

Blaine County Housing Authority

Public Meeting Minutes

Wednesday October 19, 2016

Blaine County Annex
2019 First Avenue South
Hailey, Idaho

Members Present:

Sabina Gilbert, *Chair*
Rick Davis, *Vice Chair*
Gordon Barclay
Chase Hamilton
Erin Kelso
Suzanne Miller

Absent:

Janine Bear

Staff:

Bobi Bellows, *Acting Director*

1. Call to Order and Roll Call

Sabina Gilbert called the Regular Monthly Meeting to order at 5:03 p.m. Roll call was taken by Bobi Bellows and a quorum was established. Sabina Gilbert, *present*, Rick Davis, *present*, Gordon Barclay, *present*, Janine Bear, *absent*, Chase Hamilton, *present*, Erin Kelso, *present (absent at roll call, arrived at 5:06)*, Suzanne Miller, *present*.

2. Agenda Review

No review was taken.

3. Comments from the Public

Kiki Tidwell, Blaine County resident and Beth Willard, Blaine County resident, made several comments. Sabina Gilbert thanked both Kiki and Beth for their comments.

4. Comments from Liaisons from Elected Bodies

Larry Schoen, Blaine County Commissioner related to the BCHA board, the Blaine County Commissioners sincere appreciation of David Patrie's service during his tenure as BCHA's Executive Director for the past 5 years. Larry went on to relate the items discussed at recent meetings he has had with the City of Ketchum's City Administrator, Suzanne Frick and with BCHA's Board Chair, Sabina Gilbert and BCHA's Acting Director, Bobi Bellows regarding the City of Ketchum's future involvement with BCHA and affordable housing needs in the County.

5. ARCH Community Housing Trust Report

No report from ARCH, as Michelle Griffith was absent.

6. Discussion/Action Items

- A. Adoption of Administrative Assistant Job Description
- B. Adoption of Executive Director Job Description

Sabina Gilbert gave the BCHA board a brief background of the need for Administrative Assistant and Executive Director job descriptions. Erin Kelso and Rick Davis asked where the proposed job descriptions came from. Sabina Gilbert stated she had asked David Patrie to send over a draft for the Executive Director's job description and Bobi Bellows stated the Administrative Assistant job description was drafted from the

Bilingual Administrative Assistant's job description that was adopted on July 15, 2015. Rick Davis moved to adopt the Administrative Assistant job description as presented, Erin Kelso seconded. Vote was taken, the motion passed unanimously at 5:22 p.m.

Suzanne Miller moved to adopt the Executive Director's job description with the following changes

- change the second bullet under "Required Knowledge, Skills and Abilities" from 7 years to 5 years and the last bullet to be stricken
- change the "External Relations" section bullet # 8 to add the word "purchase."

Erin Kelso seconded the motion. Vote was taken; Gordon Barclay, nay all other commissioners, yay. Motion passed at 5:34 p.m.

C. Recruitment of Executive Director

Sabina Gilbert suggested that a recruitment committee be formed and asked that Rick Davis and Suzanne Miller be appointed as recruitment committee members. Chase Hamilton moved to establish a recruitment committee for coordinating the recruitment of an Executive Director, appointing Suzanne Miller and Rick Davis as members of the committee. Erin Kelso seconded the motion. A vote was taken, the motion passed unanimously at 5:37 p.m.

Suzanne Miller gave a brief description of the events that have taken place since David Patrie's resignation was accepted. She also stated that there would be a regional approach to recruitment. Candidates will be asked to submit their résumés to edjob@bccha.org, monitored by David Patrie. Initial screening of résumés will be conducted by Suzanne Miller and Rick Davis. First round of interviews will be conducted by telephone, after which the committee will conduct in person and Skype interviews for the 2nd round. Erin Kelso felt expanding the area geographically was fine as long as it targeted resort communities similar to Sun Valley. Chase Hamilton stated the hiring process should be explained to the candidates.

D. City of Ketchum Contract for Service

The City of Ketchum's City Administrator, Suzanne Frick addressed the BCHA board with her edited version of the Scope of Services document and asked to address each item of concern specifically. The BCHA board and Suzanne Frick briefly discussed each section of concern and reached general agreement on changes to the proposed language, also noting that the City of Ketchum valued having a working relationship with BCHA and would work with staff on revising the language in the Scope of Services then submit the edited version for the November BCHA meeting for adoption. Discussion ended at 6:16 p.m. Rick Davis moved to table the approval of the FY 2017 City of Ketchum contract for service. Gordon Barclay seconded the motion. A vote was taken, the motion passed unanimously at 6:17 p.m.

E. Amend By-Laws of the Board of Commissioners of BCHA

Sabina Gilbert moved to adopt the amended By-Laws of the Board of Commissioners of the Blaine County Housing Authority to waive the working 5 working day's advance notice requirement and to change the annual meeting from October to January to coincide with the BCHA board of commissioner's annual elections. Erin Kelso seconded. A vote was taken, the motion passed unanimously at 6:17 p.m.

7. Commissioner Reports

Erin Kelso stated that the BCHA board needed to schedule another Strategic Planning workshop session, and potentially invite stakeholders and partners to this next meeting.

Sabina Gilbert asked Acting Director, Bobi Bellows to report back on what activities she is currently working on.

Chase Hamilton commented that he was now the longest serving board member.

8. Consent Agenda

- A. Approval of September 21, 2016 BCHA Regular Board Meeting Minutes
- B. Approval of October 7, 2016 BCHA Special Meeting Minutes

C. Receive and file September 2016 Financial Reports

Suzanne Miller moved to approve items A & C of the consent agenda, with item A as amended and that item B have a section added to reflect action taken when the Executive Session ended. Rick Davis seconded. A vote was taken, the motion passed unanimously at 6:38 p.m.

9. **Staff Reports**

A. Receive and File October 19, 2016 Acting Director's Report

10. **Announcements – Calendar of Upcoming Meetings**

- A. November 3, 2016 - IHFA Roundtable Coordination Meeting, Twin Falls, ID
- B. November 16, 2016 - BCHA Regular Meeting, Ketchum City Hall, 5pm
- C. ~~November 17, 2016 - City of Ketchum, Community Housing Workshop - TBD~~
- D. November 20, 2016 - City of Ketchum celebration of the designation of Main Street as one of five "Great Streets" in America at festivities on, noon in Town Square.

11. **Executive Session (if required) – Idaho Code 74-206 (1) to discuss, (a) hiring, (b) personnel (c) acquiring interest in real property, (d) records disclosure, (f) pending litigation, or (i) pending claims**

Rick Davis moved to go into Executive Session per Idaho Code 74-206 (1) to discuss (b) personnel issues. Suzanne Miller seconded. Roll call vote was take, Chase Hamilton, yay, Erin Kelso, yay, Suzanne Miller, yay, Sabina Gilbert, yay, Gordon Barclay, yay. The board entered Executive Session at 6:41 p.m. Suzanne Miller moved to exit Executive Session. Chase Hamilton seconded. Vote was taken, motion passed unanimously. The board exited Executive Session at 6:59 p.m.

12. **Action Item**

No action was taken.

13. **Adjournment**

BCHA board of commissioners meeting adjourned at 7:00 p.m.

Respectfully Submitted by

Approved by



Bobi Bellows
BCHA Acting Director



Sabina Gilbert
BCHA Chair