



**Blaine County Housing Authority Board of Commissioners
Regular Monthly Meeting**

**Approved Meeting Minutes
June 15, 2022, 5:00 pm**

**Held at the
Hailey City Hall, 115 South Main Street, Hailey, ID 83333 and
Via Video Conference.**

Members present:

Sabina Gilbert, Vice Chair
Becky Lopez, Commissioner (online)
Tara Bell, Commissioner (online)
Nate Hart, Commissioner (online)

Absent:

Mason Frederickson, Commissioner

Liaisons:

Dick Fosbury, Blaine County Commissioner

Staff:

Sarah Michael, Interim Executive Director
Silvia I. Romero, Bilingual Program Administrator

1. Call to Order (5:00 pm)

2. Roll Call

Vice Chair Gilbert called the Regular Monthly Meeting to order at 5:00 p.m.

Roll call was taken by Silvia I Romero.

3. Communication and Comment for Items not on Agenda.

- a. Communications from the Board: None
- b. Communications from the Public: None
- c. Communications from Government Liaisons or Elected Officials:

County Commissioner Fosbury updated to the board on the J&J project and celebrated the regional work among the owner of the land Mr. Dondero, the Housing Authority, the Hunger Coalition, and the Blaine County Charitable Fund. The regional effort helped to relocate the first trailer. The Blaine County Charitable Fund has been providing the families with financial

assistance for any gaps. Also, County Commissioner Fosbury mentioned that still a large family that needs relocation.

County Commissioner Fosbury was able to meet with the staff from the Intermountain Fair Housing Council, after a workshop organized by Carissa Connelly, Ketchum Housing Strategist, "Housing Justice for All" by Intermountain Fair Housing Council; and found the meeting highly informative. He identified the organization as the resource for housing counseling, and legal consultation to keep assisting the families from the J&J project the best way. Some families were able to attend the workshop and get valuable information on housing counseling. After the workshop was done, County Commissioner Fosbury, other organizations, and IFHC talked about what can be done in the future to assist the community in housing projects, and relocations protecting tenants' rights. He identified this organization as a valuable resource for the Blaine County community and looks forward to working with them in the future. He noted that federal housing law applies to everyone.

County Commissioner Fosbury shared with the Board that there is scheduled meeting for June 27th where county commissioners, city representatives, and different nonprofits organizations are planning to attend to talk about regional coordination. Commissioner Bell thanked and congratulated County Commissioner Fosbury and the team for the good work on this project.

4. Consent Agenda.

- a. **ACTION ITEM**: Approve minutes of May 18, 2022, BCHA Meeting

- b. **ACTION ITEM**: Approve and file Financial Reports

Motion to approve the Consent Agenda by Vice Chair Gilbert, seconded by Commissioner Bell, as follows:

- Item 4.a: Minutes of May 18, 2022 **amended** to indicate Vice Chair Gilbert was present in person at the meeting, and to state that the vote on Item 5.c was approved by a vote of 3 ayes, 0 noes, 1 abstention (Michael)
- Item 4.b Financial Reports, as submitted

No further discussion, motion was approved unanimously at 5:18.

5. New Business.

- a. **ACTION ITEM**: Review and Approve the Final BCHA/5B Housing June 2022 Strategic Plan.

After Interim Executive Director Michael presented to the board the Final Strategic Plan. Commissioner Bell thanked and celebrated the incredible, productive, and well-done work for the Strategic Plan done by the team.

County Commissioner Fosbury provided couple of suggestions from the county perspective. He called to improve performance and keep working to improve communication between parties. He is very pleased with the direction of the board is going with its leadership. He expressed his support to the Strategic Plan, thanked Seana Doherty for her excellent job working with the board and team. He asked to receive, as

well for the board member, the outline of the actions plan to see some expectations and identified needs on the plan. Finally, County Commissioner Fosbury thanked the board, Interim Executive Director Michael, and Program Administrator Silvia Romero for their work done for the community. He is in support of adopting the Strategic Plan and would like to have other cities to consider supporting the housing project for the 2023 budget.

Interim Executive Director Michael also acknowledged the incredible productive and well-done work on the strategic plan.

Motion to approve the Final BCHA/5B Housing June 2022 Strategic Plan as presented by Commissioner Bell, seconded by Commissioner Lopez. Commissioner Hart stated he would be abstaining from the vote because he was not present to hear the presentation. No further discussions. Motion passed on a vote of 3 ayes, 0 noes, and 1 abstention (Hart) at 5:25.

b. **ACTION ITEM:** BCHA Resolution 2022-09 to authorize the destruction of records

Interim Executive Director Michael informed the board about the titanic work done identifying records to destroy, following Housing Authority guidelines and Idaho state regulations. Interim Executive Director Michael and Vice Chair Gilbert was assisted by Silvia I. Romero and Ann Sandefer in sorting and reviewing the files and documents from years between 2008-2017. BCHA Attorney Matt Johnson from the law firm of White Peterson supplied the legal opinion confirming that these the records could be destroyed and the records destruction list complied with BCHA adopted policy and Idaho Code.

Vice-Chair Gilbert stated that she would be abstaining from voting on this item because she participated in the review and selection of records proposed for destruction under the BCHA records policy and state law.

Commissioner Lopez asked what years the files are from to be included in the record destruction process. Vice Chair Gilbert and Executive Director Michael described dates, how many boxes the Housing Authority have, duplications, punctuating that not all the records found are subject to destruction, and no records less than five years will be destroyed.

Motion to approve Resolution 2022-09 to authorize the destruction of records as presented made by Commissioner Hart, seconded by Commissioner Bell. No further discussion. Motion passed on a vote of 3 ayes, 0 noes, and 1 abstention (Gilbert) at 5:34.

c. **ACTION ITEM:** BCHA Resolution 2022-10 Review and Approve Contract \$15,000 for Housing One-Stop Shop (ARPA Funding)

Interim Executive Director Michael informed the board about the two meetings Carissa Connelly, and she had with Agnew Beck from Boise who developed a single portal, or a one-stop shop for housing in the city. Michael indicated that the team is the perfect asset for this project because of their experience. This project will include reaching out

to social service providers to determine what housing resources they have available and what types of information would be useful for them to help their clients find housing, assistance with housing, applications, information about what units are being developed, anything related on what has been built in the past, among others as a first step in the project. This company has operated in Boise for years and has the experience on people needs, and housing services. The work will begin in June and will have the draft product for the Housing Authority in October to be presented to the board.

County Commissioner Fosbury is in support and in favor of the One-Stop-Shop project and would like to review it. He thinks the reduced rate of \$99/hour is reasonable. He believes this is exactly the type of work that the county commissions are looking for in housing services for the county. He found the project important for the community and looks forward seeing the benefits from this effort. He thanked staff for preparing the agreement.

Motion to approve Resolution 2022-10 Review and Approve Contract \$15,000 for Housing One-Stop Shop (ARPA Funding) as presented made by Vice Chair Gilbert, seconded by Commissioner Lopez. Commissioner Hart stated he would be abstaining because he does not have clear understanding of the work to be done. No further discussion. Motion passed on a vote of 3 ayes, 0 noes, 1 abstention (Hart) at 5:44.

d. **Update:** Interim Executive Director Report

Interim Executive Director Michael presented her report in detail and talked about meetings on the FY 2023 with the county to approve an increase of \$100k for operating and \$400K for new programs. These program funding will fund the beginning of the implementation plan in Ketchum Housing Action Plan in partnership with many other organizations. The 2023 budget will be decided by Blaine County and the City of Ketchum will hear it on June 23rd, 2022.

Interim Executive Director Michael met, along with Housing Strategist Carissa Connelly and Ketchum Administrator Jade Riley with the Mayor of the City of Bellevue regarding their housing needs.

There is land available in Bellevue for future housing projects. The Mayor indicated that the City of Bellevue does not want to be seen as the solution to the County's affordable housing needs because of this land. The City of Ketchum indicated that it does not view Bellevue in this role but wants to work with the city in providing technical assistance to assist in developing a balance of housing in future projects.

Interim Executive Director Michael informed the Board about Hoopla event in Ketchum (fundraising for housing). She will be representing The Housing Authority along with other organizations like ARCH, and BCCF.

She will work on the financial report from Women Foundation grant and present to the board how it was used in the projects at LTL and J&J project.

Other projects that she is working on included: ongoing meetings for the J&J project, inquires of deed restricted violations cases, file digitalization-share files process with John Dean Company with discount rate of service.

Commissioner Bell thanked her for the job well done.

Commissioner Hart asked to check current IT contract the Housing Authority has for file digitalization process and tech support to avoid paying twice for the same service. County Commissioner Fosbury agreed.

- e. **Update:** Receive and File Program Administrator Report.
Program Administrator Silvia I Romero presented monthly report. For reference see report attached.

Commissioner Bell shared a history of a family who did not have the resources to go back to their hometown and how she and Sarah Michael got them an overnight stay at the Airport Inn and that she raised over \$600 on Instagram to give them for their travels. She was surprised that the City of Hailey police told them that they could not ask for money on Main Street.

Commissioners and staff agreed on the importance of including law enforcement to collaborate, along with other organizations, assisting vulnerable population in need of housing or in any other assistance.

6. Old Business

- a. **Update:** Lift Tower
Provided by Interim Executive Director Michael and PA Silvia Romero.

7. Upcoming BCHA Calendar.

- a. July 20, 2022, BCHA Regular Monthly Meeting – Cancelled
Executive Director Sarah Michael asked the board to skip July's Board meeting unless something important comes up. The next meeting of the Board will be on August 17, 2022.. Commissioner Bell asked Executive Director Michael and/or Program Administrator Romero to communicate by email on any important updates.

8. Adjournment at 6:20

9. Respectfully Submitted by

Approved by

Silvia I. Romero

BCHA Bilingual Program Administrator

Sabina Gilbert

BCHA Vice Chair