

September 9 – Meeting Staff Update

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

- Interviewed two great local candidates for Operations Manager, starting skills tests and reference checks. Waiting for this to be finalized so that the new Operations Manager can provide input and manage hiring the Administrative Assistant that reports to them. (Carissa)
- Delayed budget and Action Plan adoption until the October meeting due to staff capacity. The Action Plan will likely remain very similar to the current one, providing staff time for new staff to settle in and existing staff to clarify processes and procedures. (Carissa)
- Bilingual Program Administrator Liz Vargas transferred from part- to full-time. (Carissa, Liz)

GOAL 2: RECOMMEND + ADVOCATE FOR POLICY THAT PROMOTES HOUSING

- Met with 2 Bellevue City Councilors to discuss community housing, BCHA's role, incentive tools and compliance with regard to the Business District Text Amendment going to public hearing on September 9. Submitted public comment noting importance of address community housing at the same time as allowing additional residential uses and density. (Rian, Carissa)

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

- Continuing to review prioritization of Bluebird applicants and refer BCHA applicants over. Working closely with Syringa Property Management and the developer/owner, GMD. (Bri, Carissa)

Transitional Housing

- Cleaning up Silvercreek bookkeeping and rent collection processes, exploring if Yardi and/or QuickBooks can report on rent payments more effectively than our current system, Buildium (Carissa, Accountant Jenna, Ketchum's Finance team, Frances)
- Contacted a YARDI representative to set up a Demo for property management Software (Frances)
- Continue working with Angela on completing Landlord verification reference for Bluebird. (Frances)

GOAL 4: INFORM, ENGAGE, COLLABORATE

- Finalizing housing needs and preferences data with other local housing statistics in a Blaine County Housing Needs Assessment report to be published and presented in mid-September (Rian + Carissa).
- Researched community housing tools and incentives in each jurisdiction's zoning code. Compiled findings in bulleted list for discussion (Rian)
- Preparing slides and finalizing logistics for next weeks events on Blaine County's Housing Needs Assessment and the Impact of New Development. Board members are encouraged to attend at least one of these events (Carissa):

- The Community Library, September 17th 5:30 pm
- The Sage School (for electeds and planning and zoning commissioners), September 18th 4:30 pm
- Implementation Partner Meeting at Ketchum City Hall, September 19th noon to 2 pm

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

Compliance

- Working with legal team on enforcing compliance with three homeowners and three landlords (Ann + Carissa)
- Completed forty-eight annual Homeowner compliance forms. (Ann)
- Working with 1 Community Homeowner's on their annual compliance form having requested additional information. (Ann)
- Drafting a non-compliance letter with legal review for one new non-compliant Community Homeowner.
- Working with 6 Community Homeowners on returning their annual compliance forms. (Ann)
- Sent out 10 new Community Homeowner compliance questionnaires. (Ann)
- Working with one Community Homeowner on a non-compliance issue. Unauthorized renter. (Ann)
- Granted extension to one Community Homeowner for return of their compliance form. (Ann)

Application Review

- Reviewed two qualified applicants for Ownership and Preservation Program. One applicant intends to make an offer on a home (Rian).
- Working with existing homeowners who are interested in deed restricting their current home for OPP funds (Rian)
- Connecting with at risk applicants to provide them with resources in our community / connect them with Frances for transitional housing if appropriate. (Liz)
- Assisting with identifying Spanish speaking eligible applicants for Bluebird (Liz)
- Reviewed 43 incoming forms on Slide Room (Liz)
- Conducted 1st reviews on 1 rental applications, 7 purchase applications, following up on applications with missing data. (Liz)
- Assisted 10 applicants with in-person application/CIF submissions. (Liz)
- Sending out full application requests to applicants who fall under category 3,4,5, L (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)
- Continuing to review screening forms for launch of Public House. Provided list of existing applicants and properties for data transition to Homekeeper system. Organizing training for

the team w/ Public House support. Soft launching new Application System in the next week or two. (Rian)

- Retraining HomeKeeper system. (whole team)

Selling of Deed-Restricted Units

- Working with four homeowners and BCHA's Elkhorn unit to sell their deed-restricted units (Bri)
- Considering two offers on BCHA's Elkhorn unit. (Carissa)
- Identification and working with potential buyers for a category 3, category 4, category 5, category 6, and category L sales (Bri and Liz)
- Coordinating open houses for three units. Bri has been coordinating and Anna and Liz have been/are showing the units (Liz, Anna)