

Board Minutes

**PIERCE COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
Wednesday, April 27, 2022 3:30 p.m.
Via Zoom**

AGENDA

1. ROLL CALL
2. PUBLIC COMMENT – FIVE (5) MINUTES PER SPEAKER
3. CONSIDER A MOTION APPROVING THE MINUTES FOR THE REGULAR BOARD MEETING HELD ON March 30, 2022.
4. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING \$3,587,563.31 FOR March 2022
5. REPORTS
 - a. INTRODUCTION OF STAFF
 - b. FINANCE - Moreen Ford Acting CFO
 - c. SECTION 8 AND PUBLIC HOUSING – Tamara Meade
 - d. MAINTENANCE and REAL ESTATE – Victor Lovelace
 - e. ENTERPRISE APARTMENTS – Christina McLeod
 - f. PUBLIC HOUSING REPOSITIONING – Sean McKenna
 - g. EXECUTIVE DIRECTOR REPORT – Jim Stretz
6. COMMISSIONER’S CORNER
7. 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.

8. 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

April 27, 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

Vice Chairperson Walton called the meeting to order at 3:30 pm. Roll call was taken with those in attendance.

Vice Chairperson Walton asked if there was any public comment. There was no public comment.

Vice Chairperson Walton asked the Board to consider a motion approving the minutes of the regular board meeting held on March 30, 2022. 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	☒	☐	☐	☐
Commissioner Miller	☒	☐	☐	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Walton	☒	☐	☐	☐
Chairperson Martinez	☐	☐	☐	☒

Vice Chairperson Walton asked the Board to consider a motion ratifying the payment of cash disbursements for January 2022. 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	☒	☐	☐	☐
Commissioner Miller	☒	☐	☐	☐
Commissioner Stewart	☒	☐	☐	☐
Commissioner Walton	☒	☐	☐	☐
Chairperson Martinez	☐	☐	☐	☒

Vice Chairperson Walton asked for the introduction of staff. Victor Lovelace introduced Robert Griffin from the maintenance team.

Vice Chairperson Walton asked for the finance report. Moreen went over her written reports. There was a discussion regarding the some of the reports being three months old. There was also a discussion on the budget

estimates listed on the reports. Vice Chairperson Walton asked how the bank fees for US Bank compare to the previous bank. Moreen said she would have to check on that.

Vice Chairperson Walton asked for the Section 8 report. Tamara went over her two-year tool. There was a discussion on the unused Vouchers and what a Voucher is worth. There was a discussion on the delinquencies in public and affordable housing. Christina explained the current process they must use before they can start the eviction process. There was an explanation on the HCV process when someone is looking for a unit.

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. There was a discussion on job positions that are in the process of being filled.

Vice Chairperson Walton asked for the projects management report. Sean went over his written report.

Vice Chairperson Walton asked for the Executive Director report. Jim gave an update on the HUD provided technical assistance analysis. The Housing Authority is also getting an analysis from a local consulting company. Jim will be attending a NAHRO training that is taking place in Renton. There was also an update on the ongoing software conversion and the upcoming board retreat. There was a discussion on when the board meeting will go back to being in person.

Vice Chairperson Walton asked if there was anything for the Commissioner's Corner. Commissioner Miller would like to see the reports to have a more dashboard approach so that the commissioners can focus and discuss other issues. He would also like a further discussion on the value of the HCV Voucher. Vice Chairperson Walton would like the mission statement to be reviewed.

No Executive Session

Meeting adjourned at 5:37 pm.