

Board Minutes

PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Wednesday, April 29, 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 MARCH 29, 2020.
5. CONSIDER A MOTION APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING HELD ON APRIL 3, 2020.
6. CONSIDER A MOTION APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING HELD ON APRIL 13, 2020.
7. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS FOR FEBRUARY 2020. This motion was tabled last month.
8. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS FOR MARCH 2020.
9. CONSIDER RESOLUTION 1887 AMENDING THE CONTRACT OF THE EXECUTIVE DIRECTOR
10. REPORTS
 - a. ASSISTED HOUSING
 - b. DEPUTY EXECUTIVE DIRECTOR
 - c. EXECUTIVE DIRECTOR
 - d. Report of the Finance Consultant

11. COMMITTEE REPORT – ANONYMOUS COMPLAINT REPORTING

12. 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.

13. ADJOURNMENT

The Pierce County Housing Authority Board of Commissioner will hold its meetings to ensure essential Housing Authority functions continue, however due to Governor Inslee's [Emergency Proclamation 20-25 Stay Home – Stay Healthy](#) issued on March 23, 2020, in-person attendance by members of the public is NOT permitted at this time.

During this public health emergency, we will only accept public comment at Director@pchawa.org. Submit public comments any time before the Board of Commissioner's meeting adjourns. All written comments will be part of the record. If you make public comments before noon on the day of the Board meeting, Board members will receive them prior to the meeting.

April 29, 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
 Rodd Kowalski, Project Administrator
 Victor Lovelace, Maintenance Supervisor

Chairperson Smith called the meeting to order at 3:35 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. An amendment was proposed to combine the two months of cash disbursements. Martinez so moved. Commissioner Walton 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 March 29, 2020. Commissioner Martinez so moved. Commissioner Walton 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 April 3, 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 April 13, 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 and March 2020. Commissioner Martinez so moved. Commissioner Walton seconded the motion. It was requested that there was a breakdown of the numbers. Moreen said there wasn't a breakdown available at this time but could be made available in the future. The commissioners want more transparency, and detail before voting. Commissioner Brammall moved to table the motion. Commissioner Walton seconded. Commissioner Walton asked if there could be a special meeting to go over and vote on the cash disbursements. All the commissioners agreed. Charlie, Chairperson Smith, and Commissioner Walton will review for a special meeting.

Board of Commissioners wanted to acknowledge the Housing Authority's staff for helping people have a safe home during this time.

Chairperson Smith asked the Board to consider a motion approving resolution 1887. Commissioner Brammall so moved. Commissioner Martinez seconded the motion. Commissioner Martinez wanted to point out we are amending the contract not a contract extension. Commissioner Walton requested to have the contract read. Chairperson Smith read the First Amendment to Executive Director Employment Agreement and the resolution. 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 for the Assisted Housing report. It is still early in the year and the report is through April. Numbers are preliminary. The Housing Authority currently has about 2600 vouchers leased and HAP being paid. There is 53 still looking and 17 of those are new admissions. Once the stay at home order is lifted Tamara is hoping to issue off the waitlist. Charlie asked if a summary report of the tool can be included in the next packet. The two year tool is difficult to navigate for the board of commissioners. The summary will be introduced in May to see if it is a good accompaniment to the two year tool. A number of questions with the tool would have been included in the August 20196 training which was canceled when the fraud was discovered. It will be looked into to see if the training can be rescheduled.

Chairperson Smith asked for the Deputy Executive Director's report. Chairperson Smith asked if she was going to go over position on bad debt. There was not a lot of bad debt before the stay at home order started. This will change in the future. Ellie went over the forbearance letter received from Graystone offering a 90 day forbearance which sounds like a good deal but there are catches to the agreement. Once the Housing Authority enters the agreement, there will be no evictions for the next 90 days. No decision has been made. Maintenance is only addressing emergency maintenance requests. All other requests will be handled in the order in which they were received when the stay at home order is lifted. The offices were closed in March and have been doing virtual move in's and move outs. The Housing Authority is adding tools to make this more effective. Commissioner Brammall asked how many evictions are currently on hold if we do the forbearance. Ellie will look for the information and send Commissioner Brammall an email.

Chairperson Smith asked the Executive Director's report. Charlie shared a PowerPoint with his report. New updated guidance is issued daily. Charlie went over the timeline of the Housing Authority's covid-19

response. Chairperson Smith had a question regarding the 2019 audit report and noted that the 2018 audit was rejected which needs to be resubmitted. She is concerned that there will be a finding and confirmed with the auditor that delaying the audit may set us back. 2019 will not be a straightforward audit. Charlie acknowledged the hard work that Tamara has been doing. He will report within 12 hours any waivers that need to be adopted. Charlie acknowledged the success with VASH utilization since the VA has provided additional staff and service providers that are very engaged in the process.

Chairperson Smith asked for the financial report. The finance report is for this year through March 31, 2020. The May board meeting will be for April 2020. Moreen then went over line by line. Rent revenue is down but will change in May. Tenant rent late fees are down now but further in the year it could change. Other Revenue will include fraud (recovery when tenant does not report all of their income), FSS forfeiture (part of HAP goes into an escrow account, if tenant doesn't graduate the money goes back to the Housing Authority), fees related to portability. Commissioner Walton asked if it is typical to compare budget to Actual. Moreen said yes. Negative numbers are over and positive number is under. The budget drives the industry in HUD's world. Moreen is in the process of making corrections to the 2018 audit for resubmission in mid-May.

Benjamin Byers went over the submitted memo about repeated requests from staff to establish a conduit to PCHA staff to contact the board directly. This was also a recommendation by HUD and the State Auditor's office. The primary issue is to protect confidentiality. One option is an online reporting system. The second option is a telephone hotline. Third party vendors can provide a flat fee and surcharge per call. Operators would take the message and forward to the appropriate party. The third option is a physical drop box. A combination of the options can be done. Mr. Byers listed the questions to consider listed in the memo.. Commissioner Brammell felt a combination of the online form and the physical box would be a good match. Commissioner Martinez said the online form and the phone system would work. Rodd said the tech works out best instead of the physical boxes since all the properties are spread out. Chairperson Smith has a concern about confidentiality and reliability of the vendor and how to protect our information. Mr. Byers said the advantage of phone and web forms is that it can be hosted by a secure third party.

5:25PM Executive Session for one hour to discuss potential litigation, attorney Randy Squires present.

6:26 PM Exited executive session. Chair announced would be returning to executive session until 7:00 PM to discuss potential litigation, attorney Randy Squires present.

Exited executive session at 7:00 PM where potential litigation was discussed.

Adjourn 7:00 PM