

Blaine County Housing Authority

Public Meeting Minutes

Wednesday September 16, 2015

Ketchum City Hall
480 East Avenue North
Ketchum, Idaho

Members Present:

Chase Hamilton, *Chair*
Suzanne Miller, *Vice Chair*
Sabina Gilbert
Erin Kelso

Absent:

Rick Davis
Gordon Barclay
Linda Johnston

Staff:

David Patrie, *Executive Director*
Sonia Munoz, *Bilingual Administrative Assistant*
Bobi Bellows, *Program Administrator*

1. Call to Order

Chase Hamilton called the Regular Monthly Meeting to order at 5:06 p.m.

2. Comments from the Public

No Public present.

3. ARCH Community Housing Trust Report – Michelle Griffith was unable to attend. Executive Director, David Patrie spoke to Michelle Griffith earlier today and she had nothing to pass along on behalf of ARCH.

4. Comments from Liaisons from Elected Bodies – No elected officials present.

5. Discussion/Action Items

A. Adoption of FY 2016 pay scale and compensation policy update

Chase Hamilton reviewed in the Board's discussion of the compensation policy at the last meeting. He noted that the board recognized the current compensation policy and pay scale was not competitive. However, the pay scale reflected what the BCHA revenues would allow. Hamilton continued that BCHA had obtained recent local wage information and that projected revenues in the coming year would support a competitive pay scale. The general consensus of the board at the previous meeting was that they did not feel comfortable with the bonus portion of the compensation policy in light of the ability to provide competitive wages. Hamilton opens the floor for any discussion. Erin Kelso is fine with the policy now that it has been explained. Chase Hamilton states he thinks we should make an effort to update this policy every year. David Patrie confirmed that the consultant recommended updating the pay scale annually or every 2 years at the very least.

Susan Miller made a motion to adopt the Performance Evaluation and Compensation Program Supplemental Policy including Appendix A - BCHA Pay Levels and Salary Chart for FY 2016. Erin Kelso Seconded all members voted in favor. None opposed.

B. Adoption of FY 2016 budget

Chase Hamilton reviewed the proposed FY 2016 Budget. The Board reviewed a draft budget at its last meeting and suggested changes reflected in the proposed budget including a line item for potential Community Housing investments. David Patrie noted another change from the previous draft on page 2 for an incoming fund balance transfer in the amount of \$16,500. This amount is an incoming transfer from

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a pending capital reserve fund for the Lift Tower Lodge. Erin Kelso moved to approve FY2016 Budget. Sabina Gilbert seconded the motion. All approve, none opposed.

C. RFQ update

Hamilton noted two candidates, ARCH and The Housing Company, responded. The evaluation team will meet tomorrow to score the two responses and make a selection. Patrie reviewed how the RFQ process is based on qualifications and not on cost. After selection, BCHA will move forward with the selected team to negotiate a contract. Patrie informed the Board that the County approved a resolution to transfer parcels to BCHA at its September 8th meeting and the quit claim deed has been signed and recorded, but yet to be received in the mail. Commissioner Gilbert asked if the land transfer will come to the board for acceptance. Patrie will follow up on the acceptance question.

D. Lift Tower Lodge Capital/CH fund Discussion

Executive Director David Patrie asked for input from the board on two options for drafting a resolution to create a capital reserve fund for the Lift Tower Lodge. Does the board wish to use the existing Community Housing preservation fund or should we create a new fund, just for the Lift Tower Lodge?

The Board instructed staff to draft a resolution that will create a new capital reserve fund, of which the Lift Tower Lodge will be a line item.

6. Commissioner Reports

Sonia Muñoz, Bilingual Administrative Assistant was (finally) introduced to the Board.

David noted we are still looking for Bellevue representative. Lacie Hernandez declined. She did not feel she had the time. Janine Bear of Sotheby's Realty may be interested to join board

7. Consent Agenda

- A. Approval of July 19, 2015 BCHA Regular Meeting Minutes
- ~~B. Receive and file August 2015 Treasurer's and Financial Reports~~

David Patrie noted there is no Treasurer's Report or financial reports for August. These reports will be included in the October meeting materials.

Motion to approve the consent agenda was made by Sabina Gilbert and seconded by Suzanne Miller, a vote was taken and the motion passed, unanimously at 5:50p.m.

8. Staff Reports

- ~~A. Receive and file August 2015 Executive Director's Report~~
- ~~B. Receive and file August 2015 Program Administrator's Report~~

David Patrie noted there are no Staff Reports this month. Next month's staff reports will cover August and September.

9. Announcements – Calendar of Upcoming Meetings

- A. September 21, 2015 - Dept. of Labor Meeting, YMCA, 2 pm - 4 pm
- B. September 21, 2015 - City of Ketchum, Contract for Service Workshop, 5:30 pm
- C. October 6-7, 2015 - IHFA Conference on Housing and Economic Development
- D. October 7, 2015 - SVED Economic Summit, 9 am - 5 pm
- E. **October 20, 2015** - Annual & Regular BCHA meeting, Blaine County Annex, 5 pm

Note this is a Tuesday and not the normal Wednesday!

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10. Executive Session

No executive session required.

11. Adjournment

Motion to adjourn the meeting was made by Chase Hamilton and seconded by Erin Kelso at 6:06p.m.

Respectfully Submitted by

Approved by

A handwritten signature in blue ink that reads "David Patra for". The signature is written in a cursive style and is positioned above a horizontal line.

Sonia Muñoz
BCHA Bilingual Administrative Assistant

A handwritten signature in black ink that reads "Chase Hamilton". The signature is written in a cursive style and is positioned above a horizontal line.

Chase Hamilton
BCHA Chair