Blaine County Housing Authority
Regular Meeting Minutes

Wednesday April 19, 2017
Blaine County Annex
2019 First Avenue South
Hailey, Idaho

Members Present:
Sabina Gilbert, Chair
Gordon Barclay
Janine Bear
Erin Kelso
Suzanne Miller

Absent:
Rick Davis, Vice Chair
Chase Hamilton

Staff/Others
Bobi Bellows, Acting Director
Emily Schow, Administrative Assistant

1. Call to Order and Roll Call

Sabina Gilbert called the Regular Monthly Meeting to order at 5:04 p.m. Roll call was taken by Emily Schow, Administrative Assistant. Sabina Gilbert, present; Rick Davis, absent; Gordon Barclay, present; Janine Bear, present; Chase Hamilton, absent; Erin Kelso, present; Suzanne Miller, present.

2. Agenda Review

No changes or additions were made to the Agenda.

3. Comments from the Public

None

4. Comments from Liaisons from Elected Bodies

None

5. ARCH Community Housing Trust Report – Michelle Griffith

Not present.

6. Discussion/Action Items
   A. Frenchman’s Place, Unit #17 – remodel final report and set sale price

Bobi Bellows, Acting Director, stated that Frenchman’s renovation was now complete. Renovation costs fell within proposed budget of $23, 427.00. The unit does not include a washer and dryer in it’s appliance package. The unit has been shown to two BCHA database candidates, one candidate was okay without it including a washer and dryer and the other candidate wanted a washer and dryer included. The cost to install one would range from $995.00-$1500.00. For now, the unit will be listed without one.
Purchase price was discussed, ranging from the low end being at $153,521.00 and the high end being at $175,225.00. It was agreed upon by all board to set the sale price in the mid-range of those two prices.

Erin Kelso moved to set maximum sale price of Frenchman’s Unit #17 at $170,000.00. Janine Bear seconded. Motion passed unanimously at 5:32 p.m.

**B. Extend Contract for Service with David Patrie (Sawtooth Strategies)**

Sabina Gilbert suggested extending the Consulting Agreement contract with David Patrie an additional six months. The proposed “Consulting Agreement Extension Agreement” included in the board packet was corrected by changing the stated ending date of the Original Consulting Agreement from April 7 to April 10, 2017, and the end of the extension period from October 7 to October 10, 2017.

Janine Bear moved to accept and extend David Patrie’s Consulting Agreement for an additional 6 months. Erin Kelso seconded the motion. Motion passed unanimously at 5:38 p.m.

**C. Ratification of Contract for Service with Jivaro Headhunters (Executive Director Recruitment)**

Janine Bear stated that Jivaro Professional Headhunters would cap their fee at 20% of the Executive Directors base salary and if the salary offer was to exceed the max base starting salary, they would not charge a fee in excess of the 20% of max base salary if the offered salary was to exceed that range. Two candidates have been found so far, one candidate declined interview stating that it was too expensive to live here, the other candidate is awaiting interview by board. Janine Bear is stepping off the subcommittee due to personal relation with an employee of Jivaro. Ron Harrison, CEO of Jivaro Professional Headhunters stated to Janine Bear that he feels strongly that they would have options of qualified candidates within two weeks.

Erin Kelso moved to approve the agreement with Jivaro Professional Headhunters as presented with the change of a 20% cap at max hiring range of $91,425.00 (commission is not to exceed 20% of max hire rate if hiring salary is to exceed the stated range). Gordon Barclay seconded the motion. Motion passed unanimously at 5:58 p.m.

**D. Discussion of FY 2017-2018 BCHA Budget, Contracts for Service**

Sabina Gilbert stated that she spoke with David Patrie and he said he is available if assistance is needed in the new budget planning. Agreed amongst the board that no budget changes will be made until the new Executive Director was hired. Sabina Gilbert also reported that County Commissioner Larry Schoen has requested a quarterly update presentation be made to the Commissioners as soon as possible. In addition, BCHA’s 2016-2017 funding request to the County is due April 26, 2017.

**E. Adopt 2017 BCHA Income Limits and Maximum Housing Costs**

Bobi Bellows stated that HUD sets new income limits each year to help developers set income categories and that nothing there was nothing new and exciting specific to Blaine County. New income categories have been posted on the BCHA website for 2017. There was a bigger decline in income this year compared to the slight declines in the past 2 years. Bobi also stated that the bulk of BCHA database candidates fall in the income categories one and three.

Janine Bear moved to approve the new income categories presented by Bobi Bellows. Gordon Barclay seconded the motion. Motion passed unanimously at 6:09 p.m.
7. Commissioner Reports
   Status of Executive Director Recruitment
   
   This line was covered under item 6. BCHA can continue to exercise their own efforts in recruiting an Executive
   Director. Sabina Gilbert stated she would email the Public Policy Center at BSU for leads for the Executive Director
   position.

8. Consent Agenda
   A. Approval of March 15, 2017 BCHA Regular Meeting Minutes
   B. Receive and file: March 2017 Financial Treasurer’s Reports
   
   Erin Kelso moved to approve the consent agenda as written. Gordon Barclay seconded the motion. Motion passed
   unanimously at 6:17 p.m.

9. Staff Reports
   A. Receive and File March / April 2017 Acting Director’s Report
   
   No oral presentation by Bobi Bellows requested. Suzanne Miller questioned if there was anything that needed
   highlighted. Suzanne Miller was surprised at the reported amount of housing counseling hours being provided.

10. Announcements – Calendar of Upcoming Meetings
    A. April 20, 2017, Visit Sun Valley Community Meeting, 4 pm, Limelight Hotel
    B. April 28, 2017, Housing Roundtable Coordination Meeting, 9:30 am, Twin Falls
    C. May 2, 2017, Residential Landlord Training, 8 am, Boise
    D. May 17, 2017 - BCHA Regular Meeting, Ketchum City Hall, 5 pm
    E. May 29, 2017, Memorial Day - BCHA office closed

    No comments made.

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

    Suzanne Miller moved to enter into executive session at ? p.m. pursuant to Idaho Code 67-2345 to discuss (b) personnel. Erin Kelso seconded. Roll call vote: Rick Davis, absent; Sabina Gilbert, yes; Janine Bear, yes; Erin Kelso, yes; Gordon Barclay, yes; Chase Hamilton, absent; Suzanne Miller, yes. Suzanne Miller moved to end Executive Session at 7:53 p.m. Janine Bear seconded. Roll call vote: Rick Davis, absent; Sabina Gilbert, yes; Janine Bear, yes; Erin Kelso, yes; Gordon Barclay, yes; Chase Hamilton, absent; Suzanne Miller, yes.

12. Action Item - if needed

    Program Director evaluation was completed. Discussed annual merit increases.

13. Adjournment

    Suzanne Miller moved to adjourn the meeting. Janine Bear seconded. Motion passed unanimously at
    7:54 p.m.

Respectfully Submitted by

Emily Schow
BCHA Administrative Assistant

Approved by

Sabina Gilbert
BCHA Chair