

**PIERCE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS SPECIAL MEETING**

**Saturday August 24, 2019 8:00 AM**

***BUILDING “B”, 603 SOUTH POLK STREET***

***TACOMA WA 98444***

**AGENDA**

1. ROLL CALL
2. CONSIDER A MOTION APPROVING TODAY’S AGENDA
3. REVIEW BOARD OF COMMISSIONERS DUTIES AND RESPONSABILITIES
4. ENVIRONMENTAL SCAN (STRENGTHS, WEAKNESSES, OPPORTUNITIES, THREATS)
5. ESTABLISH GOALS AND OBJECTIVES FOR THE PIERCE COUNTY HOUSING AUTHORITY FOR 2019-2020
6. ESTABLISH METHODOLOGY TO MEASURE PROGRESS TOWARD GOALS AND OBJECTIVES
7. ESTABLISH AN ANNUAL PLANNING PROCESS
8. 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.

**9. ADJOURNMENT**

August 24, 2019  
Location:  
603 SOUTH POLK STREET, BUILDING “B”  
TACOMA WA 98445

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMISSIONERS OF THE PIERCE  
COUNTY HOUSING AUTHORITY

In attendance: Commissioner Brammall  
Commissioner Martinez  
Commissioner Ramsay  
Vice Chairperson Walton  
Chairperson Smith

Also in attendance: Charlie Gray, Executive Director  
Ellie Ottey, Deputy Executive Director  
Randy Squires, Attorney

Chairperson Smith called the special meeting of the Pierce County Housing Authority Board of Commissioners to order at 8:02 AM. Roll call was taken:

	Present	Absent
Commissioner Brammall	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner Ramsay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chairperson Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Chairperson Smith entertained a motion to review today’s agenda and consider an amendment to the proposed agenda; moving item number eight, executive session, to the first item on the agenda. Commissioner Brammall so moved to approve the agenda as amended. Martinez seconded.. 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 Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Ramsay	<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"/>

## BOARD MINUTES – SPECIAL MEETING AUGUST 24, 2019

At 8:04 AM Chairperson Smith reminded Commissioners that discussions occurring in executive session are confidential. Chair Smith announced that the Pierce County Housing Authority Board of Commissioners would enter into executive session for the purposes of discussing the performance of a public employee. Chairperson Smith announced the Board of Commissioners would return to open session at 8:30 AM.

8:30 AM Chairperson Smith announced that the Pierce County Housing Authority Board of Commissioners had returned from executive session where it discussed the performance of a public employee.

8:30 AM Chairperson Smith announced that the Pierce County Housing Authority would enter executive session for the purpose of discussing current or potential litigation with legal counsel Randy Squires. Chairperson Smith announced that the board would return to open session at 9:30 AM.

9:30 AM Chairperson Smith announced that the Pierce County Housing Authority Board of Commissioners had returned from executive session wherein it discussed current or potential litigation with legal counsel Randy Squires.

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9:55 AM Chairperson Smith announced that the Pierce County Housing Authority would enter executive session for the purpose of discussing current or potential litigation with legal counsel Randy Squires. Chairperson Smith announced that the board would return to open session at 10:55 AM.

10:55 AM Chairperson Smith provided commissioners and staff with an overview of the duties and responsibilities of housing authority commissioners, as defined by the National Association of Housing and Redevelopment Authorities and HUD's curriculum for Commissioners entitled "Lead the Way". Commissioners were provided the URL for the Lead the Way Training.

11:34 AM Chairperson Smith described today's strategic planning process, as described by the Strategic Planning Committee, as engaging in an analysis of Strengths, Weaknesses, Opportunities, and Threats related to the internal and external operating environment of the Pierce County Housing Authority and informed commissioners that:

- Strengths: are of internal attributes of an organization and viewed as helpful.
- Weaknesses: are also internal attributes of an organization and viewed as harmful.

## **BOARD MINUTES** – SPECIAL MEETING AUGUST 24, 2019

- Opportunities: are of external origin and considered helpful
- Threats: are of external origin and considered as harmful.

Chair Smith invited commissioners to use sticky notes for the purpose of identifying strengths, weakness, opportunities and threats relevant to the mission of the Pierce County Housing Authority: The provision of safe decent, affordable housing and economic opportunity, free from discrimination.

Each member individually wrote examples of SWOT on sticky notes and placed them under the heading strengths, weakness, opportunities and threats.

Ellie Ottey, Deputy Executive Director then read each sticky note out loud.

Chairperson Smith then asked individual commissioners and staff to use a magic marker to check those items that felt most critical. Commissioners did so.

Chairperson Smith then read aloud the sticky notes that had received check marks.

Charlie Gray, Executive Director announced that staff would record the results of the SWOT analysis and attempt to group similar items in order to inform future work of the BOC. Charlie also announced that he would engage housing authority staff in a similar exercise and provide the results of that exercise to the BOC if requested.

Chairperson Smith adjourned the meeting at 3:40 PM