



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

MINUTES FOR THE 03/27/2024 REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: 03/27/2024 @ 3:35 PM

Location: PCHA Main Campus & Hybrid over ZOOM

In Attendance: ☒ Chairperson Mark Martinez
☒ Vice Chairperson Commissioner Narva Walton
☒ Commissioner Tausha Blaksley*
☒ Commissioner Willie Stewart

Also in Attendance: ☒ Jim Stretz, Executive Director
☒ Tamara Meade, Deputy Executive Director
☒ Christina McLeod, Director of Operations*
☒ Tammy Moter, Director of Finance
☒ Sean McKenna, Director of Project Management
☒ Victor Lovelace, Director of Maintenance
☒ Riley Guerrero, Planning, Policy, and Community Engagement Manager
☒ Ney Calhoun, Human Resources Manager**
☒ Darcy Erwin, Executive Assistant

CALL TO ORDER

Chairperson Martinez opened the Regular Meeting of the Board of Commissioners on Wednesday, March 27th, 2024, at 3:35 PM. All Commissioners were present, signifying full attendance and readiness to discuss the scheduled agenda.

AGENDA

Chairperson Martinez entertained a motion to approve the agenda as presented. Commissioner Stewart moved to approve, and Commissioner Blaksley seconded the motion. Chairperson Martinez then called for any discussions or objections, to which there were none. A voice vote was conducted:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson 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"/>

The agenda for the March 27th, 2024, meeting was thus approved.

PUBLIC COMMENT

Chairperson Martinez called for public comment. After a brief pause and seeing that no members of the public

stepped forward, Chairperson Martinez closed the public comment section.

OLD BUSINESS

Firstly, the minutes from the Regular Meeting on Wednesday, February 28th, 2024, were presented for approval. Commissioner Stewart so moved for approval, and Commissioner Blaksley seconded the motion. Chairperson Martinez inquired if there were any corrections or amendments needed and in receiving no response, a voice vote was conducted with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson 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"/>

The minutes of the Wednesday, February 28th, 2024, Regular Board Meeting were so approved.

Subsequently, the minutes of the Special Meeting which occurred on Tuesday, March 12th, 2024, were presented. Chairperson Martinez called for a motion to approve the minutes and Commissioner Stewart so moved. Vice Chairperson Walton seconded the motion. Chairperson Martinez inquired if there is any discussion needed and in receiving no response, a voice vote was conducted with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson 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"/>

Next, Chairperson Martinez brought forth a motion to approve the cash disbursements and check register for February 2024. Commissioner Stewart moved so, and Vice Chairperson Walton seconded the motion. Chairperson Martinez asked for the Finance Committee's recommendation. Commissioner Stewart stated that the committee recommended approval. A vocal vote occurred with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson 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"/>

The cash disbursements from February 2024 were so approved.

NEW BUSINESS

Resolution 1941

Discussion on Resolution 1941 ensued, which proposed the authorization for investment of Section 18 sales monies into the Local Government Investment Pool (LGIP) as found on page 101 of the Board Meeting Information Packet. Commissioner Stewart so moved. Vice Chairperson Walton seconded the motion. During

the discussion, Chairperson Martinez invited Executive Director Jim Stretz to provide additional information, leading to a query from Commissioner Stewart regarding prior engagements of similar strategies by other entities. The Executive Director affirmed the longstanding availability and successful adoption of the strategy by other entities, but not yet by the Pierce County Housing Authority. This led to a request from Chairperson Martinez regarding the specifics of reporting and transparency, which were satisfactorily addressed by Director of Finance, Tammy Moter. A vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson 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"/>

Resolution 1941 was so approved.

STRATEGIC FOCUS

RAD Reserve “Basis Boost” and Faircloth Transfer

Chairperson Martinez introduced a strategic focus segment on the RAD Reserve “Basis Boost” and Faircloth Transfer initiative as found on page 114 of the Board Meeting Information Packet. Planning, Policy, and Community Engagement Manager Riley Guerrero presented an overview, focusing on the potential collaborative benefits with other Move-to-Work Housing Authorities and the new regulatory opportunities. Vice Chairperson Walton questioned the implementation steps and potential risks involved. Manager Guerrero elaborated on the operational details, noting the preparatory steps, and emphasized the strategic value of such initiatives. The Board engaged in an examination of the proposal and expressed a cautious but optimistic stance towards exploring the options further.

EXECUTIVE AND DIRECTOR REPORTS

Director of Operations Christina McLeod presented her written report found on page 118 of the March Board Meeting Information Packet. No commissioner questions.

Director of Finance Tammy Moter presented her written report, found on page 120 of the Board Meeting Information Packet. She prompted the Commissioners to consider preferences for future financial reporting formats. In response, Chairperson Martinez requested that a statement of cash in the bank and a statement of cash flows be examined at the next Finance Committee meeting. No commissioner questions.

Director of Maintenance Victor Lovelace presented his written report, found on page 148 of the Board Meeting Information Packet, which included a recent incident involving a semi-truck accident on property grounds. Commissioner Stewart inquired about any additional details known. Director Lovelace and Director McLeod discussed the outcomes of the incident, including damage to a tree and nearby poles, and the subsequent review of security footage with witness accounts which did not conclusively identify the vehicle’s owner. Director Lovelace emphasized ongoing efforts to enhance property safety and security measures. No additional questions from Commissioners.

Planning, Policy, and Community Engagement Manager Riley Guerrero presented her written report, found on 149 of the Board Meeting Information Packet. Manager Guerrero noted timelines, policy and procedure revisions, and positive impacts of the Deposit & Rental Incurrence Voucher Enhancement (DRIVE) Policy. Manager Guerrero noted priority to achieve Strategic Focus. No additional questions from Commissioners.

Director of Project Management Sean McKenna presented his written report, found on page 152 of the Board Meeting Information Packet. Director McKenna discussed the progress of Section 19 property disposition and the associated relocation processes. Commissioner Steward and Vice Chairperson Commissioner Walton inquired if Habitat for Humanity is moving to purchase additional properties at this time, what the recent appraisal is for the lot PCHA currently operates on, and the costs associated with decontamination efforts. Director McKenna clarified that interest has not been confirmed, that the appraisal for the lot currently operated by PCHA was in process—confirmed the importance of a fair and conscientious process in the sale of parcels—and acknowledged that decontamination costs had been higher than expected, with average decontamination costs being significantly impacted by one particularly expensive property. There was also a mention of potential new office locations by Executive Director Jim Stretz that were being evaluated for suitability, focusing on central location accessibility and adequate parking to enhance operational efficiency and staff morale. No additional questions from Commissioners.

Deputy Executive Director Tamara Meade presented her written Supported Housing Programs Report found on page 154 of the Board Meeting Information Packet. Chairperson Martinez inquired the satisfactory levels of current landlords. Meade described the effective resolutions of landlord inquiries through the liaison office, which had led to improved rent payment turnaround times and increased landlord satisfaction post-COVID-19 pandemic. No additional questions.

Human Resources Manager Ney Calhoun, who attended the meeting at approximately 4:29 PM, presented her report, which was found on page 146 of the Board Meeting Information Packet. Commissioner Steward inquired about the process of posting new open positions. Manager Calhoun confirmed the recruitment process incorporates a multichannel approach. No additional questions from Commissioners.

COMMISSIONERS CORNER

Chairperson Mark Martinez called commissioners' corner. Chairperson Martinez confirmed preparations for the upcoming Washington DC Conference. No additional questions or comments.

Commissioners' Corner was thereby closed.

EXECUTIVE SESSION

Chairperson Martinez called for the Executive Session. No Executive Session was needed. Executive Session was thereby closed.

Manager Guerrero proposed rescheduling of Regular Board Meeting to May 1st, 2024, to occur with all staff. Board Members approved rescheduling.

Vice Chairperson Commissioner Walton extended an open invitation to the 2024 Fair Housing Conference April 15th, 2024, hosted by the Tacoma Pierce County Association of Realtors at the McGavick Center in Lakewood, WA.

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 Steward so moved. Vice Chairperson Commissioner Walton seconded the motion.

The meeting was adjourned at 4:59PM.