

Board Minutes

PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Wednesday, August 25, 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 July 28, 2021.
5. CONSIDER A MOTION APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING HELD ON November 20, 2020
6. CONSIDER A MOTION APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING HELD ON November 23, 2020
7. CONSIDER A MOTION APPROVING THE MINUTES FOR THE SPECIAL BOARD MEETING HELD ON November 24, 2020
8. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$3,117,511.13 FOR JULY 2021
9. 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
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

August 25, 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
Victor Lovelace, Maintenance Director
Tina McCleod, Director of Operations
Sean Mckenna, Director of Project Management

Chairperson Martinez called the meeting to order at 3:34 pm. Roll call was taken.

There was public comment from Bianca Williams.
Email from Bianca Williams:
Good afternoon Board of Commissioners.

On July 23rd, I sent in a change of circumstance reporting a temporary leave of absence from work for 4-6 weeks, effective July 30th. I provided a letter from the employer who explained the leave of absence and that there was a decrease in wages. The employer also mentioned that an application for FMLA was done, and awaiting a response.

PCHA seemed to focus mainly on the FMLA that had just been applied for and they disregard the documentation of the job ending and the paystub showing deceased wages.

On July 29th, my housing specialist sent me a letter requesting an award letter from FMLA that did not exist. She said it was a required document and that she could not move forward until it was received. The conundrum with her request is that there was no award letter. The application was just submitted and had not yet been processed. How could she hold up the help needed based on FMLA benefits that had not been received?

This request for an award letter that did not yet exist is a red flag for me and I hope it is for you too. Because of this request, it halted the adjustment to our rent being done during the time of a hardship and here's the caveat, it's based on income that did not exist yet and that which could not be anticipated.

The approval for FMLA was received on August 20th. And now it appears that she intends to use the FMLA benefits that was issued on August 18th for August 1st; which is not accurate because the FMLA benefits were not approved or issued.

Chairperson Martinez asked to review and approve the agenda. Jim asked for changes to be made to the agenda: Tamara is not available to go over her report and Sean McKenna will give a report. 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 July 28, 2021. 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 special board meeting held on November 20, 2020. There were three days of interviews done for hiring the Executive Director. These were conducted as special meetings. The minutes were not submitted for review and approval. 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 special board meeting held on November 23, 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 November 24, 2020. 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 ratifying the payment of cash disbursements for July. 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. Nathan Orello in the maintenance department and Sean McKenna the new director of project management was introduced.

Chairperson Martinez asked for the finance report. Moreen went over her written reports. Chairperson Martinez more information regarding the utilities we are paying for the tenants. Jim stated the practice has been to keep the unit lit and functional and when people got behind, we were picking up the utilities to keep them from getting shut off. It is practice that has been going for some time but went up during covid. Christina wen over the legal aspects as to why we do it.

Chairperson Martinez asked for the Section 8 report. Tamara was not available to go over her report. Jim gave an update on the emergency vouchers. Commissioner Smith asked for a glossary of the abbreviations for the two-year tool if one was available. The commissioners voiced concerns about the rise in rent and people having trouble finding units. Jim said PCHA is planning on adding a landlord liaison soon. Currently there is a review process regarding raising the payment standards.

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

Chairperson Martinez asked for the affordable housing report. Christina went over her written report. She gave an update on the parking lot repaving project. Her focus is on transferring existing disabled tenants to ground floor units when available who have already asked for one previously. She gave an update on the plan to charge a utility allowance and rent increases.

Chairperson Martinez asked for the Executive Director report. Jim had Sean go over special projects - largest project is the disposition. Sean went over the process going forward with repositioning the 125 LIPH units. He will complete conditions need assessment and then appraisal and relocation budget. He will help other departments where/when he can. Jim went over the letters/email from the county executive and the emails from the SAO.

Chairperson Martinez asked for the report of committees. Commissioner Brammall expressed concern regarding Pierce County procrastinating on getting new commissioners.

Executive Session – For 30 minutes to discuss litigation matters. Commissioners returned from executive session at 5:47 pm.

Meeting adjourned at 5:48 pm.