

Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Wednesday, February 23, 2022 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 December 8, 2021.
5. CONSIDER RESOLUTION 1911 - GRATITUDE AND PRAISE FOR MARGARET BRAMMALL’S SERVICE TO OUR COMMUNITY
6. CONSIDER RESOLUTION 1912 - GRATITUDE AND PRAISE FOR SALLY PORTER SMITH’S SERVICE TO OUR COMMUNITY
7. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$3,710,772.68 FOR December 2021
8. CONSIDER RESOLUTION 1910 RATIFYING PCHA’S HUD REQUIRED ANNUAL PLAN
9. CONSIDER RESOLUTION 1913 ADOPTING AMENDMENTS TO THE PIERCE COUNTY HOUSING AUTHORITY SECTION 8 ADMINISTRATIVE PLAN
10. CONSIDER RESOLUTION 1914 ADOPTING AMENDMENTS TO THE PIERCE COUNTY HOUSING AUTHORITY SECTION 8 ADMINISTRATIVE PLAN
11. 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 McLeod
 - f. PROJECTS – Sean McKenna
 - g. EXECUTIVE DIRECTOR – Jim Stretz
 - h. REPORTS OF COMMITTEES

12. COMMISSIONER’S CORNER

13. 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.

14. 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

February 23, 2022
603 SOUTH POLK STREET
TACOMA WA 98445

Location: via Zoom

In attendance via Zoom: Commissioner Blakesley
Commissioner Miller
Commissioner Stewart
Commissioner Walton

Also in attendance via Zoom: Jim Stretz, Executive Director
Moreen Forde, Acting Financial Officer
Victor Lovelace, Maintenance Director
Tina McLeod, Director of Operations
Sean Mckenna, Director of Project Management
Tamara Meade, Director of Supported Housing Programs

Guests: Margaret Brammall
Sally Porter-Smith

Via Phone: Two public guests

Vice Chairperson Walton called the meeting to order at 3:39 pm. Roll call was taken with those in attendance.

There was public comment via telephone from Bianca Williams and Aliyah Richards, a dependent resident under the Williams voucher. They both were of the opinion that PCHA staff is not following the subsidy standard policy and discussed their situation. After making their comments, they thanked the Commissioners and left the meeting.

Vice Chairperson Walton asked the Board to consider a motion approving the minutes of the regular board meeting held on December 8, 2021. Commissioner Stewart so moved. Commissioner Blakesley seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Blakesley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<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"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Vice Chairperson Walton asked the Board to consider a motion approving resolution 1911. Commissioner Stewart so moved. Commissioner Blakesley seconded the motion.

	In favor	Opposed	Abstain	Absent
Commissioner Blakesley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<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"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Ex-Commissioner Brammall spoke thanking the Board for the recognition and grateful to serve the community. She was especially appreciable to the donation by the staff in her honor to Home First.

Vice Chairperson Walton asked the Board to consider a motion approving resolution 1912. Commissioner Stewart so moved. Commissioner Blakesley seconded the motion.

	In favor	Opposed	Abstain	Absent
Commissioner Blakesley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<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"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Ex-Commissioner Porter-Smith thanked the board for their kind words and wanted to especially recognize the hard work of the staff through challenging times. She was especially grateful for the donation by staff to Habitat for Humanity in her honor. Brammall and Smith left the meeting.

Vice Chairperson Walton asked the Board to consider a motion ratifying the payment of cash disbursements for December. Commissioner Stewart so moved. Commissioner Miller seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Blakesley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<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"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Vice Chairperson Walton asked the Board to consider a motion approving resolution 1910. Commissioner Stewart so moved. Commissioner Miller seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Blakesley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<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"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Vice Chairperson Walton asked the Board to consider a motion approving resolution 1913. Commissioner Miller so moved. Commissioner Stewart seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Blakesley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<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"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Vice Chairperson Walton asked the Board to consider a motion approving resolution 1914. Commissioner Stewart so moved. Commissioner Blakesley seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Blakesley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<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"/>
Commissioner Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Martinez



Vice Chairperson Walton asked for the introduction of staff. Vice Chairperson Walton had all staff in the meeting introduce themselves to the new commissioners. Then Tamara introduced Krystal, the new housing navigator.

Vice Chairperson Walton asked for the finance report. Moreen went over her written reports.

Vice Chairperson Walton asked for the Section 8 report. Tamara went over her two-year tool. A video on the two-year tool will be sent to the new commissioners. Discussion on rent burden followed. Tamara also went over why there are unused vouchers. Tamara gave an update on the emergency housing voucher program.

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

Vice Chairperson Walton asked for the affordable housing report. Christina went over written report. Christina went over the affordable housing division for the new commissioners. Ceiling on income for HCV was explained.

Vice Chairperson Walton asked for the projects management report. Sean went over his written report. Sean went into detail the disposition project for the new commissioners.

Vice Chairperson Walton asked for the Executive Director report. Yardi conversion going slowly. Meeting with Habitat for Humanity regarding an MOU. SAO audit is not finished yet. Jim would like to do a tour of all the apartments for the new commissioners before the retreat if possible. Suggesting an all staff meeting after the Board retreat. Commissioner Miller opined his preference for a Saturday morning schedule and the agenda to set the tone for discussion rather than presentations.

Vice Chairperson Walton asked for the report of committees. There were no reports.

Vice Chairperson Walton asked if there was anything for the Commissioner's Corner. There was none.

No Executive Session

Meeting adjourned at 5:56 pm.