

Blaine County Housing Authority

Public Meeting Minutes

Wednesday March 16, 2016

Ketchum City Hall
480 East Avenue North
Ketchum, Idaho

Members Present:

Rick Davis, *Vice Chair*
Chase Hamilton
Janine Bear
Erin Kelso

Absent:

Sabina Gilbert, *Chair*
Gordon Barclay

Staff:

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

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

Rick Davis called the Regular Monthly Meeting to order at 5:09 p.m.

2. Comments from the Public

None present.

3. Comments from Liaisons from Elected Bodies

None present.

4. ARCH Community Housing Trust Report – Michelle Griffith

Prior to the start of BCHA's regular meeting, Michelle Griffith informally updated the BCHA Board of recent progress on the 6th & Oak property in Bellevue, the Buttercup Road house North of Hailey and her recent application submitted for additional funding to put towards development of projects she has plans for in the future.

5. Discussion/Action Items

- A. Receive and file FY 15 and FY 14 audited financial statements – Erin Kelso moved to receive and file the Blaine County Housing Authority's financial statements for Fiscal Year 2015 and Fiscal Year 2014 as presented by Dennis Brown Accounting at the regular February meeting of the BCHA Board of Commissioners. Chase Hamilton seconded the motion. No further discussion. A vote was taken, all saying aye. Motion passed unanimously at 5:11 p.m.
- B. Action to amend BCHA Employee Handbook, Health Benefits – Rick Davis asked staff to elaborate on the changes proposed to the BCHA Employee Handbook. David Patrie told the board that the change in policy (shifting to a group health plan from reimbursement for individual plans) the board approved at the February meeting prompted the need to update the BCHA Employee Handbook. He also informed the board of Gordon Barclay's comment about the need to provide insurance within 90 days of the hiring date according to the Affordable Care Act. Gordon requested that the day of eligibility be changed from reading "the first day of the month following 90 days of continuous employment" to "the first day of the month following 60 days of continuous employment". Janine Bear moved to amend the Health and Dental Insurance section of BCHA's Employee Handbook, removing reference to reimbursement for participation in health plans and replacing it with language requiring compliance with current laws and regulations and amending the 3rd paragraph to read "...the first day of the month following 60 days of continuous

employment.” Chase Hamilton seconded the motion. No further discussion. A vote was taken, all saying aye. Motion passed unanimously at 5:15 p.m.

- C. Adoption of BCHA Emergency Succession Plan – The board members briefly discussed the BCHA Emergency Succession Plan presented in the board packet. David Patrie explained the plan’s intent and composition. Erin Kelso first commented to have the plan discussed at a future meeting as 2 board members were absent. Janine Bear commented that she felt the plan was okay as is and didn’t need input from the absent board members, as a quorum was sufficient to make a motion to adopt. Janine Bear moved to adopt the BCHA Emergency Succession Plan, including a BCHA Operations Inventory, the Executive Director’s Essential Functions Inventory, the BCHA Master Calendar, a draft Interim Executive Announcement, a sample leadership transition statement, and the step-by-step process BCHA will implement in the event of an unplanned executive departure. Chase Hamilton seconded the motion. No further discussion. A vote was taken, all saying aye. Motion passed unanimously at 5:25 p.m.
- D. Strategic Direction Workshop, Set Course and dates to continue Plan update – Board freely discussed potential dates for scheduling planning sessions. Janine Bear mentioned she was out of town April 9th thru 14th. Chase Hamilton is unavailable March 28th through April 1st. The Board decided on tentative dates for scheduling planning sessions; Friday March 25th 12 p.m. to 2 p.m. and Wednesday April 13th 4 p.m. to 6 p.m.

6. Commissioner Reports

David Patrie spoke for Gordon Barclay – Presented idea date for a board social. A tentative date for the social will be March 25th and will take place at Gordon’s home. Invitations will be forthcoming.

7. Consent Agenda

- A. Approval of February 17, 2016 BCHA Regular Meeting Minutes
- B. Receive and file February 2016 Treasurer and Financial Reports

Motion to approve the consent agenda was made by Chase Hamilton and seconded by Janine Bear, a vote was taken and the motion passes, unanimously at 5:41 p.m.

8. Staff Reports

- A. Receive and file February 2016 Executive Director’s Report
- B. Receive and file February 2016 Program Director’s Report

9. Announcements – Calendar of Upcoming Meetings

- A. March 21, 2016 – ARCH application for subdivision, Bellevue City Council, 5:30 pm
- B. March 29, 2016 – IHFA Coordination Roundtable, Twin Falls, 9 – 11 am
- C. April 20, 2016 - BCHA Regular Board Meeting – Blaine County Annex, 5 pm
- D. May 18, 2016 – Contract for Service Presentation to SV City Council, 3 pm
- E. May 18, 2016 – Regular BCHA meeting, Ketchum City Hall, 5 pm

David Patrie informed the board that item A. was a wrong date and the application was approved by Bellevue City Council 2 nights ago. Bobi Bellows informed the board of another date; April 5th for the Idaho Financial Education Summit in Boise from 8:30 a.m. to 4 p.m. If any board members were interested in attending, to let her know and she would register them for the event.

10. Executive Session (if required) – Idaho Code 74 206 (1) to discuss, (a) hiring, (b) personnel issues, (c) acquiring interest in real property, (d) records disclosure, (f) pending litigation, or (i) pending claims
No executive session.

11. Adjournment

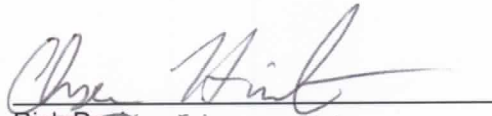
Motion to adjourn the meeting was made by Rick Davis and seconded by Erin Kelso; meeting adjourned at 5:41 pm

Respectfully Submitted by

Approved by



Bobi Bellows
BCHA Program Director



Rick Davis Chase Hamilton
BCHA Vice Chair
Acting