security income.

SSN – Social Security Number.

TANF – Temporary Assistance for Needy Families.

TIN – Taxpayer Identification Number.

TRACS – Tenant Rental Assistance Certification System.

TTP – Total Tenant Payment.

Utility Allowance - The HA maintains a utility allowance schedule for all participants paid utilities (except for telephone), for cost of participant-supplied refrigerators and ranges, and for other

participant paid housing services (e.g., trash collection). The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality.

VAMC – Veterans Affairs Medical Center.

VASH – Veterans Affairs Supportive Housing. Provides Rental Assistance to homeless veterans.

VAWA – Violence against Women’s Act.

Voyager – YARDI’s Property Management Software Program.

YARDI – Property Management Software.

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, December 11, 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 November 13, 2024 (ACTION ITEM)

III. REPORTS

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

IV. BUSINESS

- A. Annual Conflict of Interest Policy Review
- B. Finance Update
- C. Moore St Appraisal Update
- D. 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 and Idaho Code § 74-206(1)(d)(f)(i) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

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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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

V. ROLL CALL

VI. 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

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

VII. REPORTS

- C. Chairman’s Report
- D. Executive Director’s Report

VIII. BUSINESS

- E. Finance Department Updates
- F. 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.
- G. Finance Director Interview Process and Invitation
- H. Approval of “Exhibit B” to the Cooperation Agreement between Ada County Housing Authority and Boise City Housing Authority (ACTION ITEM)

- I. BCHA Resolution No. 10-2024 - Approving the Section 8 Management Assessment Program (SEMAP) Certification (ACTION ITEM)
- J. ACHA Resolution No. 06-2024 - Approving the Section 8 Management Assessment Program (SEMAP) Certification (ACTION ITEM)
- K. BCHA Election of Chairperson and Vice Chairperson (ACTION ITEM)
- L. ACHA Election of Chairperson and Vice Chairperson (ACTION ITEM)
- M. Shoreline Plaza Inc. Election of Chairperson and Vice Chairperson (ACTION ITEM)
- N. 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, October 9, 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 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
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
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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 _____

Director's Report

Board Report for the December 2024 BCACHA Board Meeting

Development:

- Block 69 Workforce Housing Project Efforts have ceased due to inadequate funding.
- Sherwood Apts intended to serve homeless families in a 47-unit apartment complex failed to win tax credits. The deal we made with the city is dead for now.
- Fulton (Fire Station 5) failed to win tax credits.
- Moore Street Appraisal is under contract and should be completed within the next three - four weeks. RFP draft is in progress (Request for Proposals).
- Holding meetings with the Capitol City Development Corporation and the City of Boise re: potential for working together on future projects.

BCACHA Programs:

- One of our Family Self Sufficiency households has a member who participated in the NAHRO (National Association of Housing and Redevelopment Officials) calendar/essay contest under the category of "What Home Means to Me." This is a nationwide competition and for the third year, BCACHA has a national winner! The student wins a scholarship, and her entry will be featured with the other winners in the 2025 NAHRO calendar.
- We are applying for renewal funding for our Family Self Sufficiency Program. We currently have four positions funded to assist families in achieving their highest level of self-sufficiency and are applying for a fifth position as well.
- We are participating in the Toys for Tots program once again this year (Thank you Commissioner Flaherty!)

External Efforts

- Working with BSU on the possible inclusion of a research project related to helping our residents attain and sustain their housing with improved outcomes.
- CCDC and City meetings mentioned above.
- I am participating in the Idaho State Health Improvement Plan Partnership. We had a full-day meeting on 11/22 and will follow up on assisting with the new 5- year plan.
- At the invitation of the Mayor's Office I participated in a day long training 12/5 related to the Inflation Reduction Act. There may be some funding/technical assistance funds available for affordable housing.

Report on Programs

Family Self-Sufficiency (FSS) Annual Application- Program Growth Opportunity

BCACHA applied for funding to add an additional FSS Coordinator position, as we became eligible under HUD's expanded criteria for program support. This additional position will enhance our capacity to serve a growing number of participants, provide individualized service coordination, and support families in achieving economic self-sufficiency.

Technology and Process Improvements

BCACHA staff are actively working on several initiatives to enhance program management and improve services for residents and landlords.

- **Rent Café Resident Portal:** Staff are configuring and testing the Rent Café Resident Portal, which will provide residents with 24/7 online access to submit required documents, complete annual recertifications, and view important program information. This portal aims to improve convenience and communication for residents while streamlining administrative processes.
- **Document Management System:** Efforts are underway to transition to digital file storage, reducing paper reliance and improving accessibility. This change will improve efficiency by centralizing records, making them easily searchable, and reducing the physical storage space needed.
- **Mobile Inspections:** Implementation of mobile inspection software is in progress, streamlining Housing Quality Standards (HQS) inspections. This system will enable inspectors to complete HQS inspections using mobile devices, allowing real-time data entry and faster reporting. These improvements are expected to reduce turnaround times and improve communication with landlords and participants.
- **Workflows and Automation:** Staff are developing and testing automated workflows within the Yardi system to streamline repetitive tasks, such as sending reminders for upcoming deadlines and routing approvals for internal processes. These automated features will improve efficiency, reduce manual errors, and provide checks and balances. This will also allow staff to focus on higher-priority tasks while maintaining a reliable, transparent process.
- **Data Quality Improvements:** Over the next few months, BCACHA will be carefully reviewing program records to make sure our data is accurate and dependable. This is an important step to strengthen our program, improve reporting, and stay in line with federal requirements. The work we're doing now will improve data quality and allow us to provide clear, accurate, and useful reports. Although this project requires significant time and attention from staff, it is essential for making sure our operations are clear, compliant, and responsive to the community's needs. In the end, it will help us use resources more effectively and provide better service to the individuals and families we support.

As part of this review, we'll also be updating our procedures to match the new software system. These updates will be included in the review process to make sure our procedures reflect the latest system features and best practices. Improving both our data quality and procedures will help keep things consistent, improve our reporting, and strengthen the overall effectiveness of our programs.

Funding Report

Source	Date	Amount	Status	Program	Staff	Use
DOJ- OVW Transitional Housing	10/1/2022	\$500,000	Funded	Ada OVW Program	Jillian Patterson	HAP / Operations / Supportive Services
HUD- CPD Continuum of Care Permanent Supportive Housing	8/1/2023	\$1,026,213	Funded	Ada COC Program	Jillian Patterson	HAP / Operations / Supportive Services
MF Service Coordinator	12/15/2023	\$83,561	Partially Funded	Multifamily Service Coordinator Grant	Marissa Henderson	Fund I FTE Service Coordinator position to assist eighty residents of Shoreline Plaza. Funding is dispersed several times throughout the year
HUD - FSS Coordinator	1/1/2024	\$179,898	Funded	Boise HCV Program	Jillian Patterson	Fund 2 FTE FSS Coordinator positions
HUD - FSS Coordinator	1/1/2024	\$179,898	Funded	Ada HCV Program	Jillian Patterson	Fund 2 FTE FSS Coordinator positions
HUD - Operating Subsidy	1/1/2024	\$327,310	Funded	Boise Low Rent Public Housing	Diana Meo	Operating Funds for Capital Plaza and Franklin Plaza
HUD - Operating Subsidy	1/1/2024	\$15,444	Funded	Ada Low Rent Public Housing	Diana Meo	Operating Funds for ten scattered sites
HUD - Section 8 Emergency Housing Vouchers Subsidy	1/1/2024	\$45,224	<i>Pending HUD Budget</i>	Boise HCV Program	Annette Sampson/Diana Meo	HAP / Operations
HUD - Section 8 HCV Subsidy	1/1/2024	\$971,631	<i>Pending HUD Budget</i>	Boise HCV Program	Annette Sampson/Diana Meo	HAP / Operations

HUD - Section 8 HCV Subsidy	1/1/2024	\$610,862	<i>Pending HUD Budget</i>	Ada HCV Program	Annette Sampson/Diana Meo	HAP / Operations
HUD - Section 8 Mainstream Subsidy	1/1/2024	\$51,375	<i>Pending HUD Budget</i>	Boise HCV Program	Annette Sampson/Diana Meo	HAP / Operations
HUD - Section 8 Mainstream Subsidy	1/1/2024	\$26,839	<i>Pending HUD Budget</i>	Ada HCV Program	Annette Sampson/Diana Meo	HAP / Operations
Youth Homeless Demonstration Program Grants	2/26/2024	\$1,174,533.00	Funded	CHOIS	Jillian Patterson	
HUD - Emergency Capital Fund	4/12/2024	\$2,074,759.00	<i>Pending</i>	Low Rent Public Housing	Marissa Henderson	Replacement of aged and failing water lines serving residents of Capitol Plaza.
Local Government	TBD	\$50,000		Agency	Deanna Watson	Fund Financial Consultant
HUD - Capital Fund	5/13/2024	\$34,446.00	<i>Pending</i>	Ada Low Rent Public Housing	Marissa Henderson	Modernization funds for our Acquisition duplexes
HUD - Capital Fund	5/13/2024	\$348,491.00	<i>Pending</i>	Boise Low Rent Public Housing	Marissa Henderson	Modernization funds for our Capitol & Franklin Plazas
LRPH Service Coordinator	6/1/2024	\$234,060	<i>Pending</i>	Residential Opportunity Self Sufficiency Program	Marissa Henderson	Fund 1 FTE Service Coordinator position to assist 160 residents of Capitol and Franklin Plaza for 3 years
Foster Youth to Independence Grant	6/17/2024	Ten vouchers	<i>Not selected</i>	Ada HCV Program	Jillian Patterson/Tawna Gulbis	Provides ten vouchers to youth aging out of the foster system or former foster youth 18-21 at risk of becoming homeless

Conflict of Interest Policy

Entity	Boise City/Ada County Housing Authorities (BCACHA)
Document	Conflict of Interest Policy – Public Housing and Housing Choice Voucher Program
Creation Date	September 2022
Approval Date	November 9 2022
Author	Deanna Watson

1.0 Purpose

1.1 This policy covers conflicts of interest related to non-procurement activities including organizational conflicts and nepotism. HUD requires Public Housing Authority (PHA) employees, the PHA Board, and public officials who exercise authority over the PHA to perform their duties in an ethical manner. As such, HUD's programs contain specific prohibitions with respect to conflicts of interest. In addition, it is the ethical standard of the Boise City/Ada County Housing Authorities (BCACHA) that they conduct business in a manner that earns trust that integrity underpins the operations under their purview. Therefore, to ensure compliance and to establish clear standards the purpose of this document is –

- 1.1.1 To protect the financial well-being, reputation and legal obligations of the BCACHA;
- 1.1.2 To protect the BCACHA from real or perceived questionable circumstances that might lead to negative judgments about the integrity of the organization; and
- 1.1.3 To establish clear guidelines for BCACHA board members, officers and employees pertaining to all programs administered or under the purview of the BCACHA.

1.2 Note – Conflicts of interest related to political activities as provided under the Hatch Act are not included in this policy but are addressed in the BCACHA Employee Handbook. Similarly, conflicts of interest related to procurement activities are not included in this policy but addressed in the BCACHA Procurement Policy.

2.0 Support Documents

- 2.1 24 CFR 982.161
- 2.2 Idaho Code §§ 74-401 to -406
- 2.3 Annual Contributions Contract, Form HUD-53012 (ACC), Section 16
- 2.4 Housing Assistance Payments (HAP) Contract Section 8 Tenant-Based Assistance, Form HUD-52641
- 2.5 Project-Based Voucher Program Housing Assistance Payments (HAP) Contract, Forms HUD-52530-A (New Construction or Rehabilitation) and HUD-52530-B (Existing Housing)
- 2.6 BCACHA Employee Handbook and employment/orientation forms for new employees
- 2.7 BCACHA Annual Conflict of Interest Acknowledgement Form

2.8 BCACHA Procurement Policy

3.0 Acronyms

3.1 HUD: U.S. Department of Housing and Urban Development

3.2 ACC: Annual Contributions Contract

3.3 CFR: Code of Federal Regulations

3.4 HAP: Housing Assistance Payments Contract

3.5 HCV: Housing Choice Voucher (Section 8) program

3.6 LRPH: Low Rent Public Housing

3.7 PHA: Public Housing Authority

3.8 BCACHA: Boise City/Ada County Housing Authorities

4.0 Definitions

4.1 Apparent Conflicts of Interest:

4.1.1 Exists when there is a perception of conflict(s) regardless of whether a person is actually influenced by a secondary interest. If the circumstances are reasonably believed (on the basis of past experience and objective evidence) to create a risk that decisions made may be unduly influenced by other interests, then a conflict exists.

4.2 Conflicts of Interest:

4.2.1 Occurs when a person's public duties or actions lack independence or impartiality, either real or perceived, and may be unduly influenced by a secondary interest such as financial gain, professional advancement or a wish to do favors for family or friends.

4.3 Housing Assistance Payments (HAP) Contract:

4.3.1 Legal agreement between a PHA and the owner/landlord in the Housing Choice Voucher Program.

4.4 Immediate Family Member:

4.4.1 "First-degree" relationships are considered immediate family members, under both the public housing and housing choice voucher programs. These include father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepsibling, halfsibling. For the housing choice voucher program, "second degree" relationships include grandparents and grandchildren, including half and step relations, and are also considered to be immediate family members.

4.5 Nepotism:

- 4.5.1 The practice of showing favoritism to relatives or close friends through employment or by appointing them to a public position.

4.6 Public Housing Authority:

- 4.6.1 A state, county, municipality or other governmental entity or public body or agency or instrumentality of these entities that is authorized to engage or assist in the development or operation of low-income housing under the United States Housing Act of 1937 and in accordance with 24 CFR § 5.100. The Boise City/Ada County Housing Authorities are public housing authorities, created and operating under Idaho Code §§ 50-1901 to -1927 and Idaho Code §§ 31-4201 to -4226.

5.0 HUD Requirements

The BCACHA adopts all HUD provisions for conflicts of interest into its own policy, including nepotism for the public housing and HCV programs, and additional conflicts of interest requirements for landlords/owners that participate in the HCV program as summarized below.

5.1 Public Housing and Housing Choice Voucher Programs (PH and HCV).

- 5.1.1 The BCACHA may not enter into any contract or other arrangement in connection with the PH and HCV programs in which any covered individual or immediate family member has a direct or indirect interest while the person is a covered individual and for one (1) year thereafter.

- 5.1.2 “Covered Individuals” include the following:

- 5.1.2.1 Current or former Board member of the BCACHA (except a BCACHA commissioner who is a participant in the program);
- 5.1.2.2 Current or former officer of the BCACHA;
- 5.1.2.3 Current BCACHA employee, or any contractor, subcontractor or agent of the BCACHA, who makes policy or has influence on decisions with respect to the properties or programs;
- 5.1.2.4 Current public official, member of a local governing body, or state or local legislator or any public official who exercises functions or responsibilities with respect to the BCACHA properties/programs;
- 5.1.2.5 Member of U.S. Congress (applies to the HCV program only).

- 5.1.3 The conflicts of interest prohibition is in effect during the covered individual’s tenure and for one (1) year thereafter and also applies to the immediate family members of the aforementioned covered individuals.

- 5.1.4 A current or prospective conflict of interest must be disclosed to the BCACHA Executive Director, BCACHA Board and HUD.

5.2 Nepotism.

5.2.1 The hiring of an employee in connection with a project under the Annual Contributions Contract is prohibited if the prospective employee is an immediate family member of:

5.2.1.1 A present or former member or officer of the BCACHA Board of Commissioners;

5.2.1.2 An employee of the BCACHA who makes policy or influences decisions; or

5.2.1.3 A public official, member of a local governing body, or state or local legislator who exercises functions or responsibilities with respect to projects of the BCACHA.

5.2.2 The nepotism prohibition is in effect during the covered class's tenure and for (1) year thereafter and applies to immediate family members of the aforementioned classes of people.

5.3 Conflict of Interest for Housing Choice Voucher Owners/Landlords. The following conflicts of interest provisions are applicable to owners and landlords of units under the HCV program.

5.3.1 Current or former Board members, public officials, members of U.S. Congress, or BCACHA employees with policy or decision-making authority, and their immediate family members cannot be an owner/landlord in the Housing Choice Voucher program.

5.3.2 The owner/landlord is prohibited from living in the assisted unit.

5.3.3 The owner/landlord is prohibited from renting to immediate relatives, grandparents, grandchildren, stepfamily or in-laws. An exception is possible for a household member with a disabling condition via a reasonable accommodation process.

5.4 Waiver Requests.

5.4.1 A conflict of interest in connection with the public housing and HCV programs or involving nepotism may be waived by HUD for good cause in accordance with the procedure set forth in section 7.3 of this policy. While any such waiver request is under consideration by HUD, the person for whom a waiver is requested may not exercise any responsibilities or functions related to the waiver request.

6.0 PHA Policy – Board Members and Public Officials, Executive Director and Employees

The same HUD requirements are codified into the BCACHA's policy and for ease of understanding, the requirements are further organized into the following categories: (1) conflicts of interest requirements that apply to Board members and public officials, and (2) conflicts of interest requirements that apply to the Executive Director and all other BCACHA employees.

6.1 Board Members and Public Officials. Based on the more stringent of HUD or state/local law and during the Board member or public official's term and for one (1) year thereafter:

6.1.1 The Board member or public official cannot enter into a contract or arrangement with the BCACHA, either as a contractor or a subcontractor (directly or indirectly).

- 6.1.2 The immediate family member of a Board member or a public official cannot enter into a contract or arrangement with the BCACHA, either as a contractor or subcontractor (directly or indirectly).
- 6.1.3 An immediate family member of a Board member or public official cannot be an employee of the BCACHA.
- 6.1.4 The Board member or public official must disclose to the BCACHA if an immediate family member is or will be a tenant in the HCV program.
- 6.1.5 A Board member, public official or member of U.S. Congress cannot serve as an owner or landlord in the HCV program.
- 6.1.6 The immediate family member of a Board member, public official or member of U.S. Congress cannot serve as an owner or landlord in the HCV program.

6.2 Executive Director and BCACHA Employees. The following guidance applies to the Executive Director and employees with policy/decision-making duties, (in general, supervisory duties), and holds them to similar restrictions which will be in effect for the duration of employment and for one (1) year after.

- 6.2.1 The Executive Director or BCACHA employee with policy/decision-making duties cannot enter into a contract or arrangement with the BCACHA either as a contractor or a subcontractor (directly or indirectly).
- 6.2.2 An immediate family member of the Executive Director or employee with policy/decision making duties cannot be an employee of the BCACHA.
- 6.2.3 The Executive Director or BCACHA employee, irrespective of whether the employee has policy/decision-making duties, must disclose to the BCACHA if an immediate family member is or will be a tenant in the BCACHA's public housing or HCV program.
- 6.2.4 No employee of the BCACHA may enter into a Housing Assistance Payments (HAP) contract with the BCACHA, (regardless of whether they exercise supervisory, policy or decision-making duties).
- 6.2.5 An immediate family member of the Executive Director, or any BCACHA employee who makes policy or has influence on decisions with respect to the properties or programs, cannot enter into a HAP contract with the BCACHA.

7.0 Administrative Requirements and Conflict of Interest Procedures

7.1 Administrative Requirements.

- 7.1.1 The BCACHA will remedy all conflicts of interest, except where the BCACHA has obtained a waiver from HUD.
- 7.1.2 All conflicts of interest, apparent conflicts of interest and potential conflicts of interest will be brought to the attention of the Board as soon as possible after the discovery is made. To safeguard the BCACHA, in cases where it is in the process of determining whether a conflict exists or is requesting a waiver from HUD, the

BCACHA will only take actions that assume the conflict exists or that the waiver will not be granted.

- 7.1.3 The BCACHA may only request a waiver when the BCACHA can substantially minimize or remove the risk of the conflict of interest through the implementation of compensating controls and when remedying the conflict of interest itself will not result in undue administrative and financial hardship to the BCACHA and its mission.

7.2 Conflict of Interest Procedures – Notification and Adjudication.

- 7.2.1 A copy of the BCACHA conflict of interest policy and applicable procedures will be provided to each Board member upon appointment to the Board. Each Board member should complete a disclosure form upon appointment to the Board and the form should be updated annually. The same process shall be applied to employees upon initial employment and annually thereafter.
- 7.2.2 At other times during the year, if a current or prospective conflict of interest arises based on the conflict of interest policy, the conflict of interest must be immediately disclosed utilizing the procedure outlined below:
- 7.2.3 The Board or PHA staff member must provide a written disclosure of the conflict of interest. The written disclosure must contain the following information:
 - 7.2.3.1 Name and title of the person submitting the disclosure.
 - 7.2.3.2 A description of the specific conflict of interest provision that is the subject of the disclosure.
 - 7.2.3.3 Provide the title, position, or other information of the individual, contract, or arrangement that gives rise to the conflict of interest.
- 7.2.4 As a general rule, the Executive Director will make the determination on conflicts of interest for staff. Where the Executive Director is the individual involved in the conflict of interest, the determination on whether there is a conflict of interest is to be made by the Board. Where a Board member is the party involved in the conflict of interest, the remaining Board members will make the determination on whether there is a conflict of interest. In all cases, HUD/legal review should be sought for cases warranting program and/or legal expertise and counsel.
- 7.2.5 For all current or prospective conflicts, the determination of whether a conflict of interest exists will be documented. Where a conflict of interest situation is affirmed to exist, the BCACHA's proposed action to remove the conflict, including any safeguards that the BCACHA puts in place to prevent the perception of undue influence or favoritism must be documented.
 - 7.2.5.1 Determinations made by the Executive Director will be provided to the Board as part of the monthly Board packet.
- 7.2.6 Where the BCACHA has determined that a current or prospective conflict exists, as required by HUD, the BCACHA will provide all information associated with the conflict of interest to the HUD field office along with the BCACHA's

recommendation on whether a conflict of interest exists and the BCACHA's documentation of how the matter was resolved by the BCACHA.

7.2.7 If a conflict of interest was not initially disclosed by the interested party and is later identified by the BCACHA, the interested party may be subject to disciplinary actions as outlined in the BCACHA's personnel policy, the Board's by-laws and applicable policy documents, state law, or other penalties that may be associated with procurement actions.

7.2.7.1 These matters and their resolutions must also be disclosed to the HUD field office.

7.3 Waiver Requests.

7.3.1 Waiver from HUD's policy on conflicts of interest, including nepotism for the public housing and HCV programs, as codified in this conflict of interest policy must also be permitted under applicable state and local law.

7.3.2 Waiver requests from the conflict of interest requirements stated herein must be submitted to HUD field office.

7.3.3 The following procedure should be used to submit a HUD waiver request form, by providing:

7.3.3.1 The title and position of the individual who is involved in the contract or arrangement that gave rise to the conflict of interest.

7.3.3.2 A description of the nature of the conflict or interest.

7.3.3.3 Information on the date and manner in which the conflict was disclosed to the BCACHA.

7.3.3.4 Justification of the reason that "good cause" is present for HUD to grant the waiver.

7.3.3.5 Attach documentation that provides evidence of "good cause".

7.3.3.6 Attach supporting documentation, as well as any analysis or other evidence that the contract arrangement is in compliance with state or local law. In addition, the documentation should include a local attorney's legal opinion that the waiver request is in compliance with state law.

7.3.4 The completed form must be reviewed and approved by the Executive Director and Board.

7.3.5 The completed form is submitted to the HUD field office for consideration. Note – Actions that allow or support the potential conflict of interest must not be taken by the BCACHA until HUD provides a decision regarding the waiver request.

7.4 Record Keeping Requirement.

7.4.1 All records of disclosures and actions on conflicts of interest matters shall be maintained by the BCACHA.

8.0 Quality Assurance

8.1 The BCACHA will evaluate the compliance and effectiveness of this conflict of interest policy on at least an annual basis and will require all Board members and employees to complete annual disclosure statements which will be kept on file in the administrative office of the BCACHA.

9.0 Revision History

Date Approved	Revision Summary	Author
11/8/2023	Inclusion of the BCACHA Procurement policy as a support Document	Mallory VanDercar

