



BLAINE COUNTY HOUSING AUTHORITY

## Blaine County Housing Authority Board of Commissioners

### APPROVED Meeting Minutes October 19, 2022

Held at the  
Ketchum City Hall, 191 5<sup>th</sup> St West, Ketchum, Idaho  
And On-line

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1. The Meeting was called to order at 5:10 pm by Vice Chair Sabina Gilbert
2. Roll call – Sabina Gilbert – in person, Board members online: Keith Perry, Nate Hart, Mason Frederickson, Becky Lopez who joined after the roll call.  
Others present: Sarah Michael, Interim Executive Director, Dick Fosbury, Blaine County Commissioner, Carissa Connelly, Ketchum City Strategist, Silvia Romero -Program Administrator, online
3. Communication and Comments for Items not on Agenda.

**Commissioner Dick Fosbury** – He has been on weekly calls regarding the relocation of people and mobile homes from the J&J Mobile Home Park. Plans are being made to move 8 of the units to the Meadows and the move will be done as soon as the infrastructure is completed but it may not be ready by winter. Housing will be needed for residents who do not have friends and family to stay with.

Fosbury organized a call with the hotel operators regarding renting rooms to meet the emergency housing needs of the community. What would be the compensation for hotels to house the homeless and is there interest by property management companies in helping manage emergency housing? He learned from the school district that there are 10 students that qualify as homeless and another 5 students are at risk. There is an influx of new workers who have been promised jobs but they were not informed that the community lacks housing. He is exploring a housing supply company Pallet Shelter (<https://palletshelter.com>) that has small houses(100 sq feet, \$15,000 per unit.) This is the most viable housing that he has found; Meadows has the RV Park and some of these shelters could be placed there, between 10 to 15 units. Next Wednesday, 10/26/22, there is a county regional housing meeting.

**Carissa Connelly – Ketchum Housing Strategist** - 8 people are housed through the new Lease to Locals program and 3 more are close. Landlord-tenant mediation program will be launched on Friday, 10/21/2022.

The City of Ketchum held a meeting with its implementation partners; 30 participants attended and worked in break-out groups. Outcomes included the idea of forming a rapid response team and making emergency housing a priority. The third county-wide conversation will be held on Wednesday, October 26<sup>th</sup> and she hopes the BCHA members will attend.

#### 4. Regular Business:

- a) Approval of minutes of the August 17, BCHA Board Meeting – Mason moved to approve the August 17, Nate seconded, Sabina, Frederickson, and Perry voted yes. Nate Abstained. Motion passed.
- b) Approval of minutes of Sept 21, 2022. Nate moved, Mason seconded to approve the minutes of Sept 21, 2022 Board Minutes – Motion passed unanimously.
- c) Review and approval of the September 2022 Treasurer's Report and Financials. Mason stated that there are some updates that are needed for the financials to be accurate. The remaining balance for our legal bills is not listed as a liability and there remains a liability for the vacation pay for former workers that need updating with current employee information. Nate Hart moved to approve September Financials; Keith Perry seconded. Motion passes.
- d) Discussion of Possible Updates to the BCHA Guidelines/Policies- Consultant Sunny Shaw described her work with the BCHA, reviewing files, our compliance process and our Housing Guidelines. She has been advising staff and helping to bring rental properties into compliance and moving forward with full homeownership compliance. She has reviewed other housing authorities' programs and is particularly impressed with the Whitefish, MT. procedures and application process. Besides Whitefish, she thinks that Mountain Village and Aspen have excellent programs. Recommends that the Board look at their documents. Whitefish Housing Authority is very clear about expectations and compliance. Sunny recommends that the BCHA change our guidelines into policies that direct our programs. – Policies are clearer but guidelines are typical in other housing authorities. Guidelines offer more flexibility but are not as clear or enforceable.

#### **BCHA Housing Guideline Discussion**

Definitions- Board should review these on their own; give feedback on these. We need to be consistent with the definitions adopted by the City of Ketchum in their housing plans.

**Definition of a retired person.** Ketchum defined a retired person as someone who is 67 or older, who is on Social Security and employed in Blaine County for the last 5 years. There was disagreement on this because some people retire at 62 because of health issues and they should qualify.

**Must have a job in Blaine County** -Fair housing doesn't allow us to discriminate against applicants who have a job offer in Blaine County and have accepted an employment offer. They should be included.

**Category I Eligibility has to be defined.**

**Need to have a solid process for updating our application list.** We need a solid process that keeps our applicant list up to date. Applicants need to know that we will purge their information after three contacts and they don't provide the information. It is worth a call to Whitefish to see what application software is

being used there. Sunny has used 3 different software but none are exceptional. This should not be a heavy lift but we need to find another application software that is easy to use, that purges out-of-date applicants, and keeps our applicant list current. Carissa – It is nice that BCHA staff is helping applicants to fill out the applications.

**Documentation of Income:** This should be changed because requiring 3 years of federal tax returns does not make sense. Probably need the tax return for the past year and 3 current pay stubs. Twin Falls only requires the last 3 pay stubs. Someone's unemployment checks should be counted if people work less than full-time.

**Prequalification Loan Process:** All eligible applicants have to show eligibility for a loan and the mortgage process requires in-depth financial information and documentation such as tax returns. The bank is going to require all of the tax information and income. Rather than having a complicated BCHA application process, perhaps we can use the documents submitted during the prequalification process to verify which category the applicant is in. Regardless our process can be overbearing and should be simplified.

**Picture Identification –** The guidelines need to require a photo ID and we should identify what type of ID. Any photo governmental ID?

**Length of time in the data base, length of residency and length of continuous -** The Guidelines suggest three different ways of selection. This criterion is not clear to the applicant and could become a fair housing issue.

Date and time of the application, employment or offer of employment, and fitting the correct income category should be the criteria in order to eliminate the opportunity for interpretation. Once we have a larger applicant pool, we can go to a lottery system.

**Next steps in the Guideline Review Process:** We should recruit a landlord to participate, hold study sessions or meet every other Wednesday.

- e) **BCHA Staffing** – Sarah Michael indicated that she was going to try to reduce her hours effective November 18, 2022 but would stay as interim Executive Director until the BCHA/5B Housing reorganization was adopted or as long as necessary. It is her goal to end her tenure as interim Executive Director whenever it is possible. Her contract salary is not budgeted in the 2023 FY but there are sufficient carryover funds to pay her until the end of the year.
- f) **Discussion of BCHA/5B Housing Reorganization-** Carissa Connelly gave a PowerPoint presentation of a draft proposal regarding the governance structure of 5B Housing and how it would relate to the current BCHA governance. A Joint Powers Agreement with voting members from the City of Ketchum and Blaine County would be the best organizational structure to tackle all 5 goals of the BCHA/5B Housing 2022 Strategic Plan; BCHA would focus on the goal of housing stewardship/preserve and expand the portfolio of deed restricted housing. 5 B Housing would focus on the first 4 goals. Carissa explained the JPA, voting members would be the county/city who fund the program. Need elected officials. Sarah and Sabina stated reasons why she supports this approach. BCHA would manage new deed restrictions.

## 5. New Business

- a) Discussion and Possible Action regarding Expanding the BCHA Role in

Transitional Housing; proposed initiatives by Blaine County and the City of Ketchum. Carissa stated that one of the roles of the BCHA in our 2022 Strategic Plan was to manage the Lift Tower Lodge and emergency housing. She gave a detailed presentation on the problem. The BCHA Board stated that currently, the BCHA does not have the staff resources to significantly expand our role in managing emergency housing.

- b) Impact of Highway 75 Expansion on the Lift Tower Lodge – The current proposal to widen Highway 75 would negatively impact the Lift Tower Lodge and could constitute a “taking” by ITD because of the loss of parking. Moving forward, the BCHA will work with ITD and the City to explore access off Serenade Lane and expanding parking if the City of Ketchum receives the lot owned by Sun Valley Company as part of its annexation agreement..
- 6. Old Business**
- a) BCHA Housing Compliance and Community Housing Sales Update
  - b) Program Administrator Report- Silvia contacted 35 applicants who appeared to qualify for category 3 and 4 homeownership, including 11 from ARCH’s waitlist. We have a solid buyer who is being shown the duplex property in Hailey. There are promising applicants for the other units and we are working with the tenant in the Pine Ridge Condo to determine his eligibility to purchase that property. We have 338 Applicants in our data base, including 125 paper applications. One of the families highlighted in the NYTimes article who moved from the garage into the Lift Tower has found other housing.
  - c) Interim Executive Director Report – Given during the meeting
  - d) One-Stop Shop update – no update.
- 7. Reopen Public Comment.**
- 8. Special Meeting to discuss the JPA and Guidelines needs scheduling.**
- a) November 16, 2022, BCHA Board Meeting
- 9. Adjourned at 7:15 pm**