



PIERCE COUNTY HOUSING AUTHORITY

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

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS

Date: Wednesday, July 27, 2022

Location: Via Zoom

In Attendance: Vice Chairperson Narva Walton
Commissioner Blaksley
Commissioner Stewart

Also in Attendance: Jim Stretz, Executive Director
Moreen Forde, Acting Chief Financial Officer
Tina McLeod, Director of Operations
Sean Mckenna, Director of Project Management
Tamara Meade, Director of Supported Housing Programs
Riley Guerrero, Administrative Assistant

Vice Chairperson Walton called the meeting to order at 3:36 PM.

PUBLIC COMMENT

Vice Chairperson Walton asked for public comment.

There was no public comment.

OLD BUSINESS

Vice Chairperson Walton asked the Board to consider a motion approving the minutes of the regular board meeting held on June 14th, 2022. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion. A voice 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 Miller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson 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 ratifying the payment of cash disbursements for June 2022, totaling \$3,026,563.39.

Commissioner Stewart moved to approve the disbursements. 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 Miller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson 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"/>

REPORTS

There were no new staff to introduce.

Acting CFO Moreen Forde went over her written report. There were no questions on her written report, as detailed in the July 27th Board Packet.

Director of Operations Tina McLeod gave her report on affordable housing. Her oral report focused on the recent software conversion to Yardi Voyager. She detailed that the PCHA was in the process of working with residents who were still experiencing difficulty with the new program. There was no report on delinquencies for July as the challenges facing both property management staff and tenants from the complete software conversion necessitated lenience. Pay-or-Quit notices will resume in August. Director McLeod reported that though rental revenues may show as lower than previous months, they are still up from the same month last year. Staffing was reported to be another area of focus, and Director McLeod mentioned the abnormally high no-call-no-show rate with interviews as a major contributing factor to the current vacancies.

Director of Maintenance Operations Victor Lovelace’s report was presented by Executive Director Jim Stretz. He focused on the recent break-in and theft of the 108th St. Warehouse and the ongoing reacquisition and repair of stolen property. Contracts that will move PCHA onto a new security company’s network are underway.

Director of Project Management Sean McKenna presented his report. The disposition application is ongoing. A call with HUD representatives for the next calendar week is scheduled to ensure that the application is completed to requisite standards. This will be followed by a meeting with the SAC office, who will be the body reviewing the application, on Wednesday or Thursday of the next calendar week. Two Declarations of Trust are still pending with Chicago Title, and will be reviewed. The entire application is likely to be completed and submitted by the end of the next calendar week. A further-projected timetable of disposition will then commence after the application is approved, beginning with working with residents who wish to purchase their homes. There will then follow the Housing Choice Voucher Conversion program, the pack-up-move-out-process, for which a moving company will need to be retained,

and then the inspection and sale of the parcels. Director McKenna projected that the overarching goal would be to sell 20% in the first year, 40% in the second year, and the final 40% of parcels in the third year. The timeframe per parcel was as follows: 30-60 days for HCV Conversion, 60-90 days for HCV Approval, 30-45 days for Moving, 30-45 days for pre-listing touch-up repairs – any major repairs could require a new appraisal, all the homes are to be sold in an “as-is” condition – estimating 60 days to list and close the sale.

Commissioner Stewart inquired as to how many scattered site units were occupied. Director McKenna answered that all 124 were occupied.

Commissioner Stewart further inquired how many occupants were currently seeking to buy their residences. Director McKenna answered that there had been 8 inquiries thus far, and 3-5 of them could currently be considered capable.

Director of Supported Housing Tamara Meade gave her oral report. She detailed the efforts to correct payment errors in the July 1st check run created by the software conversion, and stated that 98% of errors would be reconciled on August 1st. She reported that her department is fully staffed, and that new staff would be introduced at the August 31st meeting. Training would also be a focus for the department over the next month. She also reported on the QAD for the Emergency Housing Voucher (EHV) Program. As this was the first program audit, there was one minor administrative finding. Overall, the EHV program touts 38 leased from 69 vouchers issued to date, and Director Meade noted that landlords have been very cooperative with the program because of staff efforts and availability of the program to pay move in costs.

Vice Chairperson Walton inquired as to whether applicants had an easier time with the EHV’s than the standard array of Housing Choice Vouchers. Director Meade answered that EHV’s allow for funds to be used for a wider variety of expenses, and to lease units at up to 120% of HUD Fair Market Rate, which eases move-in processes.

Vice Chairperson Walton inquired as to the literature that is given to voucher recipients at the required in-person meeting before issuance. A discussion ensued on the materials provided to recipients. Commissioner Walton requested that a one-page handout explaining the rights of voucher holders be highlighted in the literature, potentially with a link that can be given to tenants that they may refer to their prospective landlords. Director Meade answered that a similar material is already in circulation in the tenant packet.

Commissioner Blaksley inquired as to the preparation given to new voucher recipients, and whether they are instructed in self-presentation. Director Meade answered that briefings do go into detail about self-presentation to landlords. Vice Chairperson Walton suggested the making of a brief video to assist voucher recipients after their briefing is over. Commissioner Blaksley volunteered to participate.

Executive Director Jim Stretz delivered his oral report. He inquired as to the makeup of the finance committee. Commissioner Stewart and Vice Chairperson Walton volunteered to comprise the Finance Committee.

Executive Director Stretz also inquired as to the Board's leaning on prioritizing home ownership in our repositioning. He mentioned several potential options to incentivize homeowners, and clarified that though courting investors could potentially generate more revenue, it ultimately would lead to a decrease in affordable housing stock in our County.

In response, Commissioner Stewart announced that he was in favor of pursuing discussions with Habitat for Humanity and similar organizations about creating affordable housing stock from dispositioned parcels. Commissioner Blaksley suggested that the units that would be considered 'worst condition' could be open for investor purchase, as many new homeowners might find them prohibitive to repair.

STUDY SESSION

No study session was called.

COMMISSIONER'S CORNER

No Commissioner's Corner was called.

EXECUTIVE SESSION

No Executive Session was called.

ADJOURNEMENT

The meeting was adjourned at 4:20 PM.