



Blaine County Housing Authority Board of Commissioners
Regular Monthly Meeting
Wednesday, 11/16/22, 5:00 pm

APPROVED BOARD MINUTES

Held at the Ketchum City Hall Council Chambers located at 191 5th Street West, Ketchum, Idaho 83340 and Via Video Conference

1. Roll Call:

Sabina Gilbert – In-person, Nate Hart, Keith Perry, Tara Bell present- online; Absent: Mason Frederick and Becky Lopez

2. Communication and Comment for Items not on the Agenda.

- a) Communications from the Public- none
- b) Communications from Government Liaisons or Elected Officials- Jane Conard, Sun Valley- no comment. Carissa Connelly gave a general housing update. Lease to Locals Program has 24 households that are in the pipeline; 8 leases signed with 16 people housed. The City finished the RFP process for 1st and Washington housing development and selected WR Community Housing Trust as the developer. She is researching how to incentivize more Accessory Dwelling Units and is working on emergency housing efforts including renting motel units. Her research shows that homelessness is caused by the high price of housing. Mental health and drug addiction are not the primary causes. Having available social services does not result in having people move to an area.
- c) Fosbury – County-wide meeting with the cities to work on next steps relating to housing and housing programs will be held on Thursday. 11/17/2022

3. Regular Business:

- a) Review and approve minutes of October 19, 2022, BCHA Board Meeting -Keith Perry moved; Nate Hart seconded to approve the minutes; the motion carried unanimously.
- b) Review and approve the October Treasurer's Report and Financials. Sarah Michael reported that we have \$61,000 in the bank; operating expenses are \$9-10,000 a month and we are financially solvent with the Lift Tower income. We are fine until January or until we start paying a full time new program administrator. Keith Perry moved and Tara Bell seconded the motion to approve the financial report; the motion carried unanimously.
- c) Discussion of Updates to the BCHA Guidelines/Policies-Sunny Shaw feels she is out of the loop because she missed the meeting on November 9. There will be a subcommittee with Keith Perry, Sabina Gilbert, and Sunny Shaw (with Carissa and Sarah's input) that will do a complete review and make recommendations to the full Board in mid-December. Sunny requested that the subcommittee review the guidelines and the questions that have been

raised. Sabina noted that the revised Guidelines will come to the BCHA Board for a full review and discussion. Section 8 of the Guidelines deals with the BCHA role in the development process. Given our current role, the Board should discuss what role the BCHA should play in the future.

- d) Staff Vacancies – The program administrator position was advertised in the Mt Express and the website and Facebook; Sarah is soliciting contractors to help with Spanish interpretation and the County may loan its Spanish-speaking staff. Recruitment of an Executive Director is on hold based upon feedback from the County-wide meeting.
- Program Administrator and Spanish translator positions are moving forward.
 - Sunny – Contact the Language Line for interpretation; put them under contract. Can add to phone calls and have a three-way conversation.
 - Nate Hart indicated that there is a technological translator method for under \$1,000. It is an earpiece that he has that allows translation from Spanish in real time.
- e) Status of BCHA/5B Housing Reorganization- Sarah share the outline below with the Board. The outline was discussed earlier on Nov 16, 2022, in a meeting with the City of Ketchum leaders, Jade Riley and Carissa Connelly.

Countywide Housing Actions

As identified in BCHA's Strategic Plan and Ketchum's Housing Action Plan
green denotes what Ketchum could lead

Steward/preserve + expand portfolio of deed restricted homes

- **Steward and expand management of deed-restricted homes, including compliance.**
- **Expand inventory of deed-restricted homes through acquisition/preservation strategy.**

Recommend + advocate for policy that promotes housing

- Recommend policies to promote housing supply and access. **Nate Hart stated that the City of Hailey has promoted housing without the BCHA's input and not sure how the BCHA can play an effective role.**

Expand, coordinate + improve services to create housing stability

- **Establish a one-stop-shop for providing resources, services, and housing application assistance. Sarah asked the Board for input. Tara Bell believes this is the most important role that the BCHA can play and so does Tara Bell.**
- **Sarah – The other rental management companies won't take a single application. Carissa – the property managers joined in the recommendation that they will be part of a pre-application process.**
- **Sunny -The management companies deal with tax credit properties and have a specific requirements. Perry asked why BCHA couldn't use their applications. Sunny indicated that the requirements are far more than we need.**
- Manage transitional housing, Lift Tower Lodge and pursue adding additional transitional and emergency housing units.
- **Coordinate landlord-tenant mediation program, in progress. The City of Ketchum funded the program and it is helping people.**

Inform, engage, collaborate

- **Serve as the single source of housing data, housing needs, housing lists to support data-driven decisions.**
- **City of Ketchum has been coordinating valley-wide housing meetings but this would be a role that the BCHA might play.**
- **Develop community education materials to build an understanding of needs.**
- **Initiate speaker series, trainings, working groups for identifying and sharing information.**
- **Launch implementation partner and local government coordination.**
- Create a regional housing action plan.

Expand + leverage resources – The City of Ketchum is leading this initiative.

- **Coordinate philanthropic and employer funding options.**
- **Explore bonding capability and access to specific federal funds.**

4. New Business

- a) Blaine County Housing Foundation Grants – The Foundation is separate from the Board but the current Board consists of Nate, Sabina, and Mason so Sarah asked for feedback on a proposal that would help prospective CH buyers pay for some of the need maintenance work which was discovered during the home inspection process. Some of the current “for sale” community properties need major upgrades, such as a new radon system and the purchasers could use help in paying for this when the seller refuses. Nate responded that he would be in favor of a match program. Sabina wants to think when a grant would be appropriate but does not want to bail out the homeowner. Could create a revolving loan program.
- b) The Program would benefit the purchasers. Keith – when the sale price is capped, can't the seller recapture the investment? Sabina – The maximum sale price is increased to reflect the capital improvements. The Foundation Board can meet to review this concept further.

5. Old Business

- a) BCHA Housing Compliance and Community Housing Sales Update – Homeownership compliance is almost complete and we have some rental certification coming up. Four CHU are under contract and we want to finish these sales. Delays have been caused by property inspection and repairs
- b) Interim Executive Director Report – Given over the meeting.
- c) One-Stop Shop update- Carissa Connelly has finished the outreach meetings with the Housing Company, Syringa, the Advocates, Hunger Coalition, St Luke's, and others discussing how the referrals are made among the groups and items which would be helpful.
 - 1) The primary recommendation is to develop a “pre-application” for housing and try to develop a waitlist that could be collaborative and useful for all property managers.
 - 2) A resource guide is being developed covering all of the social services in the county.
 - 3) BCHA could regularly update contacts for housing, including the cell phones and emails for the property managers as these turn over frequently.
 - 4) All caseworkers could be trained on housing applications which would be helpful. After a referral, no one knows if someone was helped.
 - 5) Identify and implement strategies for emergency housing and displacement. Service providers need partners to help with this emergency problem.
 - 6) Creating a database of what new units are coming on-line as well as a list of all affordable units is being developed.

6. Upcoming BCHA Calendar.

Regular BCHA Board Meeting December 14, 2022 – Sabina, Nate, and Keith will be available on December 14th, so we will be meeting. Sunny has provided the dates that she is available.

7. Executive Session Pursuant to Idaho Code 74-206 (1) b -Hiring and Personnel. By a roll call vote, it was moved and seconded to go into Executive Session pursuant to Idaho Code 74-206 (1) b to discuss hiring and personnel.

The Board came out of the Executive Session and took no action.

8. Adjournment – Vice Chair Gilbert adjourned the meeting at 6:45 p.m.

Respectfully submitted

Sarah Michael, Interim Executive Director

Sabina Gilbert, Board Chair