

## Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS REGULAR MEETING  
Wednesday, January 27, 2021 3:30 p.m.  
BUILDING "B", 603 SOUTH POLK STREET  
TACOMA WA 98444**

### AGENDA

1. ROLL CALL
2. PUBLIC COMMENT – FIVE (5) MINUTES PER SPEAKER
3. CONSIDER A MOTION APPROVING TODAY'S AGENDA
4. EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING LEGAL ISSUES

The Board may hold an executive session for purposes allowed under the Open Public Meetings Act.

Legal purposes include: to consider acquisition or sale of real estate; to review negotiations of publicly bid contracts; to receive and evaluate complaints or charges brought against a public officer or employee; to evaluate the qualifications of an applicant for public employment; to review the performance of a public employee; and to discuss with legal counsel matters relating to agency enforcement actions, litigation, or potential litigation. Before convening in executive session, the Board Chair will publicly announce the purpose for the executive session and the time when the executive session is expected to conclude.

Under RCW 42.30.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.

5. CONSIDER A MOTION APPROVING THE MINUTES FOR THE REGULAR BOARD MEETING HELD ON December 30, 2020.
6. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$9,372,244.94 FOR December 2020

7. REPORTS
  - a. INTRODUCTION OF STAFF
  - b. FINANCE
  - c. EXECUTIVE DIRECTOR
  - d. DEPUTY EXECUTIVE DIRECTOR
  - e. SECTION 8
  - f. MAINTENANCE
  - g. CONTRACTS AND PROCUREMENT
  - h. REPORTS OF COMMITTEES

8. COMMISSIONER'S CORNER

9. ADJOURNMENT

The Pierce County Housing Authority Board of Commissioner will hold its meetings to ensure essential Housing Authority functions continue, however due to Governor Inslee's [Emergency Proclamation 20-25 Stay Home – Stay Healthy](#) issued on March 23, 2020, in-person attendance by members of the public is NOT permitted at this time.

During this public health emergency, we will only accept public comment at [Director@pchawa.org](mailto:Director@pchawa.org). Submit public comments any time before the Board of Commissioner's meeting adjourns. All written comments will be part of the record. If you make public comments before noon on the day of the Board meeting, Board members will receive them prior to the meeting.

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE PIERCE  
COUNTY HOUSING AUTHORITY

January 27, 2021  
603 SOUTH POLK STREET  
TACOMA WA 98445

Location: via Zoom

In attendance: Commissioner Brammall  
Commissioner Smith  
Commissioner Walton  
Chairperson Martinez

Also in attendance: Jim Stretz, Executive Director  
Ellie Ottey, Deputy Executive Director  
Moreen Forde, Interim Financial Officer  
Rodd Kowalski, Project Administrator  
Tamara Meade, Director of Supported Housing Programs  
Victor Lovelace, Maintenance Supervisor

Chairperson Martinez called the meeting to order at 3:32 pm. Roll call was taken.

There was no public comment.

Chairperson Martinez asked to review and approve the agenda. Commissioner Smith so moved. Commissioner Brammall seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Martinez asked the Board to consider a motion approving the minutes of the regular board meeting held on December 30, 2021. Commissioner Walton so moved. Commissioner Smith seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Martinez asked the Board to consider a motion ratifying the payment of cash disbursements for December. The motion was tabled. Commissioner Brammall so moved. Commissioner Walton seconded the motion. A voice vote was taken with the following result:

Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Commissioner Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

An Executive Session was called for the purposed of discussing legal issues at 3:35 pm. The Executive Session ended at 4:04 pm.

Chairperson Martinez asked for the introduction of staff. Ellie introduced Marquez Taylor who is at Village Square, Montgrove, and Oakleaf as a resident manager and Jon Ross as the IT manager.

Chairperson Martinez asked for the finance report. Moreen went over the spreadsheet ledger for the fraud investigation. She then went over the spreadsheet for the statement of revenues, expenses, and changes in net position year to date through 11/30/20. Commissioner Smith wanted it notated that we are going to see a change in insurance costs because we increased our coverage per the recommendation of the State Auditor’s Office. Moreen then went over her summary report. Commissioner Brammall felt the summary was extremely helpful. Jim gave an update of the finances since the finance report is from November.

Chairperson Martinez asked for the Executive Director report. Ellie Ottey is retiring so there will be a restructuring. The Housing Authority will not be hiring a deputy director at this time. Her duties will be split among existing staff. There will be no restructuring in maintenance. The Housing Authority will have a come and go reception for Ellie. Invites will go out later.

Chairperson Martinez asked for the Deputy Executive Director report. Ellie had Keyla go over the FSS report. Commissioner Smith asked how many people are able to be in program? 124 Are you now recruiting? Yes, the recruiting is going very well. Chairperson Martinez wanted to know if we could get this great news regarding the successes in FSS out to the public? Jim said issuing press releases and cultivating a relationship with the press is way to get the information out. Commissioner Smith would like us to update the web page to include an annual report. Ellie then went over the occupancy and delinquency reports. She also stated there are no new updates regarding the audit.

Chairperson Martinez asked for the Section 8 report. The Housing Authority is getting ready for Orting Village. 15 tenants can be moved in the next 30 days and an additional 15 tenants 30 days after that. Tamara received a funding notice for our HAP expenses. Funding is going to be prorated at 99.5% over last year. Previous years were at 100%. Admin fees are going up to 84.43%. Tamara went over her 2-year tool. The Housing Authority should be able to issue another 500 vouchers in 2021 if things remain the same. Chairperson Martinez asked if the waitlist will need to be opened? There is currently 8000 on the waitlist so the Housing Authority does not have to open the waitlist. The Housing Authority is in no danger of having any recapture from HUD. The current success rate is 67%. Commissioner Smith asked how has COVID-19 changed availability of apartments? People are not moving and apartment leasing offices are closed or restricted. Everything is over the phone or virtual. This makes it difficult for people who do not have the technology. Subsidy has increased due to COVID-19 because of a reduction of hours and layoffs.

Chairperson Martinez asked for the maintenance report. Victor went over his written report. Chairperson Martinez asked if the water leak was plumbing? Yes, it was a plumbing leak. Ellie clarified that the only work orders that are being done is emergency work orders only.

Chairperson Martinez asked for the Contracts and Procurements report. Rodd went over his written report. Chairperson Martinez asked if the water leaks are equipment or tenant related? So far it is mostly a structural related issue, worn out, or outdated equipment. A toilet overflow can have a lot of different causes.

Chairperson Martinez asked for the Reports of Committees. Commissioner Smith made a commitment to establish the anonymous reporting system. Commissioner Smith will be working with Jim and Jeanne on this. Staff will need to have a training on it. The State Auditor recommended creating a hotline policy. Commissioner Smith hopes to have the system up and running by mid-march. Chairperson Martinez will help.

Chairperson Martinez asked for the Commissioner's Corner report. Chairperson Martinez loved the story about the women who did the apprenticeship through Bates.

Meeting adjourned at 5:23 pm.