

## Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS REGULAR MEETING  
Wednesday, MARCH 25 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 REGULAR BOARD MEETING HELD ON FEBRUARY 26, 2020.
5. CONSIDER A MOTION APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING HELD ON MARCH 16, 2020.
6. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS.
7. RESOLUTION 1883 ADOPTING AMENDMENTS TO THE PIERCE COUNTY HOUSING AUTHORITY SECTION 8 ADMINISTRATIVE PLAN
8. REPORTS
  - a. INTRODUCTION OF STAFF
  - b. WASHINGTON STATE AUDITOR 2018 SINGLE AUDIT EXIT INTERVIEW
  - c. 2019 END OF YEAR FINANCIAL REPORT
  - d. ADMINISTRATIVE AND EXECUTIVE REPORTS
9. COMMISSIONER’S CORNER

#### 10. 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 COMMISSIONERS OF THE PIERCE COUNTY HOUSING AUTHORITY

March 25, 2020  
603 SOUTH POLK STREET  
TACOMA WA 98445

Location: BUILDING “B” via Zoom

In attendance: Commissioner Brammall  
Commissioner Martinez  
Commissioner Walton  
Chairperson Smith

Also in attendance: Charlie Gray, Executive Director  
Ellie Ottey, Deputy Executive Director  
Tamara Meade, Director of Supported Housing Programs  
Moreen Forde, Acting Chief Financial Officer  
Joanne Klein, Audit Manager for Team Tacoma  
Christina Solis, Audit Lead

Chairperson Smith called the meeting to order at 3:30 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 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 regular board meeting held on February 26, 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 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 March 16, 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 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 ratifying the payment of cash disbursements for the month of February 2020. The cash disbursements were not available. Commissioner Martinez moved to table the motion to next month. Commissioner Brammall seconded the motion. All agreed.

Chairperson Smith asked the Board to consider a motion approving resolution 1883. Commissioner Brammall so moved. Commissioner Martinez seconded the motion. There was a discussion regarding modifying the

language in section 8-II.C. The decision was made not to change the wording. 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 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. No new staff to introduce

Chairperson Smith asked for the Washington State Auditor 2018 Single Audit Exit Interview. Joanne Klein and Christina Solis conducted the exit interview. The written report was given to the Housing Authority and the commissioners before the meeting. Joanne and Christina went over the 4 areas of material weaknesses found during the audit. The answered all questions related to the report. They also went over audit costs and the schedule for the next audit set in July 2020.

Chairperson Smith asked for the 2019 end of year financial report. Moreen Forde sent the report out before the meeting. She went over the comparison of the actual versus the budget and the variance in the financial report. She highlighted areas of concern that needed further review. She also pointed out were the budget was padded to hide fraud committed by the former finance director.

Chairperson Smith asked for the Executive Director's report. Charlie expressed his gratitude for being able to come back to the Housing Authority. On his first week back he has been focused the Covid-19 response.

Chairperson Smith asked for the Deputy Executive Director's report. Ellie went over the occupancy and delinquency reports. Occupancy is still high. There are some challenges with move ins due to Covid-19 and office being closed. Ellie also anticipates there will be an increase in late rents due to layoffs during this time. Ellie has also been focusing this week on getting Charlie briefed.

Chairperson Smith asked or any reports for Commissioner's Corner. Commissioner Martinez asked the commissioners to submit a request to waive the 680 hour rule for unemployment. He will send information to the commissioners on where to send the request.

The Executive session was called at 5:38 pm to discuss legal matters with the PCHA counsel present. The Executive session ended at 6:38 pm and returned to regular meeting. Executive session was called at 6:38 pm to discuss personnel matters. Executive session ended at 6:53 pm.

Meeting adjourned at 6:53 pm.