

## Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS REGULAR MEETING  
Wednesday, February 26, 2020, 3:30 p.m.  
BUILDING "B", 603 SOUTH POLK STREET  
TACOMA WA 98444**

### AGENDA

1. ROLL CALL
2. PUBLIC COMMENT – FIVE (5) MINUTES PER SPEAKER
3. CONSIDER A MOTION APPROVING TODAY’S AGENDA
4. CONSIDER A MOTION APPROVING THE MINUTES FOR THE ANNUAL GENERAL MEETING HELD ON JANUARY 29, 2020.
5. CONSIDER A MOTION APPROVING THE MINUTES FOR THE REGULAR BOARD MEETING HELD ON JANUARY 29, 2020.
6. CONSIDER A MOTION APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING HELD ON FEBRUARY 7, 2020.
7. CONSIDER A MOTION APPROVING THE MINTUTES FOR THE SPECIAL BOARD MEETING HELD ON FEBRUARY 18, 2020.
8. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS.
9. REPORTS
  - a. INTRODUCTION OF STAFF
  - b. ACTING EXECUTIVE DIRECTOR
  - c. SECTION 8
  - d. MAINTENANCE
  - e. CONTRACTS AND PROCUREMENT
  - f. REPORTS OF COMMITTEES

### 10. COMMISSIONER’S CORNER

### 11. EXECUTIVE SESSION

The Board may hold an executive session for purposes allowed under the Open Public Meetings Act.

Legal purposes include: to consider acquisition or sale of real estate; to review negotiations of publicly bid contracts; to receive and evaluate complaints or charges brought against a public officer or employee; to evaluate the qualifications of an applicant for public employment; to review the performance of a public employee; and to discuss with legal counsel matters relating to agency enforcement actions, litigation, or potential litigation. Before convening in executive session, the Board Chair will publicly announce the purpose for the executive session and the time when the executive session is expected to conclude.

Under RCW 42.30.110, an executive session may be held for the purpose of receiving and evaluating complaints against or reviewing the qualifications of an applicant for public employment or reviewing the performance of a public employee; consultation with legal counsel regarding agency enforcement actions, or actual or potential agency litigation; considering the sale or acquisition of real estate; and/or reviewing professional negotiations.

### 10. ADJOURNMENT

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMISSIONERS OF THE PIERCE COUNTY HOUSING AUTHORITY

February 26, 2020  
603 SOUTH POLK STREET

Location: BUILDING “B”

In attendance: Commissioner Brammall  
Commissioner Martinez  
Commissioner Walton (arrived at 3:43 pm)  
Chairperson Smith

Also in attendance: Ellie Ottey, Acting Executive Director  
Tamara Meade, Director of Supported Housing Programs  
Rodd Kowalski, Project Administrator

Chairperson Smith called the meeting to order at 43:31 pm. Roll call was taken.

There was no public comment.

Chairperson Smith asked to review and approve the agenda. Commissioner Martinez so moved. Commissioner Brammall seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Smith asked the Board to consider a motion approving the minutes of the annual general meeting held on January 29, 2020. Commissioner Brammall so moved. Commissioner Martinez seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Smith asked the Board to consider a motion approving the minutes of the regular meeting held on January 29, 2020. Commissioner Martinez so moved. Commissioner Brammall seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Smith asked the Board to consider a motion approving the minutes of the special meeting held on February 18, 2020. Commissioner Brammall so moved. Commissioner Martinez seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Smith asked the Board to consider a motion ratifying the payment of cash disbursements totaling \$4,281,353.54 for the month of January 2020. Commissioner Martinez so moved. Commissioner Brammall seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Smith asked the Board to consider a motion approving the minutes of the special meeting held on February 7, 2020. Commissioner Brammall so moved. Commissioner Martinez seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Brammall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Smith asked if there was any new staff to introduce. Tamara Meade introduce Shay who is the new Housing Specialist in the Section 8 department.

Chairperson Smith asked for the acting Executive Director’s report. Ellie went over the occupancy and delinquency reports. The single audit has not been completed yet. The housing authority must submit the 2019 unaudited report to HUD by Friday and cannot do that until the single audit report is completed. There is a 15 day grace period after the 28<sup>th</sup>. Ellie received notification of the capital fund allocation for public housing. A packet has to be put together and sent to HUD. Ellie is working on the packet which is due March 12. A finalized contract for a collection agency has been done. The previous collection agency used closed 18 months ago.

Chairperson Smith asked for the Section 8 report. Tamara gave an update on VASH. 11 veterans have been housed with 21 still searching. VASH is going to partner with the Landlord Liaison program with Pierce County. Tamara is going to a meeting next week regarding the Orting veteran’s project. Tamara went over the HCV national dashboard that can be accessed on the HUD Web site.

Chairperson Smith asked for the Maintenance report. Victor was not present to go over his report

Chairperson Smith asked for the Contracts and Procurement report. Rodd went over his written report

There were no reports from committees.

There were no reports for Commissioner’s corner.

The Executive session was called at 4:30 pm. Matters regarding civil litigation and the performance of an employee were discussed. The Executive session ended at 5:30 pm. The commissioners went back into Executive session at 5:32. The Executive session ended at 6:15 pm. The commissioners went back into Executive session at 6:17 pm. The Executive session ended at 6:40 pm.

Meeting adjourned at 6:41 pm.