



PIERCE COUNTY HOUSING AUTHORITY

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

MINUTES FOR THE AUGUST 2024 REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: 28 AUGUST 2024
3:30 PM

Location: PCHA Main Campus and Hybrid
over ZOOM

In Attendance: Chairperson Mark Martinez
Commissioner 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
Tammy Moter, Director of Finance
Sean McKenna, Director of Project Management
Victor Lovelace, Director of Maintenance
Riley Guerrero, Planning, Policy, and Community Engagement Manager
Ney Calhoun, Human Resources Manager
Saundra Groshong, Audit Manager, Team Tacoma, WA State Auditors Office*
Morgan Clack, Audit Supervisor
Zoe Fritz, Audit Lead

*In Attendance Via Zoom/Phone

CALL TO ORDER

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

AGENDA

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion. Commissioner Martinez asked for any changes to the Agenda. Hearing non, a vocal vote was taken to approve the agenda as presented 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 Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Winship	<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 comment was given. Public comment was thereby closed.

OLD BUSINESS

Chairperson Martinez called for a motion to approve the minutes of the June 2024 Regular Meeting as presented. Commissioner Winship 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 Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Winship	<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 2024. Chair entertained the motion to adopt. 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 Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Winship	<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 June 2024 were so approved.

Chairperson Martinez entertained a motion to approve the cash disbursements for July 2024. Chair entertained the motion to adopt. 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 Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Winship	<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 July 2024 were so approved.

NEW BUSINESS

Entrance Conference

Chairperson Martinez invited the State Auditor's Office (SAO) members to conduct the Entrance Conference with the PCHA Board of Commissioners. Audit Manager Sandra Groshong presented to the Board of Commissioners to discuss the financial statements and federal single audit for Pierce County Housing Authority for 2023.

Manager Groshong introduced the other attendees from SAO including Audit Supervisor Morgan Clack and Audit Lead Zoe Fritz.

Lead Zoe Fritz presented on the Financial Statement Audit and the Federal Grant Compliance Audit. Lead Zoe Fritz presented on the Major Programs Selected for Audit which included the Section 8 Housing Choice Voucher program where the total amount expended is \$38,638,535 which accounted for 96.5% of total federal expenditures for 2023. Lead Zoe Fritz presented on Related Audit Work which included Department of Housing and Urban Development (HUD) Agreed Upon Procedures including the Housing Authority’s electronic submission of the Real Estate Assessment Center (REAC). Lead Zoe Fritz presented on the levels of reporting, defining findings, management letters, and exit items.

Audit Supervisor Morgan Clack reported on how reporting procedures ensure privacy of confidential information. Supervisor Clack informed the Board on the communication process, the audit dispute process, and loss reporting. Supervisor Clack presenting on how to report cybersecurity issues. Supervisor Clack presented on accountability of SAO through peer review. Supervisor Clack presented on additional resources to improve government, including the Local Government Support Team and the Center for Government Innovation.

Chairperson Martinez called for questions and comments from Commissioners. Commissioner Stewart inquired about the audit timeline. Supervisor Clack responded on the planning procedures, audit testing, and disclosed that they are through a significant portion of the Federal Audit. Chairperson Martinez commented on the importance of meeting the September deadline, acknowledging that SAO has met the deadline in previous years, and expressed the need for the deadline to be met this year as well. SAO responded in the affirmative nod. SAO engaged in closing remarks before exiting the meeting.

Introduction of Commissioner Scott Winship

Chairperson Martinez invited Commissioner Scott Winship to introduce himself as the new appointed Commissioner on Pierce County Housing Authority’s Board of Commissioners. Commissioners welcomed Commissioner Winship to the Board of Commissioners.

Resolution 1946

Commissioner Martinez requested staff advice for Resolution 1946. Manager Guerrero advised that Resolution 1946 should pertain to the budget for FY 2024, rather than FY 2025, with the action of Resolution 1946 to amend the FY 2024 budget.

Chairperson Martinez called for a motion to approve Resolution 1946 to amend the budget for FY 2024. Commissioner Stewart so moved. Commissioner Walton seconded the motion. Director of Finance Tammy Moter commented on the changes, including the adjusted payments.

With no further comment, 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 Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Winship	<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 1946 was so approved.

Resolution 1947

Chairperson Martinez called for a motion to approve Resolution 1947, to enter an interlocal agreement with Bremerton Housing Authority. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.

Chairperson Martinez invited staff to comment. Executive Director Jim Stretz commented that the purpose of the RFP is to leverage Bremerton Housing Authority’s active contract for purchases of services and public works to assist with the acquisition and utilization of a Low-Income Housing Tax Credit (LIHTC) subsidy opportunity to partially fund a rehabilitation project on one of PCHA’s multi-family properties. Executive Director Stretz commented that this aligns with Pierce County Housing Authority’s goal to pursue development opportunities and invest funds back into the community. Manager Guerrero commented that by approving the interlocal agreement it permits the consultant to develop a proposal to be placed before the Board—clarifying that the resolution is not, in and of itself, a contract. Commissioner Martinez inquired about the RFP process and how administrative burden would be eased by an interlocal agreement. Guerrero confirmed that the project scope is very similar to Bremerton Housing Authority resulting in the opportunity to reduce cost for the procurement of a consultant’s services. With no further comment, 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 Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Winship	<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 1947 was so approved.

STRATEGIC FOCUS

Housing Pierce County Logo Unveiling and MVV Scheduling

Planning, Policy, and Community Engagement Manager Riley Guerrero presented the Unveiling Housing Pierce County Logo. Manager Guerrero commented that repositioning has been a priority of PCHA, which includes the adoption of a new organizational identity including a new logo, name, and mission, vision, and values (MVV). Commissioner Stewart inquired if PCHA has utilized external support such as a consultant for the development of these items. Manager Guerrero confirmed that all work has been developed from PCHA staff. Vice Chairperson Walton inquired about the development of the logo. Manager Guerrero confirmed that she constructed the logo. Vice Chairperson Walton inquired about the development process of the logo. Manager Guerrero responded that the draft has been presented to PCHA leadership. Manager Guerrero welcomed any comments and insights into the direction of the logo development. Vice Chairperson Walton inquired about ways to best participate. Manager Guerrero invited the Board of Commissioners to participate in MVV meetings where their visions and feedback can be captured. Commissioners confirmed their availability for scheduling. Commissioner Martinez commented that he likes the logo, acknowledging is legibility in the black and white rendering. No additional questions or comments from commissioners.

EXECUTIVE AND DIRECTOR REPORTS

Director of Operations Christina McLeod presented the Affordable Housing Division Report, as written on page 200 of the August 2024 Regular Board Meeting Information Packet. Commissioner Stewart inquired about available units on the market. Director McLeod responded with the most up-to-date count of available units along with projections of future available units. Commissioner Stewart inquired if any of the residents in the evictions process were long-term residents. Director McLeod responded that the residents currently in evictions court are not long-term residents. Director McLeod emphasized that PCHA has been dedicated to offering long-



term affordable payment plans to support residents in alignment with PCHA's mission to keep individuals housed. No additional questions or comments from commissioners.

Director of Finance Tammy Moter presented the Finance Report and Financial Statements as prepared on page 203 of the August 2024 Regular Board Meeting Information Packet. Commissioner Martinez inquired about pre-paid expenses. Director Moter provided insight into the pre-paid expenses and why they occurred. No additional questions or comments from commissioners.

Manager of Human Resources Ney Calhoun presented the Human Resources Report, as written on page 258 of the August 2024 Regular Board Meeting Information Packet. Commissioner Stewart confirmed that the new employee manual will align with the MVV and repositioning project. No additional comments or questions from commissioners.

Director of Maintenance Victor Lovelace presented the Maintenance Report, as written on page 262 of the August 2024 Regular Board Meeting Information Packet. Commissioner Martinez expressed appreciation for the Maintenance team on the hard work they have been completing on PCHA properties. No additional questions or comments from Commissioners.

Manager of Planning, Policy, and Community Engagement (PPCE) Riley Guerrero presented the PPCE Report, as written on page 263 of the August 2024 Regular Board Meeting Information Packet. Commissioner Stewart inquired about the Veteran's Homes in Orting per the PPCE Report. Manager Guerrero explained the role of the service provider (New Horizons), and PCHA's role in the project. Commissioner Stewart praised the contributions by New Horizons and PCHA's support. No additional questions or comments from commissioners.

Director of Project Management Sean McKenna presented the Project Management Report, as written on page 269 of the August 2024 Regular Board Meeting Information Packet. Commissioner Winship inquired about the turn process of the LIPH units. Director McKenna confirmed that the process involves all actions in preparation for sale. Commissioner Stewart inquired about the security on vacant LIPH properties. Director McKenna confirmed that there have been two door lock breaches by transient individuals however there has been no damage. Director McKenna shared the preventative action PCHA has taken. Commissioner Martinez commented on the effectiveness of PCHA in achieving vacancies sooner than projected. Commissioner Walton inquired about the resident buyers of LIPH properties. Director McKenna responded with the opportunities and support available to current residents interested in purchasing LIPH homes as part of the Disposition project. Director McKenna informed the board that residents who are not able to purchase LIPH homes at the time of disposition are referred to other programs for additional support of the pursuit for homeownership. Commissioner Walton inquired if there were any opportunities to further increase the support of LIPH residents who are positioned in a way to purchase their own home. Commissioner McKenna responded with the efforts of PCHA to provide education to LIPH residents. Commissioner Walton commented that there may be barriers for program participants from translating that education into homeownership and sought to identify additional opportunities to support these individuals through outreach. Director McKenna responded that there is a joint effort between those on the LIPH Relocation team and Family Self-Sufficiency (FSS) team to both conduct this outreach and offer opportunities. Deputy Executive Director Meade confirmed that the opportunities identified by Commissioner Walton are congruent with the efforts of both the LIPH relocation team and FSS. Commissioner Walton and Commissioner Blaksley commented that there may be additional programs that LIPH residents can be referred to. Director McKenna commented that the role of the FSS program is to additionally identify and provide information to LIPH residents regarding these options. No additional questions or comments from commissioners.



Deputy Executive Director Tamara Meade presented the Supported Housing Division Report as written on page 275, the Family Self-Sufficiency (FSS) Report as written on page 278, and the Two-Year Tool (TYT) as written on page 279 of the August 2024 Regular Board Meeting Information Packet. Commissioner Winship inquired about the Yardi software utilized by PCHA. Director Meade and Manager Guerrero provided information regarding the utilization of Yardi software. Commissioner Stewert commented upon the voucher issuance process. No additional questions or comments from commissioners.

COMMISSIONERS CORNER

Chair Martinez called commissioners' corner. Due to a scheduling conflict, the PCHA Board of Commissioners rescheduled the Regular Board Meeting of September to October 2nd, 2024. Commissioner Martinez thanked PCHA staff for inviting commissioners to attend the PCHA Summer Cookout, an internal event hosted by PCHA. With no additional items brought to Commissioners Corner, Commissioners' Corner was thereby closed.

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 5:26 PM for 16 minutes to discuss the performance of a public employee.

The Executive Session was closed and the Board returned to Regular Session at 5:42 PM. Coming out of Executive Session, no action was taken.

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. The meeting was adjourned at 5:43 PM.