

Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING**
Wednesday, October 28, 2020 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. CONSIDER A MOTION APPROVING THE MINUTES FOR THE REGULAR BOARD MEETING HELD ON September 30, 2020.
5. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS FOR SEPTEMBER 2020
6. CONSIDER A MOTION APPROVING FINANCIAL REPORTING, ANALYSIS AND CLOSE OUT POLICY AND PROCEDURES
7. CONSIDER A MOTION APPROVING FSS ESCROW POLICY AND PROCEDURES
8. YARDI DEMONSTRATION
9. REPORTS
 - a. INTRODUCTION OF STAFF
 - b. INTERIM EXECUTIVE DIRECTOR
 - c. SECTION 8
 - d. MAINTENANCE
 - e. FINANCE
 - f. CONTRACTS AND PROCUREMENT
 - g. REPORTS OF COMMITTEES
10. COMMISSIONER'S CORNER
11. 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.

12. 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. 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 COMISSIONERS OF THE PIERCE
COUNTY HOUSING AUTHORITY

October 28, 2020
603 SOUTH POLK STREET
TACOMA WA 98445

Location: via Zoom

In attendance: Commissioner Brammall
Commissioner Smith
Commissioner Walton
Chairperson Martinez

Also in attendance: Ellie Ottey, Interim Executive Director
Andrea Donnelly, Financial Officer
Rodd Kowalski, Project Administrator
Victor Lovelace, Maintenance Supervisor

Chairperson Martinez called the meeting to order at 3:31 pm. Roll call was taken.

There was no public comment.

Chairperson Martinez asked to review and approve the agenda. Commissioner Brammall 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 approving the minutes of the regular board meeting held on September 30, 2020. Commissioner Walton 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 ratifying the payment of cash disbursements for September. Commissioner Smith so moved. Commissioner Brammall 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"/>
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

Chairperson Martinez asked the Board to consider a motion approving Resolution 1896. Commissioner Smith so moved. Commissioner Brammall seconded the motion. The commissioners needed more time to review the resolution. The vote has been tabled until the next board meeting.

Chairperson Martinez asked the Board to consider a motion approving Resolution 1895. Commissioner Brammall so moved. Commissioner Smith seconded the motion. It was requested by the Commissioners to remove the word procedures from the title since the document contained only policy. Chairperson Martinez asked the Board to consider a motion approving the amended Resolution 1895. Commissioner Smith 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 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 if there was an introduction of staff. Ellie introduced the new Maintenance Specialist Mark Concepcion and the new Resident Services Specialist Eric Torres.

Chairperson Martinez asked for the Yardi presentation. A PowerPoint presentation was done by Ingar, Jeff, and David. They gave an overview of the company and the services they provide to Housing Authorities.

Chairperson Martinez asked for the Interim Executive Director report. Ellie went over occupancy and leasing report. Ellie went over what happened at the Resident Advisory Board meeting. She also gave an update on the State Auditor’s office audit. She also went over the annual inspections being done by Greystone.

Chairperson Martinez asked for the financial report. Andrea went over the written report.

Chairperson Martinez asked for the Section 8 report. Tamara Meade was not available to go over her report.

Chairperson Martinez asked for the maintenance report. Victor went over his written report.

Chairperson Martinez asked for the Contracts and Procurements report. Rodd went over his written report.

Chairperson Martinez asked for the Reports of Committees. Commissioner Smith said there were 34 applications for the Executive Director position. The list has been narrowed down to four.

Chairperson Martinez asked for the Commissioner’s Corner report. Cova Campbell’s trial has been postponed until January due to Covid. Chairperson Martinez met with the US Attorney to address concerns with the delays. Chairperson Martinez also sat in on the Resident Advisory Board meeting and found it quite interesting.

Executive Session started at 5:33 pm for 30 minutes to evaluate the qualifications of applicants for public employment.

Public meeting adjourned at 6:04 pm.