

**Pierce County Housing Authority**

**Board of Commissioners**

**Special Meeting 12/30/19**

**MINUTES**

1. Roll call – the meeting was called to order by Chair Sally Porter Smith at 10am. Present were Commissioners Brammall, Martinez, Walton and Smith. Commissioner Ramsay was absent.
2. Public Comment – there was no public comment.
3. A motion to approve today's agenda was made by Commissioner Martinez; seconded by Commissioner Brammall. The motion was approved.
4. A motion to approve the 2020 Operating budget was made by Commissioner Martinez; seconded by Commissioner Brammall.

In discussion with Mike Petro of Nan McKay, who prepared the operating budget, it was confirmed that the budget is a starting point and that changes can be expected as the Nan McKay team gets a better picture of PCHA finances, new staff are hired, and HUD's proration and inflation rates are verified.

The budget was based on the most recent audited financial statements (2018) and factored in a 2% increase identified for inflation and, for HCV, using 2019's proration (2020 rates are not yet confirmed by HUD).

Mr. Petro informed the board that what appears to be a profit in excess of \$500,000 can be traced to understaffed departments; it is expected that with sufficient staff employed that line item will be reduced or eliminated. There are currently four unfilled positions in HCV; two in maintenance, and; one in property management.

5. Executive Session – there was no Executive Session.