

## Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS REGULAR MEETING**  
Wednesday, July 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 JUNE 24, 2020.
5. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS FOR JUNE 2020
6. REPORTS
  - a. INTRODUCTION OF STAFF
  - b. ACTING EXECUTIVE DIRECTOR
  - c. FINANCE
  - d. SECTION 8
  - e. MAINTENANCE
  - f. CONTRACTS AND PROCUREMENT
  - g. REPORTS OF COMMITTEES
7. SAO AUDIT DISCUSSION
8. FINANCE DIRECTOR SEARCH STATUS UPDATE
9. COMMISSIONERS CORNER
  - a. CONSIDER A MOTION TO APPROVE THE FORMATION OF BOARD FINANCE COMMITTEE
  - b. CONSIDER A MOTION TO APPROVE THE FORMATION OF BOARD COMPLIANCE COMMITTEE

### 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.

\*Commissioners, please note financial statements will be sent on Tuesday.

### 11. 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](mailto: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

July 29, 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 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 regular board meeting held on June 24, 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. It was discovered during the financial report that the wrong amount was given. The motion was amended with the correct amount.

Commissioner Smith 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 if there was an introduction of staff. There was no new staff to introduce.

Chairperson Martinez asked for the Acting Executive Director report. Ellie thanked the board for their support during the hiring process. Ellie gave an update on the corrective action, QUAD. The 2019 audit is scheduled for September. Ellie relayed a conversation she had with the SAO office on how the audit will be structured and when. A corrective action status report was sent to HUD for a possible COVID-19 exposure. A staff member came to work that possibly had been exposed. Everyone was sent home and the office was cleaned. Currently building A is going through a construction project to divide staff.

Chairperson Martinez asked for the financial report. Mike went over the unaudited financial report. Moreen Forde went over cash disbursements. This month she separated out ACH and the internal transfers. She went over the May income statements which show the month and YTD for comparison. Commissioner Smith asked for a cash flow analysis for last month but it is not ready. Moreen also went over the cash position.

Chairperson Martinez asked for the Section 8 report. Tamara Meade went over the 2 year tool. COVID has slowed things down. There have been no VASH referrals from the VA since May. The population they work with has trouble with technology. Tamara is trying to stay on track by issuing 10 vouchers a month. The Orting project will have half available in September and the second half available in October for housing project based vouchers. Tamara read her summary report. Commissioner Brammall asked how many are on the wait list. Tamara said there is 8,000 currently on the waitlist.

Chairperson Martinez asked for the maintenance report. Victor read his written report.

Chairperson Martinez asked for the Contracts and Procurements report. Rodd read his report. Rodd is working on updates to the HVAC system.

Chairperson Martinez asked for the Reports of Committees. Commissioner Smith gave an update on the financial director search. There were 43 applicants which have been whittled down to 19. An assessment test was sent to the 19 applicants. The tests are due on Friday. The test results will determine who gets interviews. Commissioner Smith went over the planned interview structure.

The motions to approve the formation of a board finance committee and board compliance committee was tabled. The trial date for Ms. Campbell is scheduled for August 17. It will most likely be a plea. It was pointed out that 90% of these kinds of cases never go to trial. The Housing Authority would present an impact statement at sentencing.

No Executive Session was needed.

Public meeting adjourned at 5:41 pm.