



## **APRIL 5 – Staff Update**

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

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

- Posting job description for Deputy Housing Director at various schools and sites. Filing candidate materials and follow-up communications. (Thecla)

### **GOAL 2: RECOMMEND + ADVOCATE FOR POLICY THAT PROMOTES HOUSING**

- Updated countywide inventory and are clarifying BCHA's master list of housing units. (Bri + Carissa)
- Finalized assumptions for Employee General Nexus Study with local government planners, SVED, and Blaine County's sustainability manager. (Carissa)

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

#### Transitional housing (Frances)

- Supporting staff re: applicants and Silvercreek transition. Silvercreek has one vacancy.
- High Country Motel down to six rooms for the rest of April, when the Master Lease ends. Assisting these households transition to Silvercreek, LTL or elsewhere.
- Managing processes for 2 available units for rent at SCL and LTL.
- Assist in grant compliance reporting.
- Meet one-on-one with households to assist in the application process and respond to questions.
- Provide case management for households experiencing homelessness, mental/health trauma, and housing instability.
- Assist with referrals and access to rental assistance, health, food, and other supportive services.
- Review community housing applications: follow up with the applicants on items which need further documentation.
- Track and enforce compliance with lease terms, community rules, hold community meetings, and BCHA eligibility criteria, including tracking and providing letters on non-compliance.
- Assist Program Administrator with general population application review, as needed.
- Process tenant turnover, including placement of new tenants and walking new tenants



through lease agreements and expectations.

- Manage tenant relations and general property oversight for BCHA and Ketchum’s transitional housing, with support from maintenance teams and City of Ketchum staff.
- Manage and track rental payments and tenant roster in property management database.
- Develop and maintain rapport with tenants and provide case management.
- Arrange Safety training for LTL and SCL.

#### Housing Navigation System

- Planning re: Bluebird applicant referral process with Syringa Property Management and GMD Development, including two supportive housing units (the owner/developer). (Courtney)
- Develop Bluebird FAQ for BCHA website. (Courtney)
- Tagging all current applicants for priority, income levels, and household size to begin screening for Bluebird’s waitlist. (Bri)

#### Resource Guide Distribution

- Passed out 38 “Blaine County Housing and Support Service Resource Guides” county-wide to schools, daycares, non-profits, local government offices, community centers, and libraries. (Bri)

### **GOAL 4: INFORM, ENGAGE, COLLABORATE**

#### Idaho Housing and Finance Association Conference:

- Two of BCHA’s Liaisons (Councilmembers Obenauf and Hutchinson) will attend with Frances, Carissa and Thecla.
- Carissa preparing for Preservation of Affordable Housing panel. (Carissa)
- Arranging networking events and schedule for individuals, including one dinner with Teton County, Idaho’s housing authority and planning director, and another with the author of “Homelessness is a Housing Problem” and Senator Ali Rabe – who also is ED of Jesse Tree. (Carissa + Thecla)

### **GOAL 5: STEWARD/PRESERVE + EXPAND PORTFOLIO OF DEED RESTRICTED HOMES\_**

#### Application Review

- Continuing to review Ownership and Preservation Program qualification applications and discuss program with interested applicants. 15 applications submitted to date w/ 5 in progress and



- additional verbal interest. (Rian)
- Received an additional Purchase and Sale Agreement to use Ownership and Preservation Program funds for purchase of a condominium in Parkside. Reviewing for final approval. (Rian)
- Slide room: categorize/ update status on incoming applications. (Liz)
- Applications: 1<sup>st</sup> 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)

#### Lease up + Sales

- Managing processes for available units for 4 rentals and 1 sale. (Courtney)

#### Compliance

- Updated compliance forms for 2024. (Ann + Carissa)

#### Data management

- Almost done with Common Intake Form and Application setup on new system. Starting on Ownership and Preservation Program. (Carissa + Thecla)
- Updating the Rental Ad Tracking System. (Bri)
- Updated and corrected Maximum Sale Price Calculator. (Rian)

#### Property management + finance

- Configuring data and banking for new property management software, Buildium. (Thecla)
- Buildium training. (Courtney + Thecla)
- Restructuring BCHA financial reports and accounting. (Thecla)

#### Deed Restrictions

- Updated and corrected Maximum Sale Price Calculator. (Rian)
- Reviewing and working to finalize updated deed restriction templates for presentation at May BCHA Board meeting. (Rian + Carissa)
- Working with two developers on recording deed restrictions (one ownership studio unmarketable so switching to a rental). (Rian + Carissa)



#### Data management

- Exploring Smartsheet for project management. (Thecla + Rian)

#### 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)

