

Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING**
Wednesday, January 29, 2019, 4:00 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. CONSIDER A MOTION APPROVING THE MINUTES FOR THE REGULAR BOARD MEETING HELD ON DECEMBER 18, 2019.
5. CONSIDER A MOTION APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING HELD ON DECEMBER 30, 2019.
6. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$4,244,828.34 FOR DECEMBER 2019.
7. REPORTS
 - a. INTRODUCTION OF STAFF
 - b. ACTING EXECUTIVE DIRECTOR
 - c. SECTION 8
 - d. MAINTENANCE
 - e. CONTRACTS AND PROCUREMENT
 - f. REPORTS OF COMMITTEES
8. COMMISSIONER'S CORNER
9. EXECUTIVE SESSION

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.

10. ADJOURNMENT

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

January 29, 2020
603 SOUTH POLK STREET
TACOMA WA 98445

Location: BUILDING "B"

In attendance: Commissioner Brammall
 Commissioner Martinez (via conference call during executive session)
 Commissioner Walton
 Chairperson Smith

Also in attendance: Ellie Ottey, Acting Executive Director
 Tamara Meade, Director of Supported Housing Programs
 Victor Lovelace, Maintenance Supervisor
 Rodd Kowalski, Project Administrator

Chairperson Smith called the meeting to order at 4:10 pm. Roll call was taken

Chairperson Smith asked to review and approve the agenda. Commissioner Brammall so moved. Commissioner Walton 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 Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Ramsay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Smith asked the Board to consider a motion approving the minutes of the regular meeting held on December 18, 2019. Commissioner Brammall so moved. Commissioner Walton 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 Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Ramsay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Smith asked the Board to consider a motion approving the minutes of the special meeting held on December 30, 2019. Commissioner Brammall so moved. Commissioner Walton 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 Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Ramsay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Smith asked the Board to consider a motion ratifying the payment of cash disbursements totaling \$4,244,828.34 for the month of December 2019. Commissioner Brammall so moved. Commissioner Walton 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 Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Ramsay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Chairperson Smith asked if there was any new staff to introduce. There was no new staff to introduce.

Chairperson Smith asked for the acting Executive Director’s report. Ellie went over the occupancy and delinquency reports. She also discussed the video that was watched before the annual meeting and what steps are being taken. Ellie passed out and went over the insolvency letter she received from HUD. Ellie handed out the QAD cover letter. The entire report was sent electronically previously. She went over the findings in the report. A corrective plan is currently being worked on. Any policy changes that need to be made as a result will need to be reviewed and approved by the board of commissioners. It has been decided to replace a position in HCV that recently became vacant. There are currently 3 vacancies in the HCV department. Two offers of employment have been sent out. Ellie handed out the FSS annual report and went over it. She also handed out the December cash reporting.

Maureen from Nan McKay was conferenced in and gave the board a financial update.

Chairperson Smith asked for the Section 8 report. Tamara handed out and went over her report.

Chairperson Smith asked for the Maintenance report. Victor handed out and went over a REAC PowerPoint presentation regarding changes in criteria and scoring.

Chairperson Smith asked for the Contracts and Procurement report. Rodd went over his written report

Chairperson Smith asked for reports of committees and commissioner’s corner was bypassed to go into executive session.

The Executive Session was called at 5:28 pm. Matters regarding litigation were discussed. Performance of a staff member and real estate matters were discussed. The Executive session ended at 6:38 pm.

Meeting adjourned at 6:41 pm.