

Blaine County Housing Authority

Regular Meeting Minutes

Ketchum City Hall

191 5th St. W Ketchum, ID 83340

Wednesday April 11, 2023, at 12:00 P.M.

<https://ketchumidaho-org.zoom.us/j/87007386748>

Phone Number: (253) 215-8782

Meeting ID: 870 0738 6748

Passcode: 123684

Members Present:

Keith Perry, Chair *via teleconference*
Nate Hart—Vice Chair *via teleconference*
Tara Bell—*via teleconference*
Mason Frederickson

Absent:

Others Present:

Sarah Michael—BCHA Interim Executive Director
Carissa Connelly—Housing Director
Thecla Campbell
Kyle Anderson—BCHA Program Administrator

1. CALL TO ORDER AND ROLE CALL

BCHA Board Chair, Mason Frederickson called the Regular Monthly Meeting to order at 12:00p.m.
(00:00:27 in video)
Roll call by: Sarah Michael

2. COMMUNICATONS AND COMMENTS

A. Communication from the Public

None

B. Communications from Government Liaisons or Elected Officials

None

C. Communications from the Board of Directors

None

3. Introduction of Kyle Anderson, new BCHA Program Administrator

4. REGULAR BUSINESS

A. Review and approve February and March 2023, Treasurer’s report, and financials.

Mason Frederickson made a note that February’s financials are not the same as in previous years as the BCHA funds have gone to the City of Ketchum, and we do not have our own budget.

Sarah Michael informed the board that the City of Ketchum will deposit funds in the BCHA Account for the fiscal year.

Nate Hart asked about continuing the relationship with US Bank. Sarah Michael replied that the BCHA Funds are still at US Bank, but the BCH Foundation funds were moved to the DL Evan Bank.

Motion to approve February and March 2023, Treasurer’s Report, and Financials.

MOVER: Mason Frederickson

SECONDER: Keith Perry

AYES: Mason Frederickson, Keith Perry, Tara Bell, Nate Hart

RESULT: ADOPTED UNANIMOUS

B. Review and approve January 2023 BCHA Board Minutes

Motion to approve January 2023 BCHA Board Minutes

MOVER: Nate Hart

SECONDER: Mason Frederickson

AYES: Mason Frederickson, Keith Perry, Nate Hart, Tara Bell

RESULT: ADOPTED UNANIMOUS

C. Update on the transition of the BCHA to the City of Ketchum Administration

Presented by: Trent Donat

1. Brian Schroeder is moving into the Lift Tower Lodge in May as the onsite manager.
2. Trent complimented Brian on managing a flood issue at the Lodge.
3. Repairs and updates happening at the Lodge including new water heater and security cameras.
4. Carissa, Kylie, and Thecla are overseeing tenant outreach, regarding the transition of the Lodge to the City of Ketchum.
5. Shellie Gallagher is managing financial arrangements.
6. City of Ketchum will take over posting BCHA meeting agendas and minutes.
7. Office space may be moved to a different location in the Marketron Building to stay next to the offices of the Blaine County Charitable Trust.

D. Reports on Ketchum BCHA housing activities.

Update presented by: Carissa Connelly

1. A Housing navigation system is being put in place, a “one stop shop” model. They may be contracting with Courney Noble who has expertise in housing collaboration. Courtney will be holding a scoping session on April 20, 2023.
2. Housing Placement continues to be a priority. A database is being created for available housing which is being utilized as they continue to work closely with case workers.

3. Resource guide has been distributed county wide.
4. Carissa is training Kylie and Thecla on sensitive calls and emails received.
5. Needs assessment service has been distributed to the community.
6. Informed the board of upcoming community education.

Update Presented by: Kylie Anderson

1. Currently going through and setting learning goals
2. Learning BCHA data base.
3. Reviewing housing applications and learning sales process

Carissa Connelly, Kylie Anderson, and Board Members discussed update BCHA office hours and times, IT improvement and migration.

Update Presented by: Sarah Michael

1. Fifteen rental units at the 1st and 4th Bariteau building, people should be moved in, by May.
2. Two rental units at the 4th Walnut building category 4, should be inhabited by July.
3. Fields property for sale and have a potential buyer.
4. The Fields Unit was owned for 2 months when the purchaser died. She will ask the Board to consider waiving some or all of the 3% BCHA administrative fee for the unit due to the short ownership.

5. NEW BUSINESS

None

6. OLD BUSINESS

None

7. Upcoming BCHA Calendar

Regular BCHA Board Meeting, Wednesday, May 10, 2023, 12:pm, Marketron Building in Hailey.

8. Adjournment—Keith Perry adjourned the meeting at 12:50 p.m.

Respectfully Submitted by

Approved by

Trent Donat
City of Ketchum

Keith Perry
BCHA Chair