

## Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS REGULAR MEETING**  
Wednesday, December 18, 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 November 27, 2019.
5. REPORTS
  - a. INTRODUCTION OF STAFF
  - b. EXECUTIVE DIRECTOR
  - c. DEPUTY EXECUTIVE DIRECTOR
  - d. SECTION 8
  - e. MAINTENANCE
  - f. CONTRACTS AND PROCUREMENT
  - g. REPORTS OF COMMITTEES
6. COMMISSIONER’S CORNER
7. 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

December 18, 2019  
603 SOUTH POLK STREET  
TACOMA WA 98445

Location: BUILDING “B”

In attendance: Commissioner Brammall  
Commissioner Martinez  
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  
 Mariel Dela Cruz, Accountant

Chairperson Smith called the meeting to order at 4:02 pm. Roll call was taken

Chairperson Smith asked to review and approve the agenda. Commissioner Martinez 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 Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 November 27, 2019. Commissioner Martinez 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 Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 took a moment to acknowledge the present staff.

Chairperson Smith asked for the acting Executive Director’s report. The annual audit which is required by state law was started in June. Irregularities were found in July which required further investigating. The report regarding the investigations was published December 16, 2019. Commissioner Martinez went over the reports. Ellie stated the 2020 budget will need to be approved before the end of the year. Everyone agreed they could commit to a telephone meeting to get the budget approved. The status of Mr. Gray was addressed. The housing authority is still waiting for reports from the FBI and HUD.

Mike from Nan McKay was conferenced in. His focus and role is to try and figure out where everything is at financially at site visits. There will be a reconciliation of the books. It will also be determined what the staff needs to improve on. A balance sheet review will be completed. Mike will be working with the state auditor to make any necessary adjustments. He will also be available to assist with answers. The report from HUD QAD has not been received yet. He is working on the FDS report to get into REAC. He is working closely with staff.

Chairperson Smith asked for the Section 8 report. PIC reports have been completed. Section 8 staff is concentrating on closing 2019 actions. Tamara said she anticipates that people who were put back on the waitlist will be notified in March. There has been trouble with receiving VASH referrals in the past but there recently has been an increase in referrals.

Chairperson Smith asked for the Maintenance report. Victor said staff is preparing for the UPC inspections for REAC.

Chairperson Smith asked for the Contracts and Procurement report. Rodd said he has closed all of his 2019 contracts. He has been concentrating on clearing out and consolidating the warehouse.

Chairperson Smith asked for the Finance report. Mariel has been working with Maureen from Nan McKay regarding finalizing 2019 VMS. They are also figuring out the inter-funds and working on a resolution.

Chairperson Smith asked for reports of committees. No report.

Chairperson Smith asked for updates in commissioner's corner. No report.

The Executive Session was called at 5 pm. Performance of an employee was reviewed. There was a consultation with legal counsel. Real Estate matters were discussed. The Executive session ended at 6:05 pm.

Meeting adjourned at 6:07 pm.