

Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING**
Wednesday, May 26, 2021 3:30 p.m.
Via Zoom

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 28, 2021.
5. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$3,240,709.63 FOR APRIL 2021
6. REPORTS
 - a. INTRODUCTION OF STAFF
 - b. FINANCE - Moreen Ford Acting CFO
 - c. SECTION 8 – Tamara Meade
 - d. MAINTENANCE and FIXED ASSETS – Victor Lovelace
 - e. EXECUTIVE DIRECTOR – Jim Stretz
 - f. REPORTS OF COMMITTEES
7. COMMISSIONER’S CORNER
8. EXECUTIVE SESSION - Personnel Discussion

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.

9. 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 26, 2021
603 SOUTH POLK STREET
TACOMA WA 98445

Location: via Zoom

In attendance: Commissioner Brammall
Commissioner Smith
Chairperson Martinez

Also in attendance: Jim Stretz, Executive Director
Moreen Forde, Acting Financial Officer
Tamara Meade, Director of Supported Housing Programs
Victor Lovelace, Maintenance Director

Chairperson Martinez called the meeting to order at 3:36 pm. Roll call was taken.

There was no public comment.

Chairperson Martinez asked to review and approve the agenda. Commissioner Smith 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 Smith	<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 Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Martinez asked the Board to consider a motion approving the minutes of the regular board meeting held on April 28, 2021. Commissioner Smith 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 Smith	<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 Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Martinez asked the Board to consider a motion ratifying the payment of cash disbursements for April. Commissioner Brammall so moved. Commissioner Smith 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 Smith	<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 Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Martinez asked for the introduction of staff. Victor introduced Danny Killian in maintenance. Jim introduced Tina who will be the Director of Operations starting June 14.

Chairperson Martinez asked for the finance report. Moreen went over her written reports. Jim said the escrow disbursements are for fire protection not property tax. Chairperson Martinez had a question with maintenance costs being so high? The Housing Authority is trying to catch up on maintenance and security issues with some properties along with the sprinkler head replacement. Theft with the mailboxes at two properties has been an issue. Victor said a boiler system replacement is also happening. Commissioner Smith asked if we have completed resetting the administrative fees and calculating 2021 with the new administrative fees? Moreen said yes. With new administrative fee structure what is the difference between old and new system? She would like a better understanding of the administrative fee structure. Moreen can do an analysis.

Chairperson Martinez asked for the Section 8 report. The Housing Authority received 62 emergency housing vouchers from HUD. The funding that comes with these vouchers are going to help hire an administrative assistant to help with the paperwork. Tamara will have more information at the next board meeting. Chairperson Martinez said the letter says 18? Tamara said they have to house within 18 months. If someone leaves the program with the voucher, we lose the voucher. Jim said this is an emergency program HUD has never done before. Tamara went over her written reports. Tamara gave a public housing shortfall application update.

Chairperson Martinez asked for the maintenance report. Victor went over his written report.

Chairperson Martinez asked for the Executive Director report. Jim feels after being on the job for 5 months that the assisted housing program is working well but the affordable housing side needs more attention. The new Director of Operations will be taking over that side. The complexes are opening up all the playgrounds but keeping the pools closed until next summer. Mailboxes are being moved to a safer position on one property and take out the swimming pool and install a basketball court. On the affordable housing side there are no income limits and we don't charge for trash, water, and sewer. That will be changing starting July 1 and effective September 1. Then eventually raise the rents for people who can afford it. There are talks with Tina regarding all of this. Jim also gave an update on the repositioning. Jim is looking into bringing in community programs to the complexes. A soft opening for the office is scheduled for September.

Chairperson Martinez asked for the report of committees. Commissioner Smith is working on policy updates for implementation of the anonymous reporting system. She is looking at a redraft of the code of ethics, hotline policy etc. June 18 is the sentencing date for Ms Campbell. We have 7 victim statements that have gone to the judge.

Chairperson Martinez asked for the Commissioner's Corner report. There was none.

Executive Session - Personnel matters discussion started at 5:20 pm, and will last 15 minutes. The session ended at 5:35 pm. No action will be taken.

Meeting adjourned at 5:36 pm.