

## 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  
4:00 p.m. Wednesday, October 12, 2022  
Housing Authority Office – 1001 S. Orchard Street, Boise, Idaho

### I. ROLL CALL

### II. CONSENT AGENDA (ACTION ITEM)

#### A. Minutes, Resolutions and Routine Matters

- \*1. Board of Commissioners Meeting Minutes, September 14, 2022 (ACTION ITEM)
- \*2. Financial statements thru the period ended August 31, 2022 (ACTION ITEM)
- \*3. Consideration for Approval of BCHA Resolution No. 8-2022 - Resolution updating the Fiscal Year 2023 payment standards (ACTION ITEM)
- \*4. Consideration for Approval of ACHA Resolution No. 8-2022 - Resolution updating the Fiscal Year 2023 payment standards (ACTION ITEM)

### III. REPORTS

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

### IV. BUSINESS

- A. Consideration for Approval to Modify the Vision and Mission Statements of BCACHA (ACTION ITEM)
- B. Consideration for Approval of Conflict of Interest Policy – BCHA Resolution No. 6-2022 (ACTION ITEM)
- C. Consideration for Approval of Conflict of Interest Policy – ACHA Resolution 6-2022 (ACTION ITEM)
- D. Emergency Rental Assistance Program Update
- E. Moore Street Property Update

V. EXECUTIVE SESSION per Idaho Code § 74-206(1) 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. The mere presence of legal counsel at an executive session does not satisfy this requirement.

VI. 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:

You are invited to a Zoom webinar.

When: Oct 12, 2022 04:00 PM Mountain Time (US and Canada)

Topic: BCACHA October 2022 Board Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84280915115?pwd=S3Y0ZEdWMIQzdTdhVVUxMjMzak8rZz09>

Passcode: 937982

Or One tap mobile :

US: +12532158782,,84280915115#,,,,\*937982# or  
+13462487799,,84280915115#,,,,\*937982#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833 or +1  
719 359 4580 or +1 312 626 6799 or +1 386 347 5053 or +1 564 217 2000 or +1 646 931 3860  
or +1 929 205 6099 or +1 301 715 8592 or +1 309 205 3325

Webinar ID: 842 8091 5115

Passcode: 937982

International numbers available: <https://us06web.zoom.us/j/kodWx6l6T>

**BOISE CITY HOUSING AUTHORITY  
ADA COUNTY HOUSING AUTHORITY, SHORELINE INC.  
AND AFFORDABLE HOUSING SOLUTIONS, INC.**

**MEETING OF THE BOARD OF  
COMMISSIONERS AND DIRECTORS**

**October 12, 2022**

**TIME AND PLACE OF MEETING:**

Chairperson Julianne Donnelly Tzul called the meeting to order at 4:09 p.m., on Wednesday, October 12, 2022. 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:** Chairperson Julianne Donnelly Tzul, Commissioner Kent Rock,

**Commissioners Present via Zoom:** Commissioner Tiffany McKee, Commissioner Shellan Rodriguez, Commissioner Jennifer Seamons

**Commissioners Absent:** Vice Chairman Katie Vila, Commissioner Jaime Hansen, Ex-Officio Commissioner Elaine Clegg

**Others Present – in person and via Zoom:** Executive Director Deanna Watson, Amanda Ryan and son Jackson, Ada County Deputy Attorney Andrew Jenkins, IT & Operations Administrator Ron Barstow, Deputy Director Jillian Patterson, Finance Director Diana Meo, Housing Operations Manager Donna DeThorne, Senior Staff Accountant II Annette Sampson, and Executive Assistant Ann Upchurch

**II. CONSENT AGENDA**

**Commissioner Rock moved that the board approve the Consent Agenda and that the vote be by roll call. Commissioner Rodriguez seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner McKee	Aye
Commissioner Seamons	Aye
Commissioner Rodriguez	Aye
Commissioner Rock	Aye

**The motion passed by roll call vote.**



### **III. REPORTS**

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

Chairman Julianne Donnelly Tzul welcomed our future Commissioner Amanda Ryan. She mentioned that she, along with two other appointees Tim Flaherty and Paige Oeding, have been appointed to our board by the Ada County Commissioners and are awaiting ratification by the Boise City Council. Ms. Donnelly Tzul spoke about the recent board and staff workshop which included updates to the agency's strategic plan.

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

Executive Director Deanna Watson said that she has recently been in meetings with city officials from Park City, Utah and Bend, Oregon. Both communities have sent elected officials and staff to our area to compare how we have addressed similar housing concerns. Park City is looking at creating a regional housing authority, similar to BCACHA, and they were interested in our founding documents and processes. Bend is working on a housing-first project called Cleveland Commons, and they are on a fact-finding tour of similar communities. Plans are to continue to engage in efforts to share experiences, challenges and successes.

Ms. Watson also reviewed the discussions involved in the revision of the agency's mission and vision statements. The goal was to have a memorable and concise vision statement, and the consensus was to change the current lengthy mission statement to a previous version.

The agency will hold an all-staff barbeque tomorrow and all board members are also invited.

#### **C. Report on Properties**

The pending project involving the water and waste lines at Capitol and Franklin Plazas continues in the planning stages. We recently also completed a landscaping project at one of the acquisition properties on Victory.

#### **D. Report on Programs**

Deputy Director Jillian Patterson reported that HUD had issued a PIH (Public and Indian Housing) notice to PHAs who are interested in submitting a letter of interest for the Stability Voucher Program. This would be an assistance program for households that meet the McKinney-Vento definition of homelessness. The program requires a relationship with the local Continuum of Care, which we effectively maintain with "Our Path Home." They will be our collaborative applicant in the process. OPH is working on the letter of commitment which will be submitted with our letter of interest by the deadline. HUD will then send out invitations to PHAs, and will let them know they can request a specific amount of vouchers. These will essentially make permanent the assistance that HUD offered approximately a year ago, the Emergency Housing Vouchers, which we received under the Cares Act funding.

We have also received notification from the Department of Justice that the application we submitted for continued funding for our transitional housing program has been accepted. We applied for an additional three years' of funding through the DOJ's, Office on Violence Against

Women, to serve victims who are fleeing domestic violence, dating violence, sexual assault and stalking. We partner with the Women's and Children's Alliance in this effort and expect to serve about 30 households with assistance from six to 24 months.

Ms. Patterson said that the agency has put together a timeline for the process of awarding project based vouchers (PBV). The timeline will outline the process for approximately the next five years. This year, we will draft and finalize an RFP, detailing scoring criteria and project details. We will then submit our final notice to HUD detailing the intended project and how many vouchers are included. Then, we will issue the RFP for 30 days, during which we will conduct the review and scoring, respond to questions, etc. Finally, a recommendation to award the PBV will be made to the board for approval. Following the approval, we will submit the owner notification and a public notice of the award. Our plan is to follow this process every fall after our FY budget has been set, and our capacity has been evaluated. Discussion followed about the feasibility of involving members of the board in a committee that might assist in the process. But since this process is specifically described by HUD, there would not necessarily be a need to involve board members. Ms. Donnelly Tzul asked if the staff could provide an estimate of how many years this process might be sustainable. Ms. Watson said that minus additional funding authority, there is probably a three to five year timeline.

#### **IV. BUSINESS**

##### **A. Consideration for Approval to Modify the Vision and Mission Statements of BCACHA**

**Commissioner Seamons moved that the board approves the modification of the Vision and Mission statements as stated. Commissioner Rock seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner McKee	Aye
Commissioner Seamons	Aye
Commissioner Rodriguez	Aye
Commissioner Rock	Aye

##### **The motion passed by roll call vote.**

##### **B. Consideration for Approval of Conflict of Interests Policy – BCHA Resolution No. 6-2022**

Ms. Watson reviewed the process of drafting the proposed conflict of interest policy. There will also be a second policy drafted that will cover the agency's procurement processes. This one will cover board members and staff. Discussion involved whether to limit the staff requirement to only those staff members who are in a position of influence in terms of policy development or to

include all staff of the agency. Ultimately, the agreement was that all staff should agree to the policy upon employment, and that this should be reflected in the motion.

At 4:45 p.m., Commissioner Seamons left the meeting.

**Commissioner Rock moved that the board approves the Conflict of Interest Policy – BCHA Resolution No. 6-2022, and that it reflect the board’s preference that it applies to all employees of BCHA. Commissioner McKee seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner McKee	Aye
Commissioner Rodriguez	Aye
Commissioner Rock	Aye

**The motion passed by roll call vote.**

**C. Consideration for Approval of Conflict of Interest Policy – ACHA Resolution 6-2022**

**Commissioner Rock moved that the board approves the Conflict of Interest Policy – ACHA Resolution No. 6-2022, and that it reflect the board’s preference that it applies to all employees of ACHA. Commissioner McKee seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner McKee	Aye
Commissioner Rodriguez	Aye
Commissioner Rock	Aye

**The motion passed by roll call vote.**

**D. Emergency Rental Assistance Program Update**

Ms. Patterson spoke about the audit process of the ERAP program by Eide Bailly. She mentioned that although the auditors are not currently on site, the process continues for several months.

As of October 1, the program has added security deposits as an eligible expense. This is for households who are not currently in a residential unit. They can apply without providing an address and will have up to 60 days to find a rental.

Ms. Patterson also spoke about how the program has been able to identify and avoid fraudulent payments. To date, she estimates that BCACHA has prevented \$18 million in fraudulent claims. The majority of these claims are from people falsifying documents of all types.

ERA1 reallocated funds will need to be spent by 12/31/2022. Timing of when funds are received and deadlines from the Treasury make it difficult to expend all the funds. Ms. Patterson expects that there may be criticism from the media if the agency has to return funds, which is likely. However, the deadlines make it difficult for any grantee to administer these funds in the time allotted. As of January 1, ERA2 funding will kick in, so the program is expected to continue into the next year.

#### **E. Moore Street Property Update**

Ms. Watson stated that she had little to report on progress with the developers, Edlen & Company. The most recent meeting was cancelled and she understands that they are still working on a MOU. She knows, however, that they have been in contact with the City regarding the current and possible future zoning options for the site.

#### **V. EXECUTIVE SESSION**

**Commissioner Rock moved that the board enters executive session, per Idaho Code § 74-206(1)(f) 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. The mere presence of legal counsel at an executive session does not satisfy this requirement. Commissioner McKee seconded the motion.**

A roll call vote was taken.

Chairman Donnelly Tzul	Aye
Commissioner Rodriguez	Aye
Commissioner Rock	Aye

At 5:20 p.m., the board entered Executive Session

At 5:22 p.m., Commissioner McKee voted Aye

#### **The motion passed by roll call vote.**

At 5:56 p.m., Commissioner Rodriguez left the Executive Session. Without quorum, the Executive Session ended and the public meeting resumed.



At 5:57 p.m., Chairman Donnelly Tzul acknowledged that Commissioner McKee voted "Aye" to the motion to enter the Executive Session, but only after the public meeting had paused, due to timing of the virtual links.

## VI. ADJOURNMENT

**At 5:57 p.m., the meeting was adjourned.**

Documents provided as part of this meeting include:

BCACHA Minutes of September 14, 2022

BCACHA Financial Statements thru the period ended August 31, 2022

Memo regarding resolutions approving FY2023 Payment Standards, Effective 10/1/2022

BCHA Resolution 8-2022

ACHA Resolution 8-2022

Memo regarding the Vision and Mission statements revision

BCACHA Conflict of Interest Policy

Acknowledgement form for the Conflict of Interest Policy

BCHA Resolution 6-2022

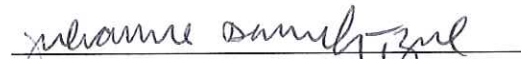
ACHA Resolution 6-2022

Respectfully submitted,



---

Deanna L. Watson, Executive Director



---

Julianne Donnelly Tzul, Chairperson