

## Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS REGULAR MEETING  
Wednesday, November 25, 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 October 28, 2020.
5. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS FOR October 2020
6. CONSIDER A MOTION 1899 APPROVING FINANCIAL REPORTING, ANALYSIS AND CLOSE OUT POLICY AND GUIDELINES
7. CONSIDER A MOTION 1897 APPROVING A PROCEDURE FOR ADDRESSING RESTRICTED NET POSITION AND UNRESTRICTED NET POSITION RECONCILIATION IN FINANCIAL DATA SYSTEMS AND VOUCHER MANAGEMENT SYSTEMS.
8. CONSIDER A MOTION 1898 APPROVING A PROCEDURE FOR RECONCILIATION BETWEEN THE VOUCHER MANAGEMENT SYSTEM AND THE GENERAL LEDGER
9. REPORTS
  - a. INTRODUCTION OF STAFF
  - b. FINANCE
  - c. INTERIM EXECUTIVE DIRECTOR
  - d. SECTION 8
  - e. MAINTENANCE
  - 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](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

November 25, 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  
Moreen Forde, Interim Financial Officer  
Rodd Kowalski, Project Administrator  
Tamara Meade, Director of Supported Housing Programs

Chairperson Martinez called the meeting to order at 3:34 pm. Roll call was taken.

There was no public comment.

Chairperson Martinez 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 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 October 28, 2020. 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 ratifying the payment of cash disbursements for October. 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Martinez asked the Board to consider a motion approving Resolution 1899. Commissioner Brammall 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 Resolution 1897. 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 Resolution 1898. 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 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. There was no introduction of staff.

Chairperson Martinez asked for the finance report. Moreen went over the cash disbursements. Commissioner Walton had a question about bank fees and the breakdown of charges. Moreen shared and explained a bank statement showing a breakdown of the fees. Commissioner Walton feels the Housing Authority needs to watch bank fees with the new bank. Moreen then went over October cash position, revenue and expenses. She stated the Housing Authority has not received all the money from the fraud audit is still in process

Chairperson Martinez asked for the Interim Executive Director report. Ellie went over the occupancy and delinquency reports. The Housing Authority reached out to tenants offering repayment agreements if needed and resources for rental assistance. Ellie also signed a contract with the county for rental assistance which has to be spent by end of December or it needs to be returned to the county. Ellie had a meeting with auditor's office on 11/24/2020 they have completed the single audit. The Housing Authority was sent a flurry of requests for more data for the financial audit. Chairperson Martinez asked how the county funds for rental assistance work? We will credit the account once it has been verified that the income has gone down. We will cover up to 3 months of rent.

Chairperson Martinez asked for the Section 8 report. Tamara went over her 2-year tool. A CEO reached out regarding VASH referrals. He is building a new complex in Spanaway for veterans. Chairperson Martinez asked if the VA is not moving quickly is there a way to rectify that? Tamara said it seems to be staffing issues and the onboarding process is 9 months. Commissioner Smith asked Tamara if she has talked to other agencies? Are they having the same issue or is it just our area? Tamara said there is trouble getting landlords on board and referrals. VASH has more barriers than other voucher holders when finding housing. Commissioner Walton is seeing a lot of people getting out of the landlord business. Rodd says we need to get

across the benefits for renting to voucher holders. The previous Executive Director did a lot outreach to landlords but it did not have the effect as hoped. The Commissioner feel they need to call US senators and county executive regarding the slow moving VASH referrals.

Chairperson Martinez asked for the maintenance report. Victor was not available to go over his report.

Chairperson Martinez asked for the Contracts and Procurements report. Rodd went over his written report. Maintenance is renovating offices which comes out of the CARES act fund at the main campus one at a time. The Housing Authority is disposing the old desks as part of the renovation along with painting and computer upgrades. Rodd is also working on the banking transition to US bank. Rodd gave an update and went over the transition process.

Chairperson Martinez asked for the Commissioner's Corner report. Commissioner Smith requested executive session to review a qualification of a candidate. Commissioner Smith and Chairperson Martinez will have a zoom meeting with the US attorney next Friday. There was a reminder about the special meeting December 2.

Executive Session started at 5:09 pm to evaluate the qualifications of applicants for public employment. Came out of session at 5:39 pm. Went back into session at 5:42 pm. Came out of session at 5:52 pm. Went back into session at 5:55 pm. Came out of session at 6:05 pm. Meeting adjourned at 6:08 pm.