



PIERCE COUNTY HOUSING AUTHORITY

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

MINUTES FOR THE OCTOBER 26TH, 2022 REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

Date: Wednesday, October 26th, 2022

Location: PCHA Building B
& Hybrid Via Zoom

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

Also in Attendance: Jim Stretz, Executive Director
Tina McLeod, Director of Operations
Sean McKenna, Director of Project Management
Riley Guerrero, Administrative Coordinator
Christine Smith, CPA*

*In Attendance Via Zoom

Chairperson Martinez called the meeting to order at 3:35 PM.

Chairperson Martinez asked for a motion to approve the agenda. Commissioner Stewart so moved. Commissioner Miller seconded. 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"/>

OLD BUSINESS

Chairperson Martinez asked the Board to consider a motion approving the minutes of the regular board meeting held on September 28th, 2022. Commissioner Miller so moved. Commissioner Stewart seconded. Chairperson Martinez asked for additions, corrections, or omissions in the minutes. None being given, a vocal vote was taken with the following results:

	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"/>

A motion was then considered to approve the cash disbursements totaling \$3,018,932.69 for the month of September, 2022. The motion was so moved by Commissioner Blaksley and seconded by Commissioner Miller.

Commissioner Stewart inquired as to whether there were any unusual activities on this check run. Executive Director Stretz replied that there was not. Chairperson Martinez stated his preference for the additional information provided in previous reports, which included the total disbursements as a separate line item and compared to the previous month and previous year, and requested the reinstatement of the format as soon as possible given the software conversion. Christine Smith confirmed that future disbursement reports would be given in that format.

Commissioner Blaksley inquired as to the budget-versus-actuals report. Christine Smith confirmed that budget-to-actuals would return after the end of the conversion.

Discussion having been completed, a vocal vote was taken with the following results.

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"/>

Commissioner Miller then expressed his concern with the number of lines on the check register, and inquired as to efforts being taken to consolidate and promote efficiency. Christine Smith explained that a public agency cannot require electronic transfers and that the number of line items does not directly correspond to the number of checks cut. The check number could be found in the furthest left column of the table. Consolidation occurred on a weekly basis. Commissioner Miller inquired as to the cost of each individual check to the agency, and asked whether \$5-\$7 per check would be a reasonable estimate. Christine Smith affirmed that that would be within reason, but did not have a firm estimate. Commissioner Miller inquired as to whether efforts were being undertaken to reduce the number of checks cut. Christine Smith replied that PCHA and its consultants were working to find efficiencies, and has a highly competent AP staffperson who is always working to find the best route for future work, and that the nature of the Housing Authority business is that there are many payments that must be made every month. Vice Chairperson Walton inquired as to the nature of a particular line item on page 10, costing approximately \$4. Christine Smith answered that small sundries, such as paper, had to be separately listed on this report with their allocation to particular

departments. Commissioner Miller suggested that the process of Accounts Payable be mapped, time permitting. Commissioner requested confirmation that even so doing, separate line items would still be needed on this report for allocations. Christine Smith answered in the affirmative, and stated that many efficiencies exist in Accounts Payable in particular, and that the Accounts Payable staffperson is a very efficient worker, as well as desires moving towards better systems, and is unlikely to be caught in an inefficient system due to entropy.

PUBLIC COMMENT

Chairperson Martinez asked for public comment.

There was no public comment.

NEW BUSINESS

Executive Director Jim Stretz introduced the request from Tacoma Rescue Mission to sign a letter of support for the Community First Village to create 250+ tiny homes for those experiencing chronic homelessness.

Commissioner Stewart asked if there was any obligation towards TRM's project from PCHA. Executive Director Stretz answered in the negative, no obligations exist or would be put into place by signing the letter of support. Commissioner Stewart further commented that there are many hurdles for this type of operation, and that he was in support of signing.

Commissioner Miller inquired as to what other organizations had not endorsed the TRM project. Executive Director Stretz answered that the Affordable Housing Consortium had refused to endorse.

Chairperson Martinez added that he was aware that the project was recently removed pending further review from the County Council's agenda. He stated that his support was towards a similar sort of development, but had reservations about specifically supporting TRM's village.

Commissioner Miller stated that he was with Commissioner Stewart in wanting to support the TRM village. He stated confidence that the project would continue to answer questions on viability as it progressed, and that the need for action outweighed concerns. Commissioner Miller moved to sign the letter of support, with the understanding that others will ask tough questions, and receive the answers. Motion was seconded by Commissioner Stewart.

The Board held discussion on the motion. Commissioner Stewart stated his full approval, saying that action was needed, and that the successes of a similar program in Texas were promising signs towards the success of this program. He further stated that anything was better than nothing in the ongoing efforts to solve the homelessness crisis. Chairperson Martinez reiterated his leeringness towards the many unknowns presented by the project, and that endorsement may be premature, particularly with the substantiated land-use concerns that exist with the site of this particular project. Commissioner Miller responded that he had been unaware of the land-use concerns and amended his motion so that the board would write and sign a general letter of support for projects such as this. The motion was put to a vocal vote, with the following

results:

	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"/>

STRATEGIC FOCUS:

Riley Guerrero presented the Strategic Focus: Year in Review report to the Board of Commissioners. The Board briefly discussed local news items including the Tacoma Camping Ban.

EXECUTIVE REPORT & DEPARTMENTAL UPDATES

Executive Director Stretz presented his report. He reviewed a memo from former commissioner Sally Porter Smith on the creation of a Compliance Committee, and amended her proposal to include that he believed that the current Board Finance Committee could serve in such a role. Chairperson Martinez agreed, and asked that the contact information for PCHA's hotline services be updated and publicized.

Executive Director Stretz updated the Board on the status of the 2021 financial audit, which was completed and reported with no significant findings or meaningful deficiencies. It was filed timely with HUD. The 2021-22 Compliance audit was paused until February to allow time for the software conversion to be completed.

Commissioner Miller inquired as to the status of the Adhoc Committee formed at the previous Board Meeting. Commissioner Blaksley and Commissioner Narva explained the current findings of the committee, which has determined a substantial investment may be required for maintenance to sell at Fair Market Value in the future, if the sales are delayed and nonprofit partners cannot be convinced to wait. Commissioner Miller apologized for the creation of labor for the Commissioners. Commissioner Blaksley inquired as to the next steps required from the Board to proceed with the sale. Director McKenna answered that the application was currently being processed and little would be required from the Board until the program was approved. He further stated that upon approval, there would likely be a study session on what would come next and how the funds must be spent.

Commissioner Miller inquired as to whether community groups were informed about our process, including the general public. Executive Director Stretz and Director McKenna answered that various interest groups within development and government groups were informed, but further work would have to be done to inform the general public and media.

There were no further questions on the Directors' reports.

COMMISSIONER'S CORNER

No Commissioner's Corner was called.

EXECUTIVE SESSION

No Executive Session was called.

The meeting was adjourned at 5:32 PM.