



PIERCE COUNTY HOUSING AUTHORITY

11515 Canyon Road East, Puyallup, WA 98373 | 253-620-5400

MINUTES FOR THE APRIL 2025 REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: April 30th, 2025
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
Sean McKenna, Director of Project Management
Victor Lovelace, Director of Maintenance
Joanna Nieto, Controller
Ney Calhoun, Human Resources Manager
Sarah Tando, IT Specialist
Amanda O'Halloran, Attorney at Law, Gordon Thomas Honeywell*

*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 Winship so moved. Commissioner Stewart seconded the motion. Commissioner Martinez asked for any changes to the Agenda.

	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.

STAFF INTRODUCTIONS

Chairperson Martinez called for new PCHA staff introductions. Controller Nieto introduced her new staff, providing insights into the new members' background. Deputy Executive Director Meade introduced a new staff member. The Commissioner welcomed the new staff members and expressed their appreciation for them being on board.

OLD BUSINESS

Chairperson Martinez called for a motion to approve the minutes of the March 26th, 2025, Regular 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	<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 April 2025. Chair Martinez then requested the recommendation of the Finance Committee. Commissioner Stewart responded that the committee met the previous day and noted that no Financial Statements were provided for the month. She invited Controller Nieto to offer further context. Controller Nieto explained that the Statements are currently under development and confirmed that Financials will be available next month. Deputy Executive Director Meade added that certain items from 2024 had been miscategorized and are in the process of being corrected. With the cash disbursements being independent of the Financial Statements, Commissioner Stewart recommended their adoption.

Chair entertained the motion to adopt. 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	<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 March 2025 were so approved.



EXECUTIVE AND DIRECTOR REPORTS

Director Victor Lovelace presented the Maintenance Report as written on page 55 of the Board Information Packet. Director Lovelace added to his report details on how vacant units are counted. Commissioner Winship confirmed that some Work Orders take more time than others. Commissioner Martinez expressed his appreciation for Director Lovelace's breakdown as to how units are categorized in Yardi. No additional questions or comments from Commissioners.

Deputy Executive Director Tamara Meade presented the Affordable Housing Division Report as written on page 40 of the Board Information Packet. Director Meade confirmed that the Affordable Housing Division has a target to get occupancy back up to 95% by summer. Chair Martinez inquired about how PBVs are separated as properties in Yardi. Director Meade confirmed that the intention is to increase controls for better reporting purposes. Executive Director Stretz confirmed that the PBVs units on PCHA properties fall to the Supported Housing Division which is why they are separated in the system. No additional questions or comments from Commissioners.

Controller Joanna Nieto provided an update on the development of the financial statements. She informed the Board of an issue discovered with the payroll system set up related to tax reporting. Specifically, a correction is needed to properly reflect employer retirement contributions in employee earnings, which requires the issuance of W-2C forms for all staff. Quarter-by-quarter corrections are underway, with the goal of completing them by July. Staff were notified in advance, allowing time to request extensions if needed. While paychecks were accurate, the system had been incorrectly reporting data to the IRS due to a misconfiguration. Commissioner Winship confirmed that future reporting would be accurate, and Controller Nieto clarified that the system is now reporting correctly; the remaining task involves reconciling prior data. Commissioner Walton inquired about the impact on employees who had already filed taxes. Controller Nieto explained that corrected forms would be submitted to the IRS and that overreporting may result in refunds for some employees. Executive Director Stretz added that, while not definitive, affected employees may receive money back. Controller Nieto also discussed challenges encountered during last year's transition to a new payroll provider, noting that the current system is stable and that remaining issues pertain only to historical corrections. Additionally, she reported that problems were identified with bank reconciliations. PCHA is working with its CPA firm to ensure all transactions are properly reflected in the general ledger and reconciled against bank records. She further noted that customized account trees mentioned in the previous month's meeting are being finalized, with plans to provide consolidated financial reports at the next Board meeting. The 2025 budget has now been uploaded to Yardi, enabling budget-to-actual comparisons, and she anticipates presenting reports for both March and April at the upcoming meeting. Lastly, Controller Nieto shared an update on the State Auditor's Office (SAO) accountability audit. The only item of note was a change in vendor address information, which was identified in a sample review, and had been made by the previous Finance Director. Although not a finding, it will be addressed in a management letter. Nieto confirmed that vendor records are being preserved and handled with care. Deputy Executive Director Meade added that the address change had a documented and legitimate reason and emphasized that PCHA has strong internal controls in place. The SAO overall appears satisfied with current processes. There were no further questions or comments from the Commissioners.

Director Sean McKenna presented the Project Management report as written on page 56 of the Board Information Packet. Director McKenna provided additional insights into the relocation team process and provided an update on vendor/staffing needs. Draft offer to TPU from the county to purchase the TPU parcel is at the county executive office 5/2. Commissioner Martinez asked about Hidden Firs. Executive Director responded that there was a \$25,000 valve issue, reached out to seller. Parts have been ordered and will be

installed before too long. No additional questions or comments from Commissioners.

Deputy Executive Director Tamara Meade presented the Supported Housing Division Report as outlined on page 58, along with the Two-Year Tool found on page 60 of the Board Information Report. She provided additional context regarding anticipated funding from HUD and ongoing collaboration with HUD's Shortfall Team as needed. Deputy Director Meade noted that most housing authorities are expected to enter shortfall status in the near future. Director Meade commented that PCHA has accumulated administrative reserves over the past four years due to operational efficiency. Executive Director Stretz added that HUD cannot recapture these administrative fees, affirming that PCHA is well positioned financially in that regard. Deputy Executive Director Meade further reported that PCHA is actively working with local housing authorities to develop a strategy to retain Emergency Housing Voucher (EHV) participants, as HUD plans to end funding for the program in 2026. Currently, HUD has indicated that Tenant Protection Vouchers (TPVs) may not be provided for these households, though there is hope that this decision may change. If not, PCHA may transition the affected households into Project-Based Vouchers (PBVs). Staff are awaiting further guidance from HUD. No additional questions or comments from Commissioners. Deputy Executive Director Meade provided an update on the Housing Mobility Survey. Commissioner Winship asked how HUD defines areas of higher opportunity. Meade explained that these areas are characterized by improved access to transportation, quality food, education, and other essential resources. Commissioner Martinez inquired about the Emergency Housing Voucher (EHV) program and whether Tenant Protection Vouchers (TPVs) are the only mechanism from HUD to ensure continued housing for participants. Meade confirmed this is currently the case and noted that PCHA expects to receive further guidance from HUD by the end of May. If TPVs are not provided, PCHA will pursue creating a preference in the Administrative Plan and Housing Choice Voucher (HCV) program to transition affected participants into Project-Based Vouchers (PBVs) to ensure continued housing stability. There were no further questions or comments from the Commissioners.

Manager Ney Calhoun presented the Human Resources Report as written on page 53 of the Board Information Packet. No questions or comments from Commissioners.

EXECUTIVE SESSION

The Board of Commissioners went into Executive Session at 4:36 PM for a duration of 58 minutes to consider the performance of a public employee with legal counsel Amanda O'Halloran from Gordon Thomas Honeywell.

The Executive Session was concluded and the Regular Session resumed at 5:34 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. Commissioner Stewart so moved. Commissioner Winship seconded the motion.

With all Commissioners in favor and non-opposed The meeting was adjourned at 5:36 PM.