

## Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS REGULAR MEETING  
Wednesday, December 30, 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 November 25, 2020.
5. CONSIDER A MOTION APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING HELD ON December 2, 2020.
6. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS FOR NOVEMBER 2020
7. CONSIDER A MOTION APPROVING RESOLUTION 1900
8. REPORTS
  - a. INTRODUCTION OF STAFF
  - b. FINANCE
  - c. INTERIM EXECUTIVE DIRECTOR
  - d. SECTION 8
  - e. MAINTENANCE
  - f. CONTRACTS AND PROCUREMENT
  - g. REPORTS OF COMMITTEES
9. COMMISSIONER’S CORNER
10. 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.

### 11. 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 COMISSIONERS OF THE PIERCE  
COUNTY HOUSING AUTHORITY

December 30, 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 3:30 pm. Roll call was taken.

There was no public comment.

Chairperson Martinez asked to review and approve the agenda. 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 the Board to consider a motion approving the minutes of the regular board meeting held on November 25, 2020. 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 special board meeting held on December 2, 2020. Ellie forgot to include the resolution that was approved to offer the position of Executive Director to Jim Stretz. Chairperson Martinez asked the board to consider a motion approving to amend the minutes. Commissioner Smith so moved. Commissioner Brammall seconded. All commissioners approved. Chairperson Commissioner Brammall so moved to approve the minutes. 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 ratifying the payment of cash disbursements for November. Commissioner Smith 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"/>
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 1900. 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"/>

Jim Stretz was welcomed to the team as the new Executive Director.

Chairperson Martinez asked for the finance report. Moreen went over the income statement through October 31, 2020, cash disbursements and cash position through the month of November 2020.

Chairperson Martinez asked for the Interim Executive Director report. Ellie got occupancy and delinquency late but it was emailed to everyone. Very little change from the previous month. Debt is very high and staff have reached out to tenants to let them know they can enter into a payment agreement. Only a few have taken advantage of the offer. The \$58,000 from the county for unpaid rent is for affordable units only. Section 8 and LIPH tenants can inform us of a change and have their rent adjusted. Tenants in LIPH are not paying rent and it is not due to loss of income due to Covid-19. Sally said other agencies are having the same issue. PCHA has done a lot of communication regarding the debt repayment options available. Tamara went over the eviction resolution program which is a pilot program. The Housing Authority has the first 14-day letter ready to go for the program but will not start sending them out until after the holidays. Ellie gave an update on the audit. The Housing Authority is not going to make the December 31 deadline and there are multiple reasons why. The resident Services Specialists opted to join the union.

Chairperson Martinez asked for the Section 8 report. Tamara went over the 2-year tool. Commissioner Smith asked if VASH vouchers can be used at the tiny house village? VA didn't approve to have VASH vouchers used at the tiny houses. PCHA will use their own vouchers for the tiny village. Tamara went over her summary report and the improvement with 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 report. Commissioner Walton asked if maintaining a minimum balance would come into play with the bank

accounts? Rodd said no. Commissioner Smith asked if people who got insufficient funds alert would have a determinantal effect on their credit score? Rodd will look into it. The Housing Authority covered the insufficient fund fees. Chairperson Martinez asked if test results for the sprinkler heads were in? Not yet

Chairperson Martinez asked for the Reports of Committees. There were no reports.

Chairperson Martinez asked for the Commissioner's Corner report. Commissioner Smith recognized that this is the last time Ellie has the role of being interim director after doing it twice. Commissioner's wanted to take a moment to recognize and thank her for everything she did.

No executive session was needed.

Meeting adjourned at 4:54 pm.