

**BLAINE COUNTY HOUSING AUTHORITY  
SPECIAL MEETING**

**November 27, 2017 at 5:00 P.M.  
Blaine County Housing Authority  
200 W. River Street, Ketchum, Idaho**

**Members Present:**

Sabina Gilbert, *Chair*  
Rick Davis, *Vice Chair*- via telephone  
Chase Hamilton  
Janine Bear

**Absent:**

Erin Kelso  
Suzanne Miller

**Staff:**

Nathan Harvill, *Executive Director*  
Bobi Bellows, *Program Director*

**1. Call to Order and Roll Call**

Sabina Gilbert called the Special Meeting to order at 5:19 p.m. Roll call was taken by Bobi Bellows. Sabina Gilbert, *present*; Rick Davis, *present via telephone*; Janine Bear, *present*; Chase Hamilton, *present*; Erin Kelso, *absent*; Suzanne Miller, *absent*.

**2. Agenda Review - none**

**3. Comments from the Public - none present**

**4. Comments from Liaisons from Elected Bodies - none present**

**5. ARCH Community Housing Trust Report – Michelle Griffith - absent**

**6. Discussion/Action Items**

- A. Resolution 2017-03 to update Bylaws, adjusting the minimum number of Regular Meetings - tabled due to lack of a quorum of BCHA Board Commissioners.
- B. Resolution 2017-04 to adopt reorganization of BCHA internal policies - Janine Bear moved to adopt BCHA resolution 2017-04, to reorganize the BCHA Internal Policies by Title and Section, as listed on attachment 6B. Chase Hamilton seconded the motion. No further discussion. Vote was taken. Motion passed unanimously at 5:25 p.m.
- C. Resolution 2017-05 to update BCHA Record Retention Schedule - Chase Hamilton moved to adopt BCHA resolution 2017-05, to update the BCHA Internal Policies Relating to Record Retention, as listed on attachment 6C (Alt. 1). Janine Bear seconded the motion. No further discussion. Vote was taken. Motion passed unanimously at 5:29 p.m.
- D. Resolution 2017-06 to implement BCHA policies on Public Records Requests - Janine Bear moved to adopt BCHA resolution 2017-06, to update the BCHA Internal Policies Relating to Public Records Requests, as listed on attachment 6D. Chase Hamilton seconded the motion. No further discussion. Vote was taken. Motion passed unanimously at 5:33 p.m.
- E. Resolution 2017-07 to authorize purchase of real property as discussed during October 30, 2017 Special Meeting/Executive Session - Janine Bear moved to adopt BCHA resolution 2017-07, to authorize purchase of real property as discussed during October 30, 2017 Special Meeting/Executive Session. Chase Hamilton seconded the motion. No further discussion. Vote was taken. Motion passed unanimously at 5:22 p.m.

- F. Discussion and Approval of Staff Attendance Housing Professionals and Recognition Conference - Janine Bear moved to authorize Bobi Bellows to enroll and attend the Housing Professionals Training and Recognition Conference in Orlando, FL on April 9 - 11, 2018, subject to reasonable costs. Chase Hamilton seconded the motion. No further discussion. Vote was taken. Motion passed unanimously at 5:36 p.m.
- G. Drafting a testimonial letter from the Board to Jivaro for their assistance - Janine Bear volunteered to draft a letter to Jivaro Hunters in recognition of their assistance in finding a qualified candidate for BCHA Executive Director position.

## 7. Commissioner Reports

Rick Davis announced his resignation from the BCHA Board of Commissioners, effective immediately. Sabrina Gilbert thanked him for his dedication and service to BCHA.

## 8. Consent Agenda

- A. Approval of September 20, 2017 BCHA Regular Meeting Minutes
- B. Approval of October 30, 2017 BCHA Special Meeting Minutes
- C. Receive and file September 2017 Treasurer's and Financial Reports
- D. Receive and file October 2017 Treasurer's and Financial Reports

Chase Hamilton moved to approve the consent agenda. Janine Bear seconded the motion. No further discussion. Vote was taken. Motion passed unanimously at 5:41 p.m.

## 9. Staff Reports

- A. Receive and file September/October 2017 Executive Director's Report
- B. Receive and file September/October 2017 Program Director's Report

Sabrina Gilbert asked Nathan Harvill for a verbal report on his September/October 2017 Executive Director's Report. Nathan Harvill recounted the content of his report. Board informally discussed the information.

## 10. Announcements – Calendar of Upcoming Meetings

- A. December 20, 2017 – BCHA Regular Board Meeting, Blaine County Annex, Hailey, 5 pm-CANCELLED
- B. January 17, 2018 – BCHA Annual Meeting, Ketchum City Hall, Ketchum, 5 pm
- C. January 17, 2018 – BCHA Regular Meeting, Ketchum City Hall, Ketchum, 6 pm

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

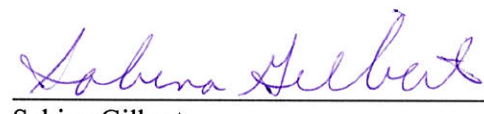
12. **Action item - if needed** - none.

13. **Adjournment** - Sabina Gilbert adjourned the meeting at 6:33 p.m.

Respectfully Submitted by

Approved by

  
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Bobi Bellows  
BCHA Program Director

  
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Sabina Gilbert  
BCHA Chair