



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: Wednesday, August 24, 2022

Location: Via Zoom

In Attendance: Vice Chairperson Narva Walton (Acting Chairperson)
Commissioner Miller
Commissioner Stewart

Also in Attendance: Jim Stretz, Executive Director
Moreen Forde, Acting Chief Financial Officer
Tina McLeod, Director of Operations
Sean Mckenna, Director of Project Management
Tamara Meade, Director of Supported Housing Programs
Riley Guerrero, Administrative Assistant
Christine Smith, CPA

Acting Chairperson Walton called the meeting to order at 3:34 PM.

PUBLIC COMMENT

Vice Chairperson Walton asked for public comment.

There was no public comment.

OLD BUSINESS

Acting Chairperson Walton asked the Board to consider a motion approving the minutes of the regular board meeting held on July 27th, 2022, with the comment that a spelling correction would be made. Commissioner Stewart so moved. Commissioner Miller abstained as he was not present for the aforementioned meeting.

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Miller	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

There were no disbursements to report for the month of July as the accounting transition has meant that the books have not yet been closed. Executive Director Jim Stretz introduced Christine Smith of Theresa Johnson Accounting to the Board.

NEW BUSINESS

Acting Chairperson Walton asked for a motion to approve Resolution 1916, to extend the 2020-2021 Cost Allocation Plan into 2022. Commissioner Miller so moved. Commissioner Stewart seconded the motion.

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The Board reviewed Resolution 1917, to approve the negotiated sale at appraised value of scattered-site public housing units to keep the units affordable. Stretz briefed the Board as to the goal being to keep the homes as affordable housing rather than losing them to flippers and landlords. Using an example that the estimated premium if sold to the highest bidder could not build 128 units of affordable units that could be lost. Commissioner Stewart asked if it was legal to prioritize non-profit buyers. Executive Director Stretz answered in the affirmative, citing the same action taken by Everett Housing Authority, and deferred to the Director of Project Management. Director McKenna reaffirmed. Commissioner Miller voiced objections to selling at negotiated at appraised value rather than highest offer and from prospective for-profit buyers as a class. He stated that he thought the fix was on to sell to a specific non-profit. Director Stretz stated that a local affordable housing non-profit has had an interest in buying the homes for over 5 years. Commissioner Miller asked if any commitments were made to a specific non-profit that he believed is politically powerful, Stretz answered in the negative. Miller challenged that the preference might look bad to the public and also questioned the legality, requesting a legal opinion. Executive Director Stretz stated PCHA would seek legal opinion affirm. Commissioner Stewart moved that Resolution 1917 be accepted, pending addition legal review. Commissioner Miller seconded the motion.

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Commissioner Miller stated his opposition to a perceived pre-conceived deal with non-profit organizations and inquired as to the agency’s position in the event of a large number of unanticipated low-income buyers seeking to purchase homes. Executive Director Stretz answered that it was in the mission of the housing authority to provide affordable housing, which would be best preserved in perpetuity through a nonprofit organization. Vice Chairperson Walton inquired about the overall

direction of the authority. Commissioner Miller inquired as to the publication of the current strategy. Commissioner Stewart asked Commissioner Miller for suggestions on how it would best be phrased if publicized.

No new staff were present, but two Assistant Property Managers began under the Director of Operations Tina McLeod.

REPORTS

Acting CFO Moreen Forde delivered her financial report. Commissioner Stewart inquired as to the overages listed. Acting CFO Forde clarified that these were in HAP, Recertifications, retroactive rent increases, and similar expenses. She also clarified that under-budget results in Central Administration were due to vacant positions.

Director of Operations Christina McLeod delivered her oral report. She detailed recruitment efforts, re-registration of residents, and ongoing work in the Yardi transition, as well as current eviction proceedings. Acting Chairperson Walton inquired as to the nature of two PBV evictions. Director McLeod answered that one was due to a transition out of the program holding the voucher for the unit, and that the other refused the services that were required to remain on the program and therefore the voucher was voided. Commissioner Stewart inquired as to the nature of the staffing positions being filled. Director McLeod answered that the positions were previously existing but had not been filled for an extended period of time. Acting Chairperson Walton inquired as to whether exit interviews were regularly conducted. Director McLeod answered that there had been three exits within the last year, two of which were voluntary, and both for the employee to pursue responsibilities outside of their professional careers.

Director of Maintenance Victor Lovelace delivered his oral report as detailed in the Board Packet. This included a discussion of various work orders completed at multiple PCHA properties, as well as ongoing large-scale projects. Commissioner Stewart inquired as to whether these maintenance orders were completed in-house. Director Lovelace answered that all regular maintenance work orders were completed in-house, but orders that required a highly specialized skill set, such as roofing orders, were subcontracted. Commissioner Stewart further inquired as to whether inspections of PCHA units took place. Director McLeod answered that they did, although COVID-era legislation barring inspections only recently lifted, creating a backlog for property management staff. Acting Chairperson Walton inquired as to the ratio of work orders at a particular property, and the tracking of tenant responsibility in damages. Director Lovelace offered to bring the statistics to a subsequent board meeting.

Director of Project Management Sean McKenna delivered his oral report as detailed in the Board Packet. He detailed the development of a Request for Proposals in the disposition of scattered site parcels to ensure the fair and equitable selection of a buyer, and that FSS and Homeownership program participants were being contacted to ensure all steps are taken to give them first priority in buying homes, as well as independently qualified low-income buyers, but stressed the difficulty in low-income buyers finding independent financing. Commissioner Stewart asked for an update on the consolidation of staff to the 108th street campus. Director McKenna announced an upcoming meeting with the county for pre-application on remodeling the site, as well as the potential to acquire an adjacent parcel owned by a local water utility.

Director of Supported Housing Tamara Meade delivered her oral report as provided in the Board Packet. She focused on the Yardi conversion as well as the recent successes in the VASH program, with 75% Voucher utilization, with the primary obstacle to greater utilization rates being the lack of housing stock. HUD will be providing PCHA with a letter of support to receive more VASH Vouchers. EHV's have also improved to 65% utilization. Commissioner Stewart inquired, if 60 housing opportunities opened, how many veterans could be housed immediately. Director Meade answered that all 60 spots could be filled immediately.

Executive Director Jim Stretz delivered his oral report. He announced a potential RFP for project-based vouchers on a tiny home village or similar project would be coming soon. He updated the commissioners on the progress of the annual State Auditor's Office review of the previous fiscal year, and shared that the auditor expected to release any findings by the end of September. Commissioner Stewart inquired as to the recommendations of a previous consultant. Executive Director Stretz shared the recommendation from the consultant that to attract a permanent CFO, PCHA's salary range would need to be increased by 40%. Commissioner Stewart further inquired as to the findings of recent audits with respect to the fraud committed by previous CFO Cova Hunter. Executive Director Stretz assured the Board that they would receive the information as soon as it became available.

STUDY SESSION

No Study Session was called; however, Director McKenna informed the Board that the Five-Year Plan was soon to be renewed, and future meetings would involve study sessions and strategic planning.

COMMISSIONER'S CORNER

Commissioner Miller asked if future board meetings could be focused on strategic issues, as he previously requested. Acting Chairperson Walton and Commissioner Stewart concurred. Commissioner Stewart thanked the Directors for their reports, but stated that he often found the information delivered can be absorbed from reading their written report. Acting Chairperson Walton suggested that the practice of receiving written reports in advance of the meeting continue, and then Board Members could bring their questions to the Directors during the meetings. Acting Chairperson Walton also asked that a list of items of strategic importance be sent to the Board prior to the next meeting.

Commissioner Stewart inquired as to the recent invitation of the Board to the NAHRO conference in San Diego. Executive Director Stretz answered that the Board had attended in the past. Commissioner Miller suggested that if the Board were to attend, a staff member should also attend, to reinforce their learning.

EXECUTIVE SESSION

No Executive Session was called.

The meeting was adjourned at 5:19 PM.