



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

MINUTES FOR THE AUGUST 30TH, 2023 REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: Wednesday, August 30th, 2023
3:30 PM

Location: PCHA Building B
603 Polk St S,
Tacoma, WA, 98444
& Hybrid Via Zoom

In Attendance: Chairperson Mark Martinez
Vice Chair Narva Walton*
Commissioner Blaksley
Commissioner Miller*
Commissioner Stewart

Also in Attendance: Jim Stretz, Executive Director
Tina McLeod, Director of Operations
Tamara Meade, Director of Supported Housing
Tammy Moter, Director of Finance
Victor Lovelace, Director of Maintenance
Riley Guerrero, Planning, Policy, and Community Engagement Manager
Sandra Groshong – SAO*
Thuy Huynh – SAO*
Zoe Fritz*
Michelle S. Taft, Attorney at Law*

*In Attendance Via Zoom

CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:33 PM. All commissioners were present

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Stewart so moved. Commissioner Miller seconded the motion. A vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson 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"/>

The agenda was so approved.

PUBLIC COMMENT

Chairperson Martinez called for public comment. No public comment was given.

OLD BUSINESS

Chairperson Martinez called for a motion to approve the minutes of the July 26, 2023 Regular Meeting as presented.

Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.
 A vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson 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"/>

The minutes were so approved.

Chairperson Martinez entertained a motion to approve the cash disbursements for June, 2023.
 Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.
 Chairperson Martinez called for the Finance Committee to give its report. Commissioner Stewart confirmed that nothing appeared out of order.

A vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson 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"/>

The cash disbursements from August 2023 were so approved.

NEW BUSINESS

Sandra Groshong, Audit Manager for the State Auditor Office, presented the Audit Entrance Conference with the Pierce County Housing Authority Board of Commissioners. This detailed the audit practices for the Accountability Audit and the Financial and Federal Audit. This presentation can be found in the 8-30 Board Meeting Information Packet.

Commissioner Martinez inquired about the closing timeline for the audit and the capacity to meet the 9-30 deadline for the audit. Sandra Groshong advised that the deadline was on track to be met.

This presentation concluded at 4:00 PM. Commissioner Martinez delivered his thanks to the SAO team.

Chairperson Martinez entertained a motion to approve Resolution 1931, *to approve the deployment of 120% Payment Standards of Fair Market Rent for the Remainder of 2023*. Commissioner Miller so moved. Commissioner Walton seconded the motion.

Director of Supported Housing Tamara Meade explained that the reserves existed to increase payment standards for the final 3 months of 2023, which would have the impact of raising voucher-holders’ payment standards for up to 18 months. This change to payment standards would also decrease rent burden from 33% to 19% of a household’s adjusted income.

A vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson 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"/>

Resolution 1931 was so approved.

Chairperson Martinez entertained a motion to approve Resolution 1932, *TO CHANGE THE PCHA ADMINISTRATIVE PLAN TO ALLOCATE \$50,000 OF ADMINISTRATIVE FEE TO BE UTILIZED IN ACCORDANCE WITH PIH NOTICE 2022-18*. Commissioner Stewart so moved. Commissioner Miller seconded the motion.

Director of Supported Housing Tamara Meade explained that this funding was to be made available to assist voucher-holders with items involved in the leasing of a unit, such as security deposits, administrative fees, and landlord incentives.

A vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson 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"/>

Resolution 1932 was so approved.

STRATEGIC FOCUS

PCHA presented the Annual and 5-Year Plans currently undergoing comment period for Board review. No action was required. Staff asked the Board to review the plan and submit recommendations prior to the September 27, 2023 meeting.

EXECUTIVE AND DIRECTOR REPORTS

Executive Director Jim Stretz announced that Pierce County Housing Authority was working on a grant opportunity with HUD and is working on a development RFP for creating more affordable housing. An HR coordinator has been sent an offer letter.

Director of Operations Tina McLeod updated the Board on the CDBG project at Village Square and Oakleaf. She also provided updates on the mobile security devices at three properties in the area. She provided warning that a recent field-fire was next door to one of PCHA’s properties, and that there is reason for concern that ongoing environmental challenges are directly facing our properties and there is reason to continue developing emergency planning.

Director Tammy Moter informed the Board that she had hired a new Accounting Specialist, to start the following week. Yardi implementation of Procure2Pay systems is ongoing. Paylease is anticipated to be phased out by late October or November. Reliacard rollout is continuing. There is still one open position in the Finance Department.

Director of Maintenance Victor Lovelace informed the Board that unit turns were ongoing.

As Director Sean McKenna was not present, Executive Director Jim Stretz informed the Board that three homes were sold, five were under contract with Habitat for Humanity, and an additional two were heading to the open market.

Director Tamara Meade informed the Board that PCHA was awarded 50 new VASH Vouchers and a 93% success rate for placement. She also showed the Board photographs of the Quixote Village, and the landscaping work that residents had done. Commissioner Stewart asked if there were demographics available on the service record of the veterans. Director Meade answered that they were not immediately available, but she could investigate. Executive Director Jim Stretz emphasized that 50 vouchers directly translated to a \$5 or \$6 million investment over the course of 10 years.

COMMISSIONERS CORNER

Commissioner Tausha Blaksley asked if there was a spot in the homebuying process for those who had graduated off FSS and were no longer voucher recipients. Staff clarified that there was no tracking of those who went off program, but the preference to sell at open market to low income, disadvantaged buyers would naturally include past participants.

EXECUTIVE SESSION

An Executive Session was called to discuss a pending legal matter. Attorney at Law Michelle S. Taft was present to conduct the session. The Executive Session began at 4:48 PM.

The Executive Session was closed and the Board returned to regular session at 5:25 PM.

ADJOURNMENT

Chair Martinez entertained a motion to adjourn the meeting. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.

A vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson 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"/>

The August 30, 2023 meeting of the Pierce County Board of Commissioners was so adjourned at 5:26 PM.