

Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Wednesday, June 24, 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 MAY 27, 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 MAY 2020
7. CONSIDER RESOLUTION 1889 ESTABLISHING A METHOD AND PROCESS FOR THE USE OF ELECTRONIC SIGNATURE TECHNOLOGY
8. CONSIDER RESOLUTION 1890 ADOPTING POLICIES AND PROCEDURES PROVIDING WRITTEN GUIDANCE FOR HOW AUTHORITY STAFF SHOULD APPROACH FISCAL ISSUES IN CORE FINANCIAL AREAS.
9. REPORTS
 - a. INTRODUCTION OF STAFF
 - b. EXECUTIVE DIRECTOR
 - c. DEPUTY EXECUTIVE DIRECTOR
 - d. SECTION 8
 - e. MAINTENANCE
 - f. FINANCE
 - g. CONTRACTS AND PROCUREMENT
 - h. 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.

12. 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

June 24, 2020
603 SOUTH POLK STREET
TACOMA WA 98445

Location: via Zoom

In attendance: Commissioner Brammall
Commissioner Smith
Commissioner Walton
Chairperson Martinez

Also in attendance: Ellie Ottey, Interim Executive Director
Tamara Meade, Director of Supported Housing Programs
Moreen Forde, Acting Chief Financial Officer
Rodd Kowalski, Project Administrator
Victor Lovelace, Maintenance Supervisor

Chairperson Martinez called the meeting to order at 3:33 pm. Roll call was taken.

There was no public comment.

Chairperson Martinez asked to review and approve the agenda. Commissioner Brammall 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 Smith	<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 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 May 27, 2020. 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 special board meeting held on May 21, 2020. Commissioner Brammall 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 Smith	<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 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 May. Commissioner Smith so moved. Commissioner Walton seconded the motion. Commissioner Smith asked the acting finance director if she had any comments – Moreen Forde had no comments regarding cash disbursements. Commissioner Walton asked Moreen to go line by line. Moreen did an overview of the different accounts. Commissioner Walton asked if she could compare May 2020 with May 2019 and last month. Moreen did not have the information available to give. Commissioner Brammall asked what “& electronic” meant. Moreen said money moved from one account to another. Commissioner Brammall asked if they had enough information to vote. Commissioner Smith has discussed the financials with executive staff prior to this meeting and is comfortable with voting. 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 resolution 1889. Commissioner Smith so moved. Commissioner Brammall seconded the motion. In the age of Covid-19 alternative methods for getting work done regarding signatures without contact needed to be addressed. Commissioner Brammall is impressed with DocuSign and finds it user friendly. 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 resolution 1890. Commissioner Brammall so moved. Commissioner Walton seconded the motion. One of things laid out between the Housing Authority and Nan McKay was the accounting manual needed to be updated. The Board of Commissioners tabled the resolution for next month.

Chairperson Martinez asked if there was an introduction of staff. Andrewnette Reed was introduced as the new FSS coordinator. She started on June 15.

Chairperson Martinez asked for the Interim Executive Director report. Executive Director’s report was sent but she has not read and reviewed it yet. She went over occupancy and delinquency report.

Chairperson Martinez asked for the Section 8 report. Tamara Meade submitted the normal 2 year tool and created a summary page. Commissioner Smith saw a lot of red on one of the FMC additional disbursements tab. Tamara Meade said it is regards to future months. Tamara Meade went over a new section in the two year tool. A column shows total earned income added due to Covid-19. The column is showing loss of earned income for tenants due to Covid-19 which caused increase in per unit cost (PUC). Tamara Meade read

the summary she created. Chairperson Martinez asked how Covid-19 has affected people moving. Covid-19 caused leasing offices to close making it hard for people to look. Some offices are now opening or now have ways to show unit by video and zoom. It took time for everyone to get alternative procedures in place.

Chairperson Martinez asked for the maintenance report. Victor stated that staff is only working on emergency work orders and exterior work. Victor read his written report.

Chairperson Martinez asked for the Contracts and Procurements report. Rodd read his report. The fire alarm service signatures have been received. The process of designing and installing a septic for an LIPH house has started. Costs were included under anticipated projects. Commissioner Smith asked the status of the real estate request for proposal. Rodd submitted the proposal to the previous Executive Director. It is drafted and ready. He can send review documents if anyone wants it.

Chairperson Martinez asked for the Reports of Committees. Commissioner Brammall went over training opportunities and costs. She went over advantages - cost, timing, and content of PNRC summer conference. Chairperson Martinez asked for the pdf to be sent out to the Board of Commissioner's.

Chairperson Martinez asked for the Commissioner's Corner reports. Commissioner Smith gave a PowerPoint presentation regarding anonymous reporting. She reviewed the criteria that were identified during the April board meeting. Systems were reviewed and researched. A demonstration was done with PCHA staff members and they gave feedback. She went over the features of the system. Chairperson Martinez asked for clarification regarding being able to text. IT says texting is vulnerable to hacking. She then went over the security and confidentiality that is offered by the company. She asked PCHA staff that participated if they had anything to add. Rodd says it looks like it will do the job needed. She went over what she wants the board to authorize for the July board meeting and consider any policy revisions with a launch in August. Chairperson Martinez asked if she recommends that we vote at the July meeting or this meeting. Commissioner Smith stated that the acquisition size doesn't require a board motion. Rodd said this is considered a micro purchase so a motion is not required. Chairperson Martinez saw no objections from board to go forward. The next item Commissioner Smith went over is regarding forming two board committees. She is not asking for a decision today. She read her recommendation for establishment of two board committees: Finance and Internal audit committee/compliance committee.

No Executive Session was needed.

Public meeting adjourned at 5:11 pm.