



MARCH 11 – Staff Update

2x MONTHLY UPDATES (SCHEDULED IN ROTATION OF BOARD MEETINGS)

GOAL 1: BUILD ORGANIZATIONAL STRUCTURE + CAPACITY TO SERVE REGIONAL HOUSING OPPORTUNITIES + GAPS

- Overseeing draws and compliance for HOME-ARP grant. (Courtney)
- Prepared and submitted grant application to the Spur Foundation/Hunger Coalition. (Courtney)
- Identified additional Application Assistant to help with processing Bluebird candidates (lease -up is sooner than expected). (Carissa)

GOAL 2: RECOMMEND + ADVOCATE FOR POLICY THAT PROMOTES HOUSING

- Working with Economic & Planning Systems and WRLT on Employee Generation Nexus Study, determined project timeline and engagement activities. Reviewed assumptions for modelling. (Carissa + Rian)
- Reviewed data related to Ketchum's Comprehensive Plan update. Provided feedback on framing and presentation. (Rian)
- Reviewed and provided feedback on Ketchum Community Survey data related to housing. (Carissa + Rian)

GOAL 3: EXPAND, COORDINATE, + IMPROVE SERVICES TO CREATE HOUSING STABILITY

Transitional housing

- Supporting staff re: applicants and Silvercreek transition. (Courtney)
- Research and adopt property management software to track transitional housing payments. (Courtney)

Housing Navigation System

- Planning re: Bluebird applicant referral process with Syringa Property Management and GMD Development (the owner/developer). The back building (farthest from Atkinsons) to be available for move-ins late May or early June. Front building (Atkinsons side) will be available closer to August. (Courtney)

GOAL 4: INFORM, ENGAGE, COLLABORATE

Implementation Partner Meeting:

- Transitioning quarterly Implementation Partner Meeting to BCHA. This is a private event with a diverse set of community leaders. Invitees vary slightly based on whether their work at the time has a housing component. (Carissa + Thecla)



- Determined Hailey location as the Sage School, aim to alternate between Hailey and Ketchum. Rather than an external guest speaker as the longest time slot, we will be featuring local housing providers. (Carissa + Thecla)

This is the agenda:

- o 4 pm, Welcome, settle in with light fare from Cafe' Della and Wylde Beet + Drinks
- o 4:15 pm, Employee Generation Nexus Study Discussion on Assumptions
- o 4:45 pm, Who is here?
- o 4:55 pm, Local Housing Organizations in Action
 - Blaine County Charitable Fund
 - Wood River Community Housing Trust
 - Blaine County Housing Authority
 - ARCH Community Housing Trust
- o 5:45 to 6:30 pm, continued light fare from Cafe' Della and Wylde Beet + Drinks

GOAL 5: STEWARD/PRESERVE + EXPAND PORTFOLIO OF DEED RESTRICTED HOMES

Application Review

- Slide room: categorize/ update status on incoming applications. (Liz)
- Applications: 1st reviews, sending out full applications links to cat 4 applicants, following up on applications with missing data. (Liz)
- Meeting with applicants to help fill out applications / go over BCHA community guidelines. (Liz + Frances)
- Answer incoming emails with questions regarding applications. (Liz + Frances)
- Managing application review and prioritization. (Courtney)
- Secondary application reviews. (Courtney)
- Managing processes for available units for rent and sale. (Courtney)
- Managing processes for available units for rent at SCLand LTL. (Frances)
- Recruitment of Category 4 applicants. (Courtney)
- Reviewing applicants for Ketchum OPP, working to streamline review process, develop checklist and educate team on process. (Rian)

Compliance

- Completed review of compliance forms, updated where needed to address the new guidelines. (Ann)
- Working on updating HO capital improvement form. (Ann)
- Started work on a current HO's submitted capital improvement form. (Ann)
- Continue to work with a current landlord/attorney for lease compliance on re-certified community renters. (Ann)
- Sent out annual recertification link for 1 community renter. (Ann)
- Completed an annual recertification for 1 community renter. (Ann)



- Research on one potential out of compliance homeowner. (Ann)
- Working on non-compliance letter for 1 more community homeowner. (Ann)
- Responded to community HO and renter emails. (Ann)

Data management

- Exploring Smartsheets for project management. (Thecla + Rian)
- Working with Public House on transitioning Common Intake Form and Application to the Homekeeper/Salesforce interface. (Thecla + Carissa)
- Preparing data migration with HomeKeeper. (Thecla)

BCHA policies + forms

- Continue to work on revisions to deed restriction templates, analyze impacts of proposed changes, produced staff report for BCHA Board meeting. (Rian + Carissa)

Expanding inventory

- Meeting with interested potential applicants for OPP, educating on program and process. (Rian)





