

AUGUST 12 –BCHA Staff Update

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

- Conducting skills assessment and arranging second interview with an administrative assistant candidate (Carissa)
- Setting up internal brainstorming session on who we can identify that lives locally and would be a great Operation Manager (Carissa)

GOAL 2: RECOMMEND + ADVOCATE FOR POLICY THAT PROMOTES HOUSING

- Analyzing data to inform update to Ketchum’s Community Housing fee-in-lieu. Proposal would increase fee from \$550/sf to \$600/sf. Council will hear the item at the August 19 meeting (Rian)

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

- Ongoing identification of 101 potential candidates for Bluebird Village; coordination and referral with Syringa Property management (Bri)
- Contacted 748 BCHA applicants via units available. Some applicants shared this is the first time they had heard from BCHA and were very excited to be on our list (Bri)
- Placed two households in BCHA rental units and working on placing three more

Transitional Housing

- Cleaning up Silvercreek bookkeeping and rent collection processes, exploring if QuickBooks can report on rent payments more effectively than our current system, Buildium (Carissa, Accountant Jenna, Frances)
- Working with SCCAP (South Central Community Action Partnership) to hopefully get Silvercreek classified as transitional housing so households can be placed in Permanent Housing units at Bluebird (Bri) (Frances)
- Working with tenants from both properties on Bluebird application process. (Frances)
- Working with Angela on completing Landlord verification reference for Bluebird. (Frances)

GOAL 4: INFORM, ENGAGE, COLLABORATE

- Presented housing needs and preferences data at KURA open house for 1st and Washington (Rian).
- Attended 5B CAN(Blaine County’s sustainability and climate program) land use and transportation task force meeting. Discussed opportunities for cross-collaboration and support for/of BCHA (Rian).
- Working on compiling updated housing needs and preferences data with other local housing statistics in a report to be presented in mid-September (Rian + Carissa).
- Invited to be plenary housing speaker at “Mountain and Resort Planners Summit” in Bend in October, working through presentation framework with conference organizer (Carissa)
- Finalizing agenda for September’s quarterly meetings, including:
 - Blaine County Housing Needs Assessment

- New Development's Impacts on Community Housing Demand in Blaine County, Idaho
- Either housing finance 101 or zoning incentives for community housing (Carissa)

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

Compliance

- Drafted and now finalizing with legal review letter of violation to enforce occupancy of new studio unit at Residences @ 120. (Rian).
- Working with new legal counsel that specializes in Fair Housing law and current/historic legal team to continue to enforce compliance on landlords, owners, and renters (Ann + Carissa)

Application Review

- Connecting with at risk applicants to provide them with resources in our community / connect them with Frances for transitional housing if appropriate. (Liz)
- Assist with identifying Spanish speaking eligible applicants for category 3,4,5 rental units (Liz)
- Review 38 incoming forms on Slide Room (Liz)
- Applications: 1st review on 2 rental applications, 1 purchase application, following up on applications with missing data. (Liz)
- Assisting 11 applicants with in-person application/CIF submissions. (Liz)
- Send out full application requests to applicants who fall under category 3,4,5 (Liz)
- Conducting 2nd reviews on application and qualifying them (Bri)
- Following up on applicants we haven't heard from that we are trying to place (Bri and Liz)

Data transition

- File management: organize previous applicant files (Liz, Frances, Carissa)
- Transition to Salesforce/Homekeeper: revising disability-related questions and requirements to be compatible with Fair Housing and other requirements per guidance of legal counsel. Refining application questions and required documents to prepare for wider scale testing (Rian, Courtney, Carissa)

Selling of Deed-Restricted Units

- Calculated maximum sale prices for 3 community homeowners interested in selling (Rian)
- Working with legal to create an acknowledgement and agreement form to be signed by any outside real estate agent involved in sale of community housing (Rian)
- Working with four homeowners and BCHA's Elkhorn unit to sell their deed-restricted units (Bri)
- Identification and working with potential buyers for a category 3, category 4, category 5, category 6, and category L sales (Bri)
- Coordinating open houses for three units. Bri has been coordinating and Anna and Francs have been/are showing the units (Bri, Frances, Anna)

Process improvements

- Building process documents for BCHA Rental Processes (Bri)
- Build process document for BCHA Purchase Process (Bri, Anna, Carissa, Rian)
- Finalized Accounting Manual, which includes roles and processes (Carissa, Accountant Jenna, Board Member Nancy)
- General cleanup of Slideroom (Bri)