

Blaine County Housing Authority

Public Meeting Minutes

Wednesday February 17, 2016

Blaine County Annex
219 1st Avenue South
Hailey, Idaho

Members Present:

Sabina Gilbert, *Chair*
Rick Davis, *Vice Chair*
Gordon Barclay
Janine Bear
Chase Hamilton
Erin Kelso – *arrived at 5:10 p.m.*

Absent:

Staff:

David Patrie, *Executive Director*
Bobi Bellows, *Program Administrator*

1. Call to Order/Approval of Agenda for the Annual Meeting

Sabina Gilbert called the Regular Monthly Meeting to order at 5:03 p.m. Roll call was taken by Bobi Bellows. Gordon Barclay, present; Janine Bear, present; Rick Davis, present; Erin Kelso, absent; Chase Hamilton, present; Sabina Gilbert, present.

2. Comments from the Public

None – no public present

3. Presentation – BCHA audited financial statements FY 2014 and FY 2015

David Patrie introduced Brady Workman, a CPA with Dennis Brown Accounting in Twin Falls who conducted an audit of BCHA's financial statements for FY 2014 and FY 2015. Brady Workman stated the audit this time was bit different from audits performed in previous years. The biggest difference being on pages 3 & 4 with the Lift Tower Lodge recorded as a proprietary fund and categorized as a "business-type" activity. A slight change was noted on page 11; the first footnote should read "1996" not "2006." Rick Davis asked what the Lift Tower Lodge has done to BCHA or not done to BCHA. Brady Workman answered by referring to page 9 and noting the Lift Tower Lodge reflected a slight loss (excluding the grant monies). David Patrie reminded the board that the audit was reflective of the LTL activities up to September 30, 2015. Gordon Barclay asked if the administration costs for the Lift Tower Lodge were a percentage of BCHA administration costs. Brady Workman said yes, however they used an allocation of costs rather than actual costs. Gordon Barclay asked how the funds from the Lift Tower Lodge were considered a "business" activity. Brady Workman answered because they were monies not derived from another government entity. Discussion of the audit ended at 6:19 p.m.

4. Comments from Liaisons from Elected Bodies

None - liaisons from elected bodies were present.

5. ARCH Community Housing Trust Report – Michelle Griffith – *absent*

David Patrie shared with the BCHA board a written report from Michelle Griffith, Executive Director ARCH Community Housing Trust. The report summarized recent developments with the 6th and Oak in Bellevue, Glenbrook homes in Hailey and Buttercup Road home north of Hailey properties.

6. Discussion/Action Items

A. Action to elect a board Treasurer

Sabina Gilbert opened to the floor for nominations for the position of board Treasurer. Erin Kelso nominated Janine Bear, Chase Hamilton seconded. Vote was taken, all voted in favor; Janine Bear was elected to the position of board Treasurer at 5:32 p.m.

B. Discussion and possible action regarding BCHA health benefits

Sabina Gilbert opened the discussion. David Patrie updated the board to recent findings for the 3 options listed in the memorandum. Chase Hamilton moved to provide a group plan that covers 100% of eligible employee costs and 100% of eligible employee dependants' costs and instructed staff to select a group plan, or plans, that will not exceed 105% of the FY 2016 budgeted amount for medical insurance. Janine Bear seconded the motion. Vote was taken; all voted in favor of the motion and the motion passed unanimously at 5:46 p.m.

C. Adoption of BCHA 2016 Marketing Plan

Sabina Gilbert opened the discussion. Bobi Bellows informed the board of final edits and changes to plan. Chase Hamilton moved to adopt the BCHA 2016 Marketing Plan. Rick Davis seconded the motion. No further discussion. A vote was taken; all voted in favor of the motion and the motion passed unanimously at 5:50 p.m.

D. Strategic Direction Workshop, adopt SWOT analysis, set next task and meeting date

Board discussed the items listed on the SWOT analysis, and David Patrie answered questions. Board discussed another workshop meeting but then directed staff to place a discussion and action item on the regular March agenda to set a plan and schedule to continue updating the Strategic Direction. Rick Davis moved to accept the SWOT analysis and Janine Bear seconded. A vote was taken; all voted in favor and the motion to accept the SWOT analysis passed unanimously at 6:30 p.m.

7. Commissioner Reports

None

8. Consent Agenda

- A. Approval of January 20, 2016 BCHA Regular Board Meeting Minutes
- B. Approval of January 16, 2016 Strategic Planning Meeting Minutes
- C. Approval of February 5, 2016 Special Meeting Minutes
- D. Receive and file January 2016 Financial Reports & ED Summary

Motion to approve the consent agenda was made by Gordon Barclay and seconded by Chase Hamilton. Janine Bear abstained from voting on item A, as she was not present at the January 20, 2016 BCHA Regular Board Meeting. A vote was taken and the motion passed, unanimously at 6:32p.m.

9. Staff Reports

- A. Receive and file January 2016 Executive Director's Report
- B. Receive and file January 2016 Program Director's Report

Bobi Bellows and David Patrie commented on each of their reports and updated the board on various points within each of their reports.

10. Announcements – Calendar of Upcoming Meetings

- A. February 15, 2016 - President's Day, Office Closed
- B. February 16, 2016 – Present in-lieu fee recommendation to Ketchum City Council
- C. February 23, 2016 – ARCH, Bellevue P&Z application for Oak Street Apartments, 6 pm
- D. March 16, 2016 – Regular BCHA meeting, Ketchum City Hall, 5pm

Rick Davis notified the board of a free training opportunity on March 3, 2016 at the Zion's Bank Building in Ketchum, 2nd Floor. *An opportunity to learn about Idaho Housing and Finance Association's lending programs.*

11. ~~Executive Session (if required) – Idaho Code 74-206~~ (1) to discuss, (a) hiring, (b) personnel issues, (c) land acquisition, (d) records disclosure, (f) pending litigation, or (j) pending claims –

No executive session.

12. Adjournment

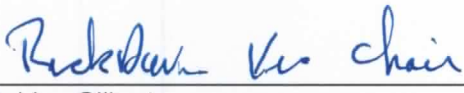
Motion to adjourn the meeting was made by Janine Bear and seconded by Chase Hamilton at 6:48 p.m.

Respectfully Submitted by

Approved by



Bobi Bellows
BCHA Program Director

for 

Sabina Gilbert
BCHA Chairwoman