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MINUTES FOR THE AUGUST 27TH, 2025, REGULAR MEETING OF THE BOARD OF COMMISSIONERS

DATE: August 27th, 2025
3:30 PM

LOCATION: PCHA Main Campus and Hybrid
over ZOOM

IN ATTENDANCE: Chairperson Mark Martinez
Vice Chairperson Narva Walton
Commissioner Blaksley
Commissioner Stewart
Commissioner Winship

ALSO IN ATTENDANCE:
Jim Stretz, Executive Director
Tamara Meade, Deputy Executive Director
Sean McKenna, Director of Project Management
Joanna Nieto, Controller
Riley Guerrero, Planning, Policy, and Community Engagement Manager
Ney Calhoun, Human Resources Manager
Darcy Erwin, Business Development Coordinator
***In Attendance Via Zoom/Phone**

CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:30 PM with the presence of a quorum. All Commissioners were present at the start of the meeting except for Commissioner Winship who arrived shortly after at 3:31 PM.

AGENDA

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion. Commissioner Martinez asked for any changes to the Agenda. With no changes proposed a vocal vote was taken with the following result:

	<i>In Favor</i>	<i>Opposed</i>	<i>Abstain</i>	<i>Absent</i>
<i>Commissioner Blaksley</i>	☒	☐	☐	☐
<i>Commissioner Stewart</i>	☒	☐	☐	☐
<i>Commissioner Winship</i>	☐	☐	☐	☒
<i>Vice Chairperson Walton</i>	☒	☐	☐	☐
<i>Chairperson Martinez</i>	☒	☐	☐	☐

The agenda was so approved.

PUBLIC COMMENT

Chairperson Martinez called for public comment. No comment was given. Public comment was thereby





closed.

OLD BUSINESS

Chairperson Martinez called for a motion to approve the minutes of the July 30th, 2025, Regular Meeting as presented. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion. A vocal vote was taken with the following result:

	<i>In Favor</i>	<i>Opposed</i>	<i>Abstain</i>	<i>Absent</i>
<i>Commissioner Blaksley</i>	☒	☐	☐	☐
<i>Commissioner Stewart</i>	☒	☐	☐	☐
<i>Commissioner Winship</i>	☒	☐	☐	☐
<i>Vice Chairperson Walton</i>	☒	☐	☐	☐
<i>Chairperson Martinez</i>	☒	☐	☐	☐

The minutes were so approved.

Chairperson Martinez entertained a motion to approve the cash disbursements for July 2024. Commissioner Stewart so moved. Commissioner Winship seconded the motion. Chairperson Martinez entertained a motion to approve the cash disbursements for July 2024. Commissioner Stewart moved to adopt, and Commissioner Winship seconded the motion. Chairperson Martinez requested the recommendation of the Finance Committee. Commissioner Stewart, on behalf of the committee, stated that they were pleased with the report. He noted limitations due to the number of houses Habitat for Humanity can purchase has resulted in increased maintenance costs and that there are additional unexpected repairs needed. Commissioner Stewart confirmed that the Finance Committee recommended adoption. A vocal vote was taken with the following result:

	<i>In Favor</i>	<i>Opposed</i>	<i>Abstain</i>	<i>Absent</i>
<i>Commissioner Blaksley</i>	☒	☐	☐	☐
<i>Commissioner Stewart</i>	☒	☐	☐	☐
<i>Commissioner Winship</i>	☒	☐	☐	☐
<i>Vice Chairperson Walton</i>	☐	☐	☐	☒
<i>Chairperson Martinez</i>	☒	☐	☐	☐

The cash disbursements from July 2024 were so approved.

NEW BUSINESS

Resolution 1972 – Update Public Records Request Policy

Chairperson Martinez called for a motion to approve Resolution 1972. Commissioner Stewart moved to adopt, and Commissioner Blaksley seconded the motion. Chairperson Martinez invited staff to present the resolution. Policy and Strategy Manager Guerrero presented Resolution 1972 as written on page 47 of the August Board Meeting Information Packet. Manager Gurrero explained that, as a public agency, the Housing Authority is required to provide public records. The policy has not been updated for some time, and the proposed revisions include additional language, updated contact information, and updated procedural guidance.

Executive Director Stretz provided context on a recent incident involving a “citizen auditor” who visited another housing authority and later came to HPC. Manager Guerrero and Executive Director Stretz gave background on “citizen auditors,” describing past incidents. Commissioner Blaksley inquired for more





information and the nature of “citizen auditors”. Commissioner Winship explained that there are monetary awards available if agencies are found noncompliant. Executive Director Stretz and Deputy Executive Director Meade emphasized that the updated policy both protects the Housing Authority and the public providing clarity regarding what can and cannot be provided depending on the nature of a public records request. Commissioner Blaksley asked whether the policy related to service response times. Deputy Executive Director Meade clarified that public record requests are not the same as service requests and therefore follow different standards. With no further discussion, a voice vote was taken with the following result:

	<i>In Favor</i>	<i>Opposed</i>	<i>Abstain</i>	<i>Absent</i>
<i>Commissioner Blaksley</i>	☒	☐	☐	☐
<i>Commissioner Stewart</i>	☒	☐	☐	☐
<i>Commissioner Winship</i>	☒	☐	☐	☐
<i>Vice Chairperson Walton</i>	☒	☐	☐	☐
<i>Chairperson Martinez</i>	☒	☐	☐	☐

RESOLUTION 1972 was so approved.

OPENING DOORS

Veteran Rapidly Housed

Manager Guerrero presented the Opening Doors Success Story as written on page 52 of the August Board Meeting Information Packet. Commissioners commended the effort, with Commissioner Walton offering congratulations and Commissioner Winship adding “Bravo.” Commissioner Walton stressed the importance of broader communication about this success, suggesting the agency’s role should be elevated in the press. Staff noted that local news reporting was aware of the outreach and HPC notified them that we were there. Director Meade and Manager Guerrero explained that the press may not have been present for the event due to privacy concerns. Commissioner Walton inquired who was the designated staff member to speak to the press. Manager Guerrero confirmed it was her. Commissioner Walton requested that we continue to send success stories to the press. Manager Guerrero confirmed. Commissioner Winship confirmed with staff that the VA is looking at events like these to replicate across the country. Chairperson Martinez inquired about the number of VASH vouchers available. Staff responded that we have used all that we are allocated and will be applying for more. Commissioner Winship asked about the frequency of applications, and staff explained that opportunities vary year by year. Chairperson Martinez further asked about the possibility of future surges and whether the HCV program could use a similar model. Deputy Executive Director Meade clarified that HCV could not operate in the same way, but VASH surges could continue with VA participation. Chairperson Martinez also asked if VASH vouchers could be issued without hosting a large community event. Meade confirmed that this is possible, subject to VA approval. The Board collectively expressed appreciation for the initiative, noting it was an excellent and impactful effort. No additional questions or comments.

EXECUTIVE AND DIRECTOR REPORTS

Executive Report

Deputy Executive Director Tamara Meade presented the Executive Report and the Supported Housing Division Report as written on page 54 of the August Board Meeting Information Packet, as well as the Two-Year Tool on page 55. Director Meade informed the Board of Administrative Plan changes related to HOTMA income exclusions. She noted that HAP costs will increase because more income sources, such as worker’s compensation, will now be excluded. Director Meade also noted that audit season is





underway, with reviews ongoing and progressing smoothly. There were no questions or comments from Commissioners.

Affordable Housing Division Report

Director of Operations Christina McLeod presented the Affordable Housing Division Report and the Available Unit Schedule, which was not included in the August packet. She reported that units are in good condition, with the majority located at Chateau and DeMark Apartments, and many include in-unit washer/dryers. Staffing reassignments were made to better serve residents and increase lease-ups. McLeod also reported that current eviction-related cost an estimated \$10,000 per unit. Commissioner Winship inquired about the reason for eviction. Director McLeod responded that it was usually nonpayment of rent and provided insights into the eviction process and costs associated. Commissioner Walton offered to connect staff with a junk-out service. Commissioner McLeod welcomed the referral. No further questions or comments were offered.

Finance Report

Controller Joanna Nieto presented the Cash Position report as written on page 62 of the August packet. She noted that financial statements were not available due to the ongoing audit. Controller Nieto provided an update on the audits' progress. No concerns have arisen that would delay the audit deadline. Chair Martinez inquired about the recommendations of the auditors so far and Nieto responded describing minor presentation changes. Controller Nieto also reported on progress toward implementing a purchase order process in Yardi, with discussions ongoing with Yardi and CLA to ensure strong internal controls and best practices. The budget process will begin shortly. Day-to-day tasks include reviewing tenant ledgers, collections, and reconciling the balance sheet. No staff changes were reported.

Human Resources Report

Human Resources Manager Ney Calhoun presented the HR Report as written on page 62 of the packet. The agency currently has 56 employees with three open positions. She reported strong candidate pools, with many applicants bringing significant experience. Commissioner Stewart inquired if the strong candidate pool reflects the individuals who were impacted by the Federal Government. Manager Calhoun confirmed and noted the applicant pool includes high-quality candidates from federal agencies, recent graduates, teachers, and nonprofit employees—groups impacted by recent sector changes. No additional questions or comments from Commissioners.

Maintenance Report

In the absence of Director of Maintenance Victor Lovelace, the Maintenance Report was submitted as written on page 65 of the packet. No questions or comments from Commissioners.

Policy and Strategy Report

Policy and Strategy Manager Riley Guerrero presented the Policy and Strategy Report as written on page 66 of the packet. Commissioner Winship inquired about the process for awarding grant funding for the Affordable Housing NOFA 2025. Guerrero explained the process of approvals and how anonymous review committee score applications. Projects that score above the threshold are recommended for award; the review panel itself does not make awards. No additional questions or comments from Commissioners.





Project Management Report

Director of Project Management Sean McKenna presented the Project Management Report as written on page 69 of the packet. He provided updates on disposition project counts, updated project costs, and reported on the 108th Street parcel project. Commissioner Walton identified a typo in the report and Director McKenna provided the correction for the typo. Director McKenna also corrected for the trend of septic costs which he confirmed are trending up. Director McKenna commented that the proceeds estimate may continue to increase with subsequent closings. Commissioner Stewart inquired about proceeds from properties sold and if they were at any risk. Executive Director Stretz confirmed that these funds are in an investment fund and some have been used for the purchase of Hidden Firs. Commissioner Martinez confirmed that they would not be subject to federal capture.

COMMISSIONERS CORNER

Chair Martinez called for Commissioners' Corner. He provided an update on the search for the new Executive Director and thanked staff members who participated in the process with GMP Consultant Michael Mirra. Chair Martinez noted that Consultant Mirra was very impressed with the input received. Commissioner Blaksley confirmed that she will be meeting with Consultant Mirra tomorrow. Chair Martinez commented that after which, materials will be assembled and the job posted will be published. Chair Martinez noted that he expects a good pool of applicants for the role and thanked the staff again for their participation in the process. With no additional comments from Commissioners, Commissioner's Corner was then closed.

EXECUTIVE SESSION

Chair Martinez called for an Executive Session to discuss the performance of a public employee for a duration of 13 minutes, from 4:30 p.m. to 4:43 p.m. The Executive Session was closed, and the Board returned to regular session at 4:43 p.m. No action was taken following the Executive Session.

ADJOURNMENT

Having no further business to come before the Board, Chair Martinez called for a motion to adjourn the Regular Meeting of the Board of Commissioners. Commissioner Stewart moved to adjourn, and Commissioner Blaksley seconded the motion. With all in favor and none opposed, the meeting was adjourned at 4:44 p.m.





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VOUCHER APPROVAL REPORT

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Pierce County Housing Authority, and that I am authorized to authenticate and certify to said claim in the amount of:

\$6,600,668.90 **This 24th day of September 2025**

Date Range	Transaction ID#	Bank Account	Total May 2025	Total April 2025	Change in Disbursements Month over Month	Notes
31-Aug-25	Check#	LIPH Mgmt.	\$0.00	\$273.00	-\$273.00	
31-Aug-25	EFT# 1192-1196	LIPH Mgmt.	\$573.00	\$573.00	\$0.00	
31-Aug-25	VOID Check # 6539	LIPH Mgmt.	\$0.00	-\$737.50	\$737.50	
31-Aug-25	VOID EFT #	LIPH Mgmt.	\$0.00	\$0.00	\$0.00	
31-Aug-25	Check# 357536-357693	Section 8	\$382,262.51	\$292,240.83	\$90,021.68	Port reconciliations and LL ownership changes
31-Aug-25	EFT# 308795-309940	Section 8	\$3,618,310.96	\$3,619,367.97	-\$1,057.01	
31-Aug-25	VOID Check #: 356729, 357526, 356805, 356760, 357589, 357491, 356763	Section 8	-\$19,202.00	-\$5,871.00	-\$13,331.00	
31-Aug-25	VOID EFT #	Section 8	\$0.00	-\$1,641.00	\$1,641.00	
31-Aug-25	Check#92085-92197	Gen Ops	\$499,970.00	\$426,678.93	\$73,291.07	Property taxes (2nd installment), CR flooding & additional checkrun in August due to staff training in September
31-Aug-25	EFT #9950-10015	Gen Ops	\$1,650,084.90	\$1,378,684.59	\$271,400.31	CR flooding flooring expenses, LGIP: August transfer \$1.38m and July transfer \$1.19m
31-Aug-25	VOID Check # 92010	Gen Ops	\$0.00	-\$13.99	\$13.99	
31-Aug-25	VOID EFT #9815	Gen Ops	-\$2,762.85	\$0.00	-\$2,762.85	
Aug-25	Greystone Transfers	Gen Ops	\$137,939.00	\$137,939.00	\$0.00	
8-Aug-25	Payroll Period	Payroll	\$171,205.91	\$152,505.09	\$18,700.82	Retention bonuses/employee anniversaries
22-Aug-25	Payroll Period	Payroll	\$162,287.47	\$157,226.25	\$5,061.22	
	Payroll Period	Payroll	\$0.00	\$0.00	\$0.00	
	Totals		\$6,600,668.90	\$6,157,225.17	\$443,443.73	

Auditing Officer: _____

Date: _____

