

## Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS REGULAR MEETING  
Wednesday, July 28, 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 May 26, 2021.
5. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$3,227,422.45 FOR MAY 2021
6. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$3,294,937.51 FOR JUNE 2021
7. REPORTS
  - a. INTRODUCTION OF STAFF
  - b. FINANCE - Moreen Ford Acting CFO
  - c. SECTION 8 – Tamara Meade
  - d. MAINTENANCE and FIXED ASSETS – Victor Lovelace
  - e. AFFORDABLE – Tina McCleod
  - f. EXECUTIVE DIRECTOR – Jim Stretz
  - g. REPORTS OF COMMITTEES
8. COMMISSIONER’S CORNER
9. 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.

## 10. 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 28, 2021  
603 SOUTH POLK STREET  
TACOMA WA 98445

Location: via Zoom

In attendance: Commissioner Brammall  
Commissioner Smith  
Commissioner Walton  
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  
Tina McCleod, Director of Operations

Chairperson Martinez called the meeting to order at 3:30 pm. Roll call was taken.

There was public comment 4:05 pm. Bianca Williams was admitted for public comment since there was no objection from the commissioners. She feels there is unfair treatment from PCHA staff and misconduct.

Chairperson Martinez asked to review and approve the agenda. 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 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 26, 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 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. 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 June. 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 for the introduction of staff. There was no new staff to introduce.

Chairperson Martinez asked for the finance report. Moreen went over her written reports. Chairperson Martinez wanted to know what were the tablets for? Used with Covid money and currently a pilot program.

Chairperson Martinez asked for the Section 8 report. Tamara went over the two-year tool. She gave an update on the emergency voucher program - referrals will be from emergency shelters. Chairperson Martinez asked if there is still a lack for housing for tenants? Tamara said yes. Commissioner Walton wanted to know if landlord's increases are limited by a percentage? Tamara said no the unit only needs to meet rent reasonableness. Commissioner Smith asked how did you recalculate? Under current regulations, the only time they need to meet 30 % is the initial year of the unit.

Chairperson Martinez asked for the maintenance report. Victor went over his written report. Commissioner Martinez asked if there was more work orders because restrictions being lifted? Victor said yes and he is expecting an increase in work orders. Commissioner Smith asked if the maintenance department is still short staffed? Victor said he is still short staffed by 2.

Chairperson Martinez asked for the Executive Director report. Jim talked about new employee Sean Mckenna and what his job duties will be. Gave an update on the repositioning. He also went over county's efforts on a possible merger between PCHA and Tacoma Housing Authority. Jim met with acting Executive Director for Tacoma Housing Authority and updated staff on the process and what they discussed. There will be a meeting with a developer who is building in Spanaway housing for veterans. Chairperson Martinez asked if the county is inserting themselves in the repositioning? They want to do an affordable home buyers' program. Commissioner Smith is concerned that we have one commissioner who is staying on despite resigning two years ago Her ends in August but will continue but we have an unfilled position and Chairperson Martinez's finished his term already. She is concerned that we are in a poor state with commissioners. She wanted to know if it is time to craft a letter for the county to address the issue. The rest of commissioners feel it is appropriate. Calls and messages not working as hoped. Chairperson Martinez will draft a letter and give to the commissioners to review. Commissioner Smith would like the documentation of communication be included in letter.

Chairperson Martinez asked for the report of committees. There was none.

Chairperson Martinez asked for the Commissioner's Corner report. Commissioner Walton said we know we have a long waiting list. How do we get people capable to be off off and people who need it to get on. Jim has talked to Tamara about this and found it is more complicated than he thought. Do we consider the level of need? Tamara said on HCV there are regulations in place that once someone is over income (30% of income is above the payment standard) for 180 days they are terminated from the program. We can also terminate when they do not abide by program rules. They all have due process rights. We do not give enough funding to issue all 2900 vouchers. HUD is also 3 years behind on FMR for the payment standards. Commissioner

Walton asked do we know how many are on the waitlist and could they be on multiple waitlists? Tamara said people can be on multiple waitlists but can only see our waitlist. We currently have 9000 people on the waitlist. Problem is escalating rents but low working wage. Commissioner Walton would like to see more success stories like Tausha who is an example that everyone should aspire to. Tamara said there is a lot of barriers that may be factoring for people. Commissioner Smith recommends a report on demographics for different programs may be helpful and have FSS come in and talk about the program and look at our success stories. Tausha joined board because she has insight into the FSS program that she could share

Executive Session - none

Meeting adjourned at 5:05 pm.