

Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING**
Wednesday, May 27, 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 APRIL 29, 2020.
5. CONSIDER A MOTION APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING HELD ON MAY 21, 2020.
6. 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.
7. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS FOR MARCH 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 APRIL 2020
9. FINACE DEPARTMENT
 - a. STATUS OF FINANCIAL REPORTS
 - b. UPDATE REGARDING STAFFING
10. REPORTS
 - a. INTRODUCTION OF STAFF
 - b. ACTING EXECUTIVE DIRECTOR
 - c. SECTION 8
 - d. MAINTENANCE
 - e. CONTRACTS AND PROCUREMENT
 - f. REPORTS OF COMMITTEES
11. COMMISSIONER’S CORNER
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.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE PIERCE
COUNTY HOUSING AUTHORITY

May 27, 2020
603 SOUTH POLK STREET
TACOMA WA 98445

Location: 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 3:32 pm. Roll call was taken.

There was no public comment.

Chairperson Smith asked to review and approve the agenda. Commissioner Brammall so moved. Commissioner Martinez seconded the motion. The May 21 special meeting minutes will be moved to the June regular meeting. 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 April 29, 2020. Commissioner Walton 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 wanted it noted that previous motions were tabled due to questions regarding the sources of the cash disbursements. Chairperson Smith and executive staff will meet next month to review the numbers. It has been proposed that there will be a Board of Commissioners financial team that will review details and verify prior to the regular meeting.

Chairperson Smith asked the Board to consider a motion ratifying the payment of cash disbursements for February. 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 ratifying the payment of cash disbursements for March. 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 ratifying the payment of cash disbursements for April. 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 for the status of the financial reports. The executive staff had a meeting regarding reporting and failing to meet a timely submission. A special meeting to review financial processes is being considered. The two dates offered are June 10 or 11 with a start time no later than 4 pm. Commissioner Brammall cannot do anything on a Wednesday morning but would be available in the afternoon. Commissioner Walton prefers 4 or 3 pm start time on either day. The special meeting is tentatively scheduled for June 11 at 3 pm. Moreen said the financial report is the same as last meeting April was not completed to meet deadline. Going forward she will have the April report at next board meeting and will be one month behind due to staff shortages - April in June, May in July etc. Chairperson Smith encouraged staff to coordinate so next month there is a fuller board packet to include individual programs. Board of Commissioners wants to know what needs to happen to accomplish that goal by the June meeting since last time not everyone had a copy. Everyone has a copy this time. Revenue is down from budget but as we go along it will be caught up and more in sync further in the year. Moreen went over operating revenues and what it includes Moreen mentioned that a finance director has not been hired. The Board of Commissioners will want an update on the process next month.

Chairperson Smith asked if there was an introduction of staff. No introduction of new staff.

Chairperson Smith asked for the Executive Director's report. Charlie provided a PowerPoint presentation to go along with his report. The PowerPoint showed the schedule of the planning process for the 5 year plan and the annual plan. Commissioner Martinez asked how many folks attend meetings. All LIPH residents are invited and highest attendance was 6. Charlie went over the Board of Commissioner's responsibilities. Charlie shared a link regarding Board of Commissioner training for understanding responsibilities. He also gave a link for instructions and guidance. In June Charlie will call to budget. Charlie will communicate timelines and expectations. This is early but wants to start now. Charlie gave an update on VASH utilization. He is having

regular meetings with VA medical center and homeless vet committee. Commissioner Martinez asked if we are still struggling getting VASH referrals. Charlie said Covid-19 is impacting the process.

Chairperson Smith asked for the Section 8 report. It is still the first quarter of the year and not much has changed. There are very few vouchers on the street due to Covid-19. No one is moving unless they have to. Tamara is hoping to notify off of the waitlist soon. There was an increase in HAP for April. Landlords reversed rent increases. Tamara is hoping to create a one page document next month. Chairperson Smith asked how we are doing agency wide compared to other Housing Authorities. Tamara is meeting twice a month on procedure and how things are going. Everyone is seeing an increase in HAP but not as bad as she thought all Housing Authorities are still closed and phasing in slowly. Productive work is still being done. King and Seattle said HAP increased quite a bit but they are larger Housing Authorities. Commissioner Martinez asked if some policy or procedure needs to change to house quicker. The biggest barrier is porting people out. Clients are stressed because they are not being seen by the receiving Housing Authority due to offices being closed. Everything else is being handled on time. Some waivers are due to expire in July. There will be a resolution next month to use DocuSign. An update on the Web site is also in the works.

Chairperson Smith asked for the maintenance report. Victor had a PowerPoint for recent REAC inspections. The safety training is regarding heat related illness. Videos will be sent out to staff. They will email saying they completed viewing the video. Chairperson Smith asked how the Housing Authority has been doing with PPE. Victor had to outsource to get PPE but has PPE and still continues do so. Victor had a PowerPoint for recent REAC inspections. Victor went over how inspections are scored: possible points, deductions, pre health and safety points, health and safety deductions and final point's areas: all homes inspected count as one and one point deduction can be significant. Victor went over where the points were lost and went over severity levels 1 – 3. Victor went over location of each deficiency and pictures showing example conditions.

Chairperson Smith asked for the Deputy Executive Director's report. Ellie went over occupancy and delinquency. She said not a lot of people are moving. Delinquency as expected is higher than normal. There was lot of late rents in April and May but when stimulus money started showing up rent was being paid with it. A lot of jobs were impacted by Covid-19 and Ellie is a little nervous about June. FSS needs to go to the waitlist to enter people into the program. Ellie is waiting for the proclamation to be extended or lifted to figure out how to go forward. She may do a Zoom orientation. The program needs to be at 125 for 2 staff persons. Right now only one staff member but interviews are going to happen next week. FSS had an audit last August. HUD wanted the Housing Authority to make changes to the individual service plans and change the format. FSS coordinators were 2/3 through that when the pandemic started. They have till end of year to complete the changes.

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

Executive Session started at 4:51 pm to discuss litigation and personnel matters. The Executive Session concluded at 6:30 pm.

Public meeting adjourned at 6:30 pm.