HOUSING PIERCE COUNTY
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# MINUTES OF THE NOVEMBER 19TH, 2025, SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

**DATE:** November 19th, 2025
3:30 PM

**LOCATION:** PCHA Main Campus and Hybrid over ZOOM

**IN ATTENDANCE:**
Chairperson Mark Martinez*
Vice Chairperson Narva Walton
Commissioner Blaksley
Commissioner Stewart
Commissioner Winship

**ALSO IN ATTENDANCE:**
Jim Stretz, Executive Director
Tamara Meade, Deputy Executive Director
Christina McLeod, Director of Operations
Victor Lovelace, Director of Maintenance
Sean McKenna, Director of Project Management
Ney Calhoun, Human Resources Manager
Darcy Erwin, Policy and Strategy Manager
Ariel Daniels, HCV Manager
Joanna Nieto, Controller
Julie Foss, Quality Control Coordinator
*In Attendance Via Zoom/Phone

## CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:30pm. All Commissioners were present at the start of the meeting.

## AGENDA

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Stewart so moved. Commissioner Winship seconded the motion. Commissioner Martinez asked for any changes to the Agenda. With no changes proposed a vocal vote was taken with the following result:

| | *In Favor* | *Opposed* | *Abstain* | *Absent* |
|---|---|---|---|---|
| *Commissioner Blaksley* | ☒ | ☐ | ☐ | ☐ |
| *Commissioner Stewart* | ☒ | ☐ | ☐ | ☐ |
| *Commissioner Winship* | ☒ | ☐ | ☐ | ☐ |
| *Vice Chairperson Walton* | ☒ | ☐ | ☐ | ☐ |
| *Chairperson Martinez* | ☒ | ☐ | ☐ | ☐ |

The agenda was so approved.

## PUBLIC COMMENT

Chairperson Martinez called for public comment. No comment was given. Public comment was thereby closed.

## OLD BUSINESS

Chairperson Martinez called for a motion to approve the minutes of the October 29th, 2025, Regular Board Meeting as presented. Commissioner Stewart so moved. Commissioner Winship seconded the motion. A vocal vote was taken with the following result:

| | *In Favor* | *Opposed* | *Abstain* | *Absent* |
|---|---|---|---|---|
| *Commissioner Blaksley* | ☒ | ☐ | ☐ | ☐ |
| *Commissioner Stewart* | ☒ | ☐ | ☐ | ☐ |
| *Commissioner Winship* | ☒ | ☐ | ☐ | ☐ |
| *Vice Chairperson Walton* | ☒ | ☐ | ☐ | ☐ |
| *Chairperson Martinez* | ☒ | ☐ | ☐ | ☐ |

The minutes were so approved.

Chairperson Martinez called for a motion to approve the m approve the minutes of the November 10th, Special Meeting as presented. Commissioner Stewart so moved. Commissioner Winship seconded the motion. A vocal vote was taken with the following result:

| | *In Favor* | *Opposed* | *Abstain* | *Absent* |
|---|---|---|---|---|
| *Commissioner Blaksley* | ☒ | ☐ | ☐ | ☐ |
| *Commissioner Stewart* | ☒ | ☐ | ☐ | ☐ |
| *Commissioner Winship* | ☒ | ☐ | ☐ | ☐ |
| *Vice Chairperson Walton* | ☒ | ☐ | ☐ | ☐ |
| *Chairperson Martinez* | ☒ | ☐ | ☐ | ☐ |

The minutes were so approved.

Chairperson Martinez entertained a motion to approve the cash disbursements for September 2025. Commissioner Stewart so moved. Commissioner Winship seconded the motion. Chair Martinez asked for the recommendation of the Finance Committee. Commissioner Stewart answered that the committee met October 28th, 2025, and based on the information provided Commissioner Stewart recommends approval of the cash disbursements. Commissioner Stewart commented that he was very pleased with the report provided in the Finance Committee. A vocal vote was taken with the following result:

| | *In Favor* | *Opposed* | *Abstain* | *Absent* |
|---|---|---|---|---|
| *Commissioner Blaksley* | ☒ | ☐ | ☐ | ☐ |
| *Commissioner Stewart* | ☒ | ☐ | ☐ | ☐ |
| *Commissioner Winship* | ☒ | ☐ | ☐ | ☐ |
| *Vice Chairperson Walton* | ☒ | ☐ | ☐ | ☐ |
| *Chairperson Martinez* | ☒ | ☐ | ☐ | ☐ |

The cash disbursements from September 2025 were so approved.

## NEW BUSINESS

### *Staff Introductions*

Chairperson Martinez called for New Staff Introductions. Deputy Executive Director introduced new HPC

employee, Julie Foss, who was recently hired as the new Quality Control Coordinator. Deputy Executive Director Meade shared some of Foss's extensive history in the public sector. Chair Martinez welcomed Foss on behalf of the Board. Director McKenna also provided insights into Foss's tenure, expressing his appreciation that she joined the team. Foss shared some of her experiences working with the Commissioners prior in the community. Commissioner Walton inquired about the role Foss will be serving at HPC. Deputy Executive Director Meade commented that they are making a new department which will be covered in her Report. No additional questions or comments from Commissioners.

### *Resolution 1977: To Adopt the Cost Allocation Plan*

Chairperson Martinez called for a motion to approve Resolution 1977, To Adopt the 2026 Cost Allocation Plan. Commissioner Stewart moved to approve, and Commissioner Winship seconded the motion. Chairperson Martinez invited staff to present. Controller Nieto presented the resolution as written on page 12 of the November 19th, 2025, Special Meeting Information Packet, and highlighted the changes to the Cost Allocation Plan from the previous year, in alignment regulations.

With no further comment, a vocal vote was taken with the following result:

| | *In Favor* | *Opposed* | *Abstain* | *Absent* |
|---|---|---|---|---|
| *Commissioner Blaksley* | ☒ | ☐ | ☐ | ☐ |
| *Commissioner Stewart* | ☒ | ☐ | ☐ | ☐ |
| *Commissioner Winship* | ☒ | ☐ | ☐ | ☐ |
| *Vice Chairperson Walton* | ☒ | ☐ | ☐ | ☐ |
| *Chairperson Martinez* | ☒ | ☐ | ☐ | ☐ |

Resolution 1977 was so approved.

## STRATEGIC FOCUS

### *Executive Transition Plan Updates*

Chairperson Martinez called for Strategic Focus and invited staff to present. Executive Director presented the Executive Transition Plan and identified the updates. Executive Director Stretz commented that this plan is provided with updated dates to help support the Board of Commissioners in their search for the next Executive Director. No additional questions or comments from Commissioners.

## EXECUTIVE REPORTS AND DIVISION UPDATES

Chairperson Martinez called for Executive Reports and Division Updates.

Deputy Executive Director Meade presented the Executive Report (page 37), which includes the Executive Summary, the Deputy Executive Director Report and the Supported Housing Report as written in the 11-19-2025 Special Meeting Information Packet. Deputy Executive Director additionally presented the Two-Year Tool (page 38) as written. Executive Director Stretz commented on the projection towards shortfall and how the Authority is committing to ensuring no break in service to our participants. Deputy Executive Director additionally commented on the strategies the Authority can take to navigate shortfall in communication and partnership with the Department of Housing and Urban Development and Pierce County. Commissioner Stewart inquired about the response from the county and Executive Director Stretz responded with insights. Commissioner Winship inquired about

communication with Emergency Housing Voucher (EHV) program participants. Deputy Executive Director Meade provided insights into the great efforts of staff in providing outreach, relocation, and housing navigation services tailored to individual needs. Commissioner Winship inquired how many households are impacted by the Federal Government ending the EHV program. Deputy Executive Director Meade confirmed that there were approximately 45 families affected. Deputy Executive Director Meade reaffirmed the efforts and commitments of the Authority to safeguard and continue to support all participants that would be otherwise affected from funding shortages or federal changes to programs. No additional questions or comments were raised by the Commissioners.

Director of Operations McLeod presented the Affordable Housing Report (page 44) as written in the 11-19-2025 Special Meeting Information Packet. Commissioner Stewart inquired about the reason for evictions. Director McLeod confirmed that non-payment is the single biggest contributing factor. No additional questions or comments were raised by the Commissioners.

Controller Nieto presented the Finance Report (page 47) and the Financial Statements (page 49) as written in the 11-19-2025 Special Meeting Information Packet as written in the 11-19-2025 Special Meeting Information Packet. Commissioner Winship inquired about the LGIP Investment account. Controller Nieto confirmed that the Local Government Investment Pool through the Washington State Treasury and the current returns on these investments as well as its liquidity. No additional questions or comments were raised by the Commissioners.

Manager Calhoun presented the Human Resources Report (page 88) as written in the 11-19-2025 Special Meeting Information Packet. Manager Calhoun amended her report, confirming that the new staff member serving on the Compliance Team is in a non-union position due to the nature of the role. Commissioner Walton inquired about the promotion of internal staff and the distribution of work with the vacancies that were experienced in the previous month. Manager Calhoun confirmed that some positions are going away, however this is in balance with the establishment and expansion of the Compliance Team. Deputy Executive Director Meade commented on the internal restructuring and the positive impacts it will have for the Administration Department under the Executive Director.
No additional questions or comments were raised by the Commissioners.

Director Lovelace presented the Maintenance Report (page 90) as written in the 11-19-2025 Special Meeting Information Packet. No additional questions or comments were raised by the Commissioners.

Manager Erwin presented the Policy and Strategy Report (page 91), and the Acquisition and Development Reports (pages 92, 93) as written in the 11-19-2025 Special Meeting Information Packet. No additional questions or comments were raised by the Commissioners.

Director McKenna presented the Project Management Report (page 94) as included in the November 19, 2025 Special Meeting Information Packet.

Commissioner Walton inquired about the Authority's average days on market for the property sales. Director McKenna responded that this metric is not currently being formally tracked, however, he noted that, in practice, properties are generally under contract within approximately 15 days of listing.

Commissioner Walton asked about the listing prices of the properties and whether updated evaluations had been completed to reflect current market values. Commissioner Blaksley confirmed

that the appraisals were completed approximately two years prior.

Commissioner Walton inquired whether the homes may be underpriced given changes in the market since the appraisals and the fact that properties are going under contract within approximately 14 days of listing. Director McKenna commented that the typical closing period is approximately 35–40 days and explained the process for adjusting listing prices as needed.

Commissioner Walton sought confirmation that the Authority is not listing properties strictly based on the prior appraisal values and that a market analysis is also being completed. Director McKenna confirmed that a market analysis is conducted for each listing.

Commissioner Blaksley commented that the homes are affordable, which contributes to them going under contract quickly. Commissioner Walton asked for confirmation that affordability is the primary reason the homes are selling rapidly. Director McKenna discussed the aggregated averages he observes in market analyses and reiterated the Authority's commitment to selling homes to owner-occupants.

Commissioner Blaksley commented on the priorities established by the Board. Commissioner Walton reiterated that sales should remain aligned with the Authority's mission, particularly with respect to serving veterans.

Commissioner Walton asked whether measures are being taken to go above and beyond to share these homeownership opportunities with the broader community, particularly with VA. Director McKenna stated that there has not been a targeted marketing campaign specifically directed to Joint Base Lewis-McChord (JBLM), however, the Authority is receiving VA loan offers that are competitive with FHA offers. He further explained how the current approach aligns with the mission and goals of the Authority.

Commissioner Walton asked about the demographics of buyers. Director McKenna stated that the Authority has requested that the Housing Pierce County listing agent obtain information from buyers' agents, specifically regarding loan type (e.g., FHA, VA), to demonstrate that the unit will be owner-occupied and whether down-payment assistance is being utilized. This information is included in the materials submitted to the Executive Director for approval.

Commissioner Walton identified areas where the Authority may not be fully meeting its goals to the best of its capacity.

Deputy Executive Director Meade stated that participants currently on program have been notified of the Disposition Project and the available homeownership opportunities. She also noted that she reached out to the VA earlier in the year but did not receive a response. Deputy Executive Director Meade added that if Commissioner Walton has a connection, the Authority would welcome the opportunity to reach out again.

Executive Director Stretz stated that the Authority is confident that no properties have been sold to landlords or developers.

Commissioner Walton asked whether the Authority is also confident that properties have not been sold to high-income households. Director McKenna responded that this is a gray area, as the Authority is not actively evaluating buyer income in multiple-offer scenarios due to the release of the affordability covenant.

Commissioner Walton reiterated her preference that high-income households do not create barriers to low-income households in accessing these opportunities.

No additional questions or comments were raised by the Commissioners.

## COMMISSIONERS CORNER

Chair Martinez opened Commissioners' Corner. Chairperson Martinez provided a reminder of the

upcoming meeting calendar before opening the floor to Commissioners for comments.

Commissioner Blaksley inquired about Executive Session. Manager Erwin provided clarification regarding topics and criteria that qualify for discussion in Executive Session.

Commissioner Walton asked whether a discussion was needed regarding potential Executive Director applicants. Chair Martinez responded that Commissioners should review the materials provided by the consultants and come prepared to evaluate applicants at the upcoming Special Meeting.

With no additional business, Commissioners' Corner was closed.

## EXECUTIVE SESSION

No Executive Session was needed.

## ADJOURNMENT

Having no further business to come before the Board, Chair Martinez called for a motion to adjourn the Regular Meeting of the Board of Commissioners. Commissioner Winship moved to adjourn, and Commissioner Stewart seconded the motion.

With all in favor and none opposed, the meeting was adjourned at 4:39 p.m.