

Jackson/Teton County Housing Authority  
Meeting Minutes  
October 10, 2019  
Teton County Old Library

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on October 10, 2019 at 2:02 pm in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Amy Robinson, Matt Faupel, Stacy Stoker, Julia Johari, attorney John Graham, and two members of the public.

**Pronouncement of Quorum**

Board Vice-Chair, Amy Robinson and Chair, Matt Faupel were present. Matt Faupel declared a quorum.

**Public Comment**

No Public Comments

**Approval of Regular Meeting Minutes for September 4, 2019**

Matt Faupel motioned to approve the Regular Meeting minutes for September 4, 2019. Amy Robinson seconded the motion. The motion was approved unanimously.

**Review of August Financials & Staff Update**

A discussion occurred regarding the 791 Wind River Lane Weighted Drawing, and the 763 Wind River Lane Weighted Drawing. This discussion included the Rules & Regulations update that went into effect on October 7<sup>th</sup>, 2019. No action was taken.

**St John's Medical Center CSP Application**

Purpose of Agenda Item – Consideration of St. Johns Medical Center's request for the position of Director Critical Care as a Qualified Critical Services Provider (CSP) position. St. John's Medical Center is already an approved CSP Organization. Background – Community based institutional or non-profit organizations that have paid or volunteer employees who are on call 24 hours per day for public safety emergencies can apply to the Housing Authority Board to become qualified CSP Organizations with approved CSP positions. Qualified CSPs receive one point (entry) in weighted drawings with a maximum of two per household. They must have completed all required certifications, have worked at least one year at a local business and have a recommendation from their supervisor. Definition of a Critical Services Provider: An employee or volunteer of a community based institutional or non-profit organization on call 24 hours per day for public safety emergencies.

Staff reviewed the Key Points from the application:

- The position provides immediate response for health and safety services.
- The position has employees on call 24/hrs. per day for public safety emergencies.
- The position is full-time during day and night shifts and is on call if not scheduled for the shift.
- The position requires completion of BSN-Nursing, BLS, ACLS, ENPC or PALS, and TNCC or ATCN.
- Time it takes to complete certification is 4 years. Attachments
- Critical Services Organization Application from St. Johns Medical Center.

A short discussion occurred.

### **Motion**

Amy Robinson moved to approve St. Johns Medical Center's Director Critical Care as a Qualified Critical Services Provider position. Matt Faupel seconded the motion. The motion was approved unanimously.

### **440 W. Kelly Ave. Update**

Staff let the Board know that the Town Council and County Commissioners will be discussing this property at the October 7<sup>th</sup> Joint Information Meeting.

### **105 Mercill Ave. Update**

Staff let the Board know that a workshop was held to discuss some of the key points for the development agreement and ground lease. No action was taken.

### **174 N. King St. Ave. Update**

John Graham gave an update to Staff and the Board Staff regarding the ground lease and development agreement, with an emphasis on financing. A discussion occurred. No action was taken.

### **Housing Department Rules and Regulations Clean-Up – Update**

Staff let the Board know that the 2<sup>nd</sup> Ordinance was read, approved, and that there has been no public comment. No action was taken.

### **Matters from the Staff**

Staff updated the Board about a situation with Millward homeowners building structures. The Housing Department has reached out to the Millward HOA to find out what the terms of their allowances for structures are. The Housing Department's ground leases state that homeowners are not allowed to build structures on their properties. A short discussion occurred. No action was taken.

Staff let the Board know that the lease at the Grove Phase I states that tenants are responsible for maintenance of their own appliances. Staff asked for the Board's recommendation to clarify the terms of what repair costs the Housing Department is responsible for.

### **Matters from the Board**

No matters from the Board.

### **Adjourn**

Amy Robinson motioned to adjourn at 2:36pm. Matt Faupel seconded. The motion passed unanimously.

Respectfully Submitted:

Annie Kent Droppert, Clerk

*Was not present for 10-10-19 meeting*

Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

Matt Faupel

Chair

Date 11-6-19

Amy Robinson

Vice Chair

Date 11-6-19

Annie Droppert Kent

Clerk

Date \_\_\_\_\_