

## Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS REGULAR MEETING  
Wednesday, February 24, 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 January 27, 2021.
5. CONSIDER A MOTION APPROVING THE MINUTES FOR THE ANNUAL GENERAL MEETING HELD ON January 27, 2021.
6. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$3,171,538.38 FOR DECEMBER 2020
7. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$3,572,730.37 FOR JANUARY 2021
8. REPORTS
  - a. INTRODUCTION OF STAFF
  - b. FINANCE
  - c. EXECUTIVE DIRECTOR
    - i. Accounting manual
  - 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

February 24, 2021  
603 SOUTH POLK STREET  
TACOMA WA 98445

Location: via Zoom

In attendance: Commissioner Brammall  
Commissioner Smith  
Commissioner Walton  
Chairperson Martinez

Also in attendance: Jim Stretz, Executive Director  
Moreen Forde, Acting Financial Officer  
Rodd Kowalski, Director of Operations  
Tamara Meade, Director of Supported Housing Programs  
Victor Lovelace, Maintenance Supervisor

Chairperson Martinez called the meeting to order at 3:00 pm. Roll call was taken.

There was public comment. Bianca Williams commented that she disapproves on how her annual income is being calculated. Kathy Fields commented on the problems she is having with her neighbor that are not being addressed.

Chairperson Martinez asked to review and approve the agenda. 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 the minutes of the regular board meeting held on January 27, 2021. 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 annual board meeting held on January 27, 2021. 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 December. 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 ratifying the payment of cash disbursements for January. 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 for the introduction of staff. There was no new staff to introduce

Chairperson Martinez asked for the finance report. Moreen went over the December and January cash disbursements. She went over the cash position reports. Sally asked if next month we could have as part of the report, details of the special items related to fraud. Moreen said she has the report ready and could go over it today. Sally said next month will be fine. Moreen then went over the financial statements. She went over her narrative. Commissioner Smith said last year once the audit had been completed, they then had auditors do a presentation to the board and would like it done again this year. Jim said he can arrange that.

Chairperson Martinez asked for the Executive Director report. Jim submitted the accounting manual but is not asking for approval at this time. He just wanted to show what changes have been made so far and will have to start from the beginning when the new software goes into effect. Hopefully software will be up and running in August.

Chairperson Martinez asked for the Section 8 report. Tamara said the inflation factor was increased. In regards to Voucher issuance we have the ability and funding this year to house 450 clients. The housing authority will notify twice as many due to a 67% success rate. Starting on March 1, 250 that had to be put back on the list in 2019 will be notified. Tamara says she has gotten a lot of calls from landlords on how to get section 8 tenants they were referred to the web site. 2021 so far is looking like a real good year. She gave an update on the Orting project.

Chairperson Martinez asked for the maintenance report. Victor went over his written report. He also explained what make ready status entails.

Chairperson Martinez asked for the Contracts and Procurements report. Rodd went over his contracting/procurement report. He then went over the affordable housing report. Rodd went over occupancy and delinquency report. Jim said the delinquency amount is cumulative.

Chairperson Martinez asked for the Commissioner's Corner report. Commissioner Smith said we have been working on the hotline implementation and our ethics and code of conduct need to be updated. Jim assigned Commissioner Smith to work with Jeanne and working on training for staff. There will be a policy for review at the end of April and implementation at the end of May. Commissioner Smith was contacted by the US attorney to remind us of the opportunity to submit statements due March 1.

An Executive Session was called for the purposed of discussing legal issues at 4:50 pm. The Executive Session ended at 5 pm.

Meeting adjourned at 5:01 pm.