



## PIERCE COUNTY HOUSING AUTHORITY

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

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### MINUTES FOR THE NOVEMBER 25<sup>H</sup>, 2023 REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: Wednesday, November 25, 2023  
3:30 PM

Location: PCHA Main Campus and Hybrid  
over ZOOM

In Attendance: Chairperson Mark Martinez  
Commissioner Blaksley  
Commissioner Stewart

Also in Attendance: Jim Stretz, Executive Director  
Tina McLeod, Director of Operations  
Tamara Meade, Director of Supported Housing  
Tammy Moter, Director of Finance  
Victor Lovelace, Director of Maintenance  
Riley Guerrero, Planning, Policy, and Community Engagement Manager  
Ney Calhoun, Human Resources Manager  
Bianca Williams\*

\*In Attendance Via Zoom/Phone

#### CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:41 PM. Commissioner Blaksley, Commissioner Stewart, and Chairperson Martinez were present.

#### PUBLIC COMMENT

Chairperson Martinez called for public comment. One commenter identified herself as Bianca Williams and was given five minutes to proceed with her comment. Her comment is written into the record in its entirety below, punctuation added for readability:

*Hello, my name is Bianca Williams and I recently relinquished my voucher to my daughter, prematurely, and under false pretenses. And since then, it's been about a month, and I have reached out to the housing specialist and reported to her the change in circumstance and that our family never broke apart and that my daughter, who is the only one with the voucher currently, has not been able to establish housing on her own having not had rental history for a year, and not having double the deposit and a cosigner, and she has since then asked for her family members – her immediate family members; mother, father, sister and brother – to be added back on to the voucher. And the caveat we are facing is being told that once an adult member comes in, that has income, that this will create a situation where PCHA will not be paying a HAP payment on the unit we choose because the other adult has income as well. My daughter has asked for them to please send me some policy or regulation on that because it - that just really baffled her that she could add family and that if they work you guys won't pay*

*the payment. I know from my experience prior to relinquishing the voucher, that an additional adult member who has income does not cause PCHA to stop paying the HAP, so I don't know why my daughter was told that. She has brand new to the program on her own and has explained that she doesn't know how to establish that, and she has been told that if this isn't completed – if this isn't established in six months –her voucher will be no more, and she's very concerned because if she's not able to establish housing on her own, and she's requested that her family comes back on, but then she's being told that if her family comes back on that are adult members with income- that you won't pay the HAP, and she feels very much with her back against the wall and I'm looking too, as a person from the outside who's been on the program from my own experience, and I don't think this is fair treatment. I know from my previous experience I – we – the reason we relinquished our voucher prematurely was due to program deviations of the policy where our voucher was reduced from a four bedroom – where that was still needed – to a three, due to the composition of our household not being considered accurately. So, since you guys considered it that way, we had tried to do a different approach and present an exception to the policy standard per your administrative plan, that had six different reasons as to why you would, but for some reason Ms. Meade made her own amendment in writing and verbally to me and it never existed – it acted in law in our case – and she said that no one can ever do it -request for exception to the policy standard – if it's not a reasonable accommodation. But yet your policy says age, sex, health, disability, relationship of family members, or personal circumstances, but we were limited to only one, and it wasn't the one that my daughter was requesting and so she was blocked from what we believe was due process and it caused a problem because we were in a home with four bedrooms and we weren't able to maintain – we were scared we wouldn't be able to maintain a four bedroom home with a reduced three-bedroom voucher, with the cost of living now, and that caused a lot of stress within our family, it caused a lot of worry about, okay, how are we going to be able to keep up with this when the rent raises, and , because, right before you guys did your subsidy change for the new standard, three bedrooms were more expensive were more expensive than what the vouchers were, currently, prior to this increase that's coming up in December, so we were so scared about - 'how are we even going to get a three bedroom?' So we relinquished our voucher to our daughter, to establish her and our grandson to have housing, shared housing, and it actually provided them with a two bedroom voucher, so with the four of us leaving, it went from a three bedroom to a two-bedroom voucher with only my daughter and her child, and I just find that to be very, very much, unfair, I mean, how do the two of them have a two bedroom voucher with all four of us – all six of us- only a three when a four-bedroom was still needed and the composition was not acknowledged. We went through an appeal and Mr. McKenna – he was unfair to me, his ruling was unfair, and it was on record, and I had the Northwest Justice Project and NAACP send you guys a legal memo, and it was disregarded and thwarted because I don't know who else you guys had review my complaint - that review – and it's just a mess, and we lived in that disarray for the last year and that's how we ended up in this boat. And I just truly believe we wouldn't even be in this position, we wouldn't have tried to find remedy, if we weren't experiencing deviation of policy. So hopefully you guys can help my daughter, because she sent a request to Mr. Stretz to oversee what was happening. And thank you for hearing me.*

Commissioner Martinez thanked Ms. Williams for her comment.

Commissioner Martinez asked for any additional comment. No public commenter came forward. Public comment was thereby closed.

## 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. Staff answered that in the minutes, there was a section that would require later amendment after approval to add correct timestamps to the close of one meeting. 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 Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The agenda was so approved.

### OLD BUSINESS

Chairperson Martinez called for a motion to approve the minutes of the October 30, 2023 Regular Meeting as presented. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.

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 Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The minutes were so approved.

Chairperson Martinez called for a motion to approve the minutes of the October 2, 2023 Special Meeting as presented. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.

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 Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The minutes were so approved.

Chairperson Martinez called for a motion to approve the minutes of the October 6, 2023 Special Meeting as presented. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.

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 Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The minutes were so approved.

Chairperson Martinez entertained a motion to approve the cash disbursements for October, 2023. Chair Martinez

asked for the recommendation of the Finance Committee. Commissioner Stewart answered that the committee recommended to accept it after reviewing with the Executive Director and Director of Finance, and pointed out that the only area of note was ongoing software linkages and conversion.

Chair entertained the motion to adopt. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.

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 Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The cash disbursements from October 2023 were so approved.

## NEW BUSINESS

Resolution 1936:

Staff introduced Resolution 1936: to approve entering contract with Carleton Hart Architects for an amount not to exceed \$500,000. Staff reviewed that the RFQ process had been completed with 8 respondents submitting proposals, and a best-and-finals round had been done with the top three of those initial 8. PCHA had reviewed the pricing structure and found it reasonable to the industry and budget. Commissioner Stewart inquired if they were from the local area. Staff responded that they were primarily based out of Portland, but had done projects for other Washington organizations and were familiar with local design standards and licensed in WA. Chair Martinez added that they were engaged on a local project in Pierce County.

Chair Martinez thanked staff for being invited to help with the process and expressed support for the selected contractor.

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 Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resolution 1936 was so approved.

## STRATEGIC FOCUS

Payment Standards and Merger Reports

Staff reviewed highlights of the Payment Standards and Merger Reports included in the Board Packet

## EXECUTIVE AND DIRECTOR REPORTS

Staff presented the Year In Review presentation included in the Board Packet.

Director Meade highlighted that HUD had also presented a Year-in-Review to staff which praised their utilization in special programs.

Director Moter highlighted that in the financial statements, fixed assets are still being revised, so the sale of the homes is not yet reflected in the statements.

### EXECUTIVE SESSION

An Executive Session was called to discuss the sale or acquisition of property and the performance or actions of a public employee.

The Executive Session began at 5:15.

The Executive Session was closed and the Board returned to regular session at 5:39 PM. No decisions were made following the executive session.

### ADJOURNMENT

Chair Martinex stated that the regular meeting for December would need to be rescheduled to determine a quorum, but more information would be forthcoming.

The meeting was adjourned at 5:39 PM.