

## 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, March 9, 2022 - 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, February 9, 2022 (ACTION ITEM)
- \*2. Financial statements thru the period ended October 31, 2021 (ACTION ITEM)
- \*3. Financial statements thru the period ended November 30, 2021 (ACTION ITEM)
- \*4. Financial statements thru the period ended December 31, 2021 (ACTION ITEM)

#### III. REPORTS

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

#### IV. NEW BUSINESS

- A. Review of Audited Financials for Year Ending September 30, 2021 for BCHA and ACHA – Eide Bailly
- B. Discussion on Operational Reserves to be Set Aside for Designated Purposes – Policies and Procedures – Eide Bailly

**V. UNFINISHED BUSINESS**

- A. Emergency Rental Assistance Program (ERAP-1 reallocation and ERAP-2)**
- B. Moore Street Property Development**
- C. Discussion on BCACHA Commissioners' Future Workshop**

**VI. EXECUTIVE SESSION Per Idaho Code § 74-206 (1) (c) & (d) - To deliberate regarding acquisition of an interest in real property not owned by a public agency and to consider records that are exempt from disclosure**

**VII. 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: Mar 9, 2022 4:00 PM Mountain Time (US and Canada)  
Topic: BCACHA March Board Meeting - March 9, 2022

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/89914714763?pwd=dGgwdk8yNFNNaE9jMlh0S2hVZUFwQT09>

Passcode: 104848

Or One tap mobile :

US: +13462487799,,89914714763#,,,,\*104848# or  
+16699006833,,89914714763#,,,,\*104848#

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

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929 205 6099 or +1 301 715 8592

Webinar ID: 899 1471 4763

Passcode: 104848

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

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

**March 9, 2022**

**TIME AND PLACE OF MEETING:**

Chairman Raquel Guglielmetti called the meeting to order at 4:03 p.m., on Wednesday, March 9, 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:** Chairman Raquel Guglielmetti, Commissioner Kent Rock

**Commissioners Present via Zoom:** Vice Chairman Julianne Donnelly Tzul, Commissioner Shellan Rodriguez, Commissioner Jaime Hansen, Commissioner Tiffany McKee, Ex-Officio Commissioner Elaine Clegg

**Commissioners Absent:** Commissioner Jennifer Seamons

**Others Present:** Executive Director Deanna Watson, Boise City Deputy Attorney Tyler Powers, Ada County Deputy Attorney Ammon Taylor (via Zoom), Ada County Deputy Attorney Andrew Jenkins, Eide Bailly Audit Senior Manager Kristin O'Connor CPA, Eide Bailly Partner Jodi Daugherty CPA, IT & Operations Administrator Ron Barstow, Deputy Director Jillian Patterson, Finance Director Diana Meo, Construction Manager Ben Duke, Housing Operations Manager Donna DeThorne, Senior Staff Accountant II Annette Sampson (via Zoom), 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. Vice Chairman Julianne Donnelly Tzul seconded the motion.**

A roll call vote was taken.

|                             |     |
|-----------------------------|-----|
| Chairman Guglielmetti       | Aye |
| Vice Chairman Donnelly Tzul | Aye |
| Commissioner Rock           | Aye |
| Commissioner Hansen         | Aye |

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

At 4:05 p.m., Commissioner Tiffany McKee joined the meeting.

## **REPORTS**

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

Chairman Raquel Guglielmetti thanked the board for the opportunity to serve as a commissioner and as the chairman. Although this will be her last board meeting, she hopes to be available to help wherever she may be needed in the future.

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

Executive Director Deanna Watson thanked Ms. Guglielmetti for her service and how much she has provided the Board and staff with her leadership, compassion and wisdom over the years. The agency will benefit going forward from all the work she has done on our behalf.

Since her written report to the Board, Ms. Watson has met with the Joint Powers Entity (JPE) of Allumbaugh House. They talked about the current fiscal year budget which has concerns. It was earlier thought that the Medicaid expansion would have positive effects on the program and that these funds would be in place this year. But that timing was not realized and there is now a \$450,000 deficit. Last FY, Terry Reilly also poured funds into the budget to keep it going. The State Medicaid Division Administrator, Juliet Charron, was confident that funding will be coming in FY 2023.

Additionally, the hospitals and the City of Boise is expecting Ada County to fully fund their commitment to Allumbaugh House, since they stepped away from funding New Path this year. There is also the possibility of opioid settlement funding. And there are grant opportunities for mental health services and community behavioral health, options that 42 states have already taken advantage of.

Ms. Watson also mentioned that she has been in meetings with the City of Boise over a number of affordable housing initiatives including a possible preservation partnership and a potential property management agreement to provide services to city-owned properties. She said that the housing authorities are nearing the point of needing to draft a MOU with the city, a discussion she anticipates will be on the April agenda.

At 4:13 p.m., Commissioner Shellan Rodriguez entered the meeting.

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

The board did not have any questions regarding the schedule of building projects provided by Construction Manager, Ben Duke.

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

Deputy Director Jillian Patterson provided a review of the Section 8 Housing Choice Voucher waiting list process. The list received new pre-applications from January 10 through February 10, and that information is being reviewed by our software provider, TenMast. They received 4,156 applications, and after removing duplications, there were 3,999 remaining. Of those, 2,500 will be chosen for the new list, which will be posted by our deadline of March 31. Commissioner McKee asked about the resources to help voucher holders find landlords willing to lease to them,

and how long that process takes. Ms. Patterson provided a brief explanation of the lease-up process and resources.

At 4:23 p.m., Ex-officio Commissioner Elaine Clegg joined the meeting.

### **III. NEW BUSINESS**

#### **A. Review of Audited Financials for Year ending September 30, 2021 for BCHA and ACHA**

Eide Bailly CPA and Audit Senior Manager Kristin O'Connor presented a slide presentation explaining the audit process. She reviewed the various statements and supplementary information involved in the audit of the financial statements of BCHA and ACHA, FY 2021. The audit provided an unmodified audit opinion. The single audit item this year was the Emergency Rental Assistance program, since it was the largest single program in 2021.

#### **B. Discussion on Operational Reserves to be Set Aside for Designated Purposes**

Ms. O'Connor provided information on the topic of operational reserves. The housing authorities may have unrestricted funds in different "buckets," but it does not mean that those funds are freely available. Much of it is restricted for certain purposes or held for future needs. These may include capital improvements on property that has no other source of funding for those purposes, such as the agency's office building. It is common for boards to schedule funds for those purposes in a five-year plan, for instance, or expansion plans. Boards will designate funds for these purposes, funds that will show on financial statements as unrestricted but would need board approval to be used for anything else. Also, it is an industry standard to have funds set aside for 60-days of expenses in case anything unforeseen should happen to income. Ms. O'Connor mentioned that one area where she has seen this happen is during a major software conversion, which may delay normal cash flow.

When talking about expenditures, the board should consider recurring revenue streams. Will the project provide recurring revenue, or once the funds are spent, are they gone for good?

Ms. Guglielmetti mentioned that the housing authority has seen funding issues when there is an extended government shut down and there is staff experience on how these have been handled in the past.

### **IV. UNFINISHED BUSINESS**

#### **A. Emergency Rental Assistance Program (ERAP-1 reallocation and ERAP-2)**

Ms. Patterson provided an updated report on the disbursement of assistance as of March 9, 2022. To date, \$27,434,718 has been distributed in Boise and Ada County for rent and utilities. The housing authorities will be undergoing a software conversion to the Yardi "Rent Relief" program as of April 4, 2022. Conversion tasks require that there be a shut-down of the current application process as of Friday, March 18. That will provide the agency with two weeks to complete the processing of applications submitted under the current system, before launching the new. It will also allow for a "soft-opening" of the landlord portal, to hopefully ease the new application

processes. These two weeks will provide time to complete manual data entry and train staff and will actually speed up the application process after April 4. We will work on communicating with residents and landlords who may have concerns about the down time.

Ms. Watson reviewed the meetings and discussions she has had with IHFA, Mayor McLean, Senator Wintrow and others regarding the reallocation of ERA funds. After the Treasury Department reallocated \$22 million of ERA funds to other states, she and others have been trying to encourage the state legislature to put the lever in place that provides for a voluntary in-state reallocation. While it does not look like that will happen, there are efforts in place to keep the funds in Idaho through sub-contract mechanisms with other social service providers.

Also, the housing authorities are at staff capacity right now in terms of office space, impacting our ability to administer all of our programs. We will need to move the call center to a location that is hopefully nearby. We would like to reach out to our partners in the city and county to ask for any space that might be available.

### **B. Moore Street Property Development**

Mr. Duke reported that he has received four questions to the RFP and he will be drafting an addendum to be posted on Friday. He has received one letter from a developer who stated that he would not be submitting a proposal. Ms. Watson said that she has received several telephone inquiries.

### **C. Discussion on BCACHA Commissioners' Future Workshop**

Ms. Donnelly Tzul said that the tentative date has been pushed back. She would like to delay the workshop so that the new board member will be included.

At 5:20 p.m., Ms. Clegg left the meeting.

**At 5:20 p.m., Commissioner Rock moved that the housing authorities enter Executive Session per Idaho Code §74-206 (1) (c) & (d) – To deliberate regarding acquisition of an interest in real property not owned by a public agency and to consider records that are exempt from disclosure. Commissioner Hansen seconded the motion.**

A roll call vote was taken.

|                             |     |
|-----------------------------|-----|
| Chairman Guglielmetti       | Aye |
| Vice Chairman Donnelly Tzul | Aye |
| Commissioner Rock           | Aye |
| Commissioner Hansen         | Aye |
| Commissioner McKee          | Aye |
| Commissioner Rodriquez      | Aye |

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

**At 5:20 p.m., the board entered executive session.**

Discussion involved the possibility of property acquisition.

At 5:25 p.m., the board exited executive session and reentered the open meeting.

**V. ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:30 p.m.

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

**Meeting Minutes, February 9, 2022**

**Financial statements thru the period ended October 31, 2021**

**Financial statements thru the period ended November 30, 2021**

**Financial statements thru the period ended December 31, 2021**

**Project Spreadsheet from Ben Duke**

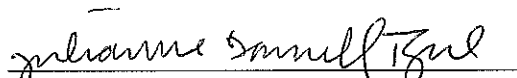
**BCHA Financial Statements 9-30-2021 – draft**

**ACHA Financial Statements 9-30-2021 - draft**

Respectfully submitted,



Deanna L. Watson, Executive Director

  
Julianne Donnelly Tzul, Chairman