

Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Wednesday, December 8, 2021 3:30 p.m.
Via Zoom**

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 27, 2021.
5. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$3,338,072 FOR October 2021
6. CONSIDER A MOTION APPROVING RESOLUTION 1908
7. CONSIDER A MOTION APPROVING RESOLUTION 1909
8. REPORTS
 - a. INTRODUCTION OF STAFF
 - b. FINANCE - Moreen Ford Acting CFO
 - c. SECTION 8 – Tamara Meade
 - d. MAINTENANCE and FIXED ASSETS – Victor Lovelace
 - e. AFFORDABLE – Tina McLeod
 - f. PROJECTS – Sean McKenna
 - g. EXECUTIVE DIRECTOR – Jim Stretz
 - h. 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. 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 8, 2021
603 SOUTH POLK STREET
TACOMA WA 98445

Location: via Zoom

In attendance: Commissioner Brammall
Commissioner Smith
Commissioner Walton joined at 3:38 pm
Chairperson Martinez

Also in attendance: Jim Stretz, Executive Director
Moreen Forde, Acting Financial Officer
Victor Lovelace, Maintenance Director
Tina McLeod, Director of Operations
Sean Mckenna, Director of Project Management
Tamara Meade, Director of Supported Housing Programs

Chairperson Martinez called the meeting to order at 3:35 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. The date on the agenda needed to be corrected 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 24, 2021. 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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:

	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 1908. Commissioner Brammall so moved. Commissioner Walton seconded the motion. Sean did a recap of the resolution and answered questions. Section two was changed to make the language clearer. 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 1909. Commissioner Smith so moved. Commissioner Brammall seconded the motion. Jim did a recap of the resolution and answered questions. Section was changed to make the language clearer. 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 for the introduction of staff. There was no new staff to introduce.

Chairperson Martinez asked for the finance report. Moreen went over her written reports. Commissioner Smith asked if the special items money has been used. Jim said that it has not been used. Commissioner Smith wanted to know what is the purpose of that money. Jim said it was established before his employment and that staff has informed him it cannot be used without board permission. Commissioner Smith asks that they look into how it can be used after the housing authority gets a clean audit. Jim gave an update on the audit progress and status.

Chairperson Martinez asked for the Section 8 report. Looking to close out 2021 actions. Tamara did a mass absorption of "ported in" vouchers that is being reconciled now. Section 8 will be able to issue some vouchers next year. Tamara went over her two-year tool. Chairperson Martinez asked if clients are still having trouble finding housing. Tamara said yes and other housing authorities in the region are having the same issue.

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

Chairperson Martinez asked for the affordable housing report. Tina went over her written report. Tina shared her screen and went over the delinquency, occupancy, and leasing report which was not in the board packet.

Chairperson Martinez asked for the projects management report. Sean went over his written report detailing progress on the repositioning process.

Chairperson Martinez asked for the Executive Director report. It has been a tough quarter but also a tough 2 - 3 years for staff. There was an increase to their signing bonus due to extension of the union contract. They will also get a second bonus half way through the year intended to reduce turnover. There was a business luncheon at the Fife community center with all the staff to introduce new staff and bring everyone up to date. It was the first all staff gathering in five years and it was appreciated by all. Jim gave an update on the delayed software conversion. He also gave an update with the annual meeting with the tenants that was well attended and input from clients was all positive in the sale of our homes in the reposition process. Because the Authority historically does not have low-income requirements for the enterprise apartments, rents will be raised to fair market for all new tenants plus to fair market for all new tenants plus adding a utility fee. The county is finally moving on commissioner vacancies. Chairperson Martinez reported he was asked to serve one more term Commissioner Smith asked about the resident commissioner approval. Chairperson Martinez said the county will be moving her through the appointment process. The county and Habitat for Humanity reached out and wants to meet with the Housing Authority. They both would like to help with the sale of the public housing units to homeowners. Jim has been approached by a homeless advocate regarding a mobile home park that is being sold. He will meet next week though he is not sure what the housing authority can do to help. Security has been a problem at the main campus. Staff is looking to put a fence around the property. We are looking to open offices by appointment only in the first quarter.

Chairperson Martinez asked for the report of committees. There were no reports.

Chairperson Martinez asked if there was anything for the Commissioner's Corner. There was none.

Executive Session started at 5:03 pm for the purpose of reviewing the performance of a public employee. Executive session ended at 5:29 pm. No vote was taken and no decisions were made.

Meeting adjourned at 5:39 pm.