PIERCE COUNTY HOUSING AUTHORITY

BOARD OF COMMISSIONERS REGULAR MEETING

Wednesday, May 25, 2022 3:30 p.m.
Zoom

REVISED 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 April 27, 2022. **Pages 2 to 4**
4. CONSIDER A MOTION RATIFYING THE PAYMENT OF CASH DISBURSEMENTS TOTALING $3,608,926.06 FOR April 2022 **Page 5**
5. **C**ONSIDER A MOTION CREATING A FINANCE COMMITTEE AND A PROGRAM COMMITTEE
6. REPORTS
    a. INTRODUCTION OF STAFF
    b. FINANCE - Moreen Ford Acting CFO **Page 8 to 38**
    c. Follow-up Board Retreat - Jim
        - PCHA Financial Condition - County BDO Report **(page 38 to 97)** and HUD QAD Report **Page 98 to 114**
        - Commissioner Job Description **Page 115 to 118**
        - Meeting with Tacoma Housing Authority
        - Schedule next two work sessions
            1) Tour of properties/lunch with staff
            2) Mission statement review
    d. Matters of Importance with discussion of possible dashboard data
        - Vouchers and Public Housing – Tamara
        - Enterprise Apartments – Tina
        - Facilities and maintenance – Victor
        - Project management - Sean
7. WORK SESSION: REPOSITIONING
    a. Historic steps taken by the Authority Pages 119 to 130
    b. Possible uses of Proceeds Pages 131-133
8. COMMISSIONER'S CORNER
9. EXECUTIVE SESSION IF NEEDED
   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.
10. ADJOURNMENT

PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMISSIONERS

May 25, 2022 Location: via Zoom

In attendance via Zoom:	Chairperson Martinez Vice Chairperson Walton Commissioner Blakesley Commissioner Miller Commissioner Stewart
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 Jennifer Groninga, Housing Specialist Riley Guerrero, Administrative Assistant to the Leadership Team Freddie Nanguata, Maintenance Specialist

Chairperson Martinez called the meeting to order at 3:34 pm. Roll call was taken with those in attendance.

PUBLIC COMMENT:

Chairperson Martinez asked if there was any public comment. There was no public comment.

OLD BUISINESS:

Chairperson Martinez asked the Board to consider a motion approving the minutes of the regular board meeting held on April 27th, 2022. Commissioner Walton so moved. Commissioner Stewart seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Commissioner Blaksley	■	☐	☐	☐
Commissioner Miller	■	☐	☐	☐
Commissioner Stewart	■	☐	☐	☐
Commissioner Walton	■	☐	☐	☐
Chairperson Martinez	■	☐	☐	☐

Chairperson Martinez asked the Board to consider a motion ratifying the payment of cash disbursements for January 2022. Commissioner Miller so moved. Commissioner Blaksley seconded the motion. A voice vote was taken with the following result:

	In favor	Opposed	Abstain	Absent
Chairperson Martinez	■	☐	☐	☐
Commissioner Blaksley	■	☐	☐	☐
Commissioner Miller	■	☐	☐	☐
Commissioner Stewart	■	☐	☐	☐
Commissioner Walton	■	☐	☐	☐

REPORTS:

New staff, Riley Guerrero and Freddie Nanguata, were introduced to the Board of Commissioners by Jim Stretz and Victor Lovelace respectively.

Chairperson Martinez asked for the finance report. Acting CFO Moreen Forde went over her written reports, as detailed in the May 25th Board Packet. Rental income being $200,000 lower than in previous years was discussed, as well as the increase in revenue from utility fees. The deficit of $107,565 was discussed. Commissioner Miller asked that CFO Forde give the takeaway for her report. Forde replied that the report showed solvency. The report was accepted by the Commission.

Chairperson Martinez asked for the follow-up report from the Board Retreat on May 7th from Executive Director Jim Stretz. Executive Director Stretz discussed the efforts made on the part of the PCHA in the previous three years that had altered its approach from the unsustainable practices documented in the HUD Report. There was discussion of $250,000 in unsubstantiated funds from this period. There was also discussion of the key metrics of solvency, and of the HUD report no longer describing the current operating conditions of the PCHA. These were listed as leadership retention among key positions, a pivot in philosophy back towards the PCHA mission statement, and increased staff cooperation and coordination. There was also discussion of the new software conversion being implemented to increase the functionality and transparency of the Finance Department, and HUD approval of PCHA's current methodology.

Executive Director Stretz then discussed a memo shared by April Black with the Tacoma Housing Authority Board of Commissioners that detailed her recommendation that the Tacoma Housing Authority and Pierce County Housing Authority not merge, but instead increase cooperation and revisit the consideration of a merger in 2024. There was a discussion on the propriety of this memo, at which point Commissioner Miller excused himself from the meeting. Commissioner Miller was not present for all further points of discussion or action.

The 2022 PCHA All-Staff Luncheon was announced to the board members for their consideration and attendance. Possible dates and times for the luncheon were discussed, with resolution that the event would best be held in the afternoon on the 14th of June.

Director of Supported Housing Tamara Meade reported on the successes recently achieved through the PCHA's Emergency Housing Voucher program. This program encompassed at the time of report 62 vouchers, with 19 recipients housed and 43 issued and seeking housing. These vouchers also, according to Director Meade, allowed for PCHA to assist recipients in broader ways than a usual Housing Choice Voucher would, including help with relocation, furniture, personal identification documents, and security deposits. Director Meade also brought to the Board's attention the recent developments in Safe Parking Initiatives across Pierce County, and their impacts on communities that the PCHA serves.

Director of Operations Christina McLoed went over her written report, and explained the current process of turning units over after move-outs, which she estimated to cost between $5,000 to $6,000 per unit. She discussed the strength and morale of the staff during this process.

Vice Chairperson Walton raised the question of overall morale given current staffing shortages. Director McLoed answered that though she is short 4 positions, that the process has been initiated to hire in 3 of those positions, and her existing staff are excited about the new directions undertaken by PCHA leadership. Director Meade concurred, and said that though she is currently down 3 positions, those absences were caused by life circumstances and not PCHA working conditions. Director Lovelace stated that morale in maintenance is high after the recent removal of the salary cap. Director McKenna agreed. Vice Chairperson Walton stated she was pleased to hear this report, as high morale is necessary for proper coordination.

Director of Maintenance Victor Lovelace discussed his written report. He acknowledged the backlog of maintenance concerns when understaffed, but also discussed the success of the "all hands on deck" strategy for tackling larger-scale projects.

Director of Project Management Sean McKenna went over his written report. He explained the Emergency Housing Voucher and Low Income Public Housing programs as they related to his repositioning, and that he had contracted a consultant to further explore our repositioning options. He also discussed the current feasibility study being conducted on whether the PCHA could modernize a second office space in its portfolio to create a more workable space for a growing workforce. Chairperson Walton asked whether there were possibilities for generating revenue from the lease of this office space, and whether that would account for a better use of funds.

WORK SESSION:

A work session was held on the repositioning strategy for PCHA's Low Income Public Housing. There was discussion on how sales should proceed, and the potential uses for Project Based Vouchers that this project could generate. There was also discussion on HUD's approval for this projects, and how to consider the buyers for the sale of these properties. More information was determined to be provided by the consultant at a later date.

COMMISSIONER'S CORNER:

Chairperson Martinez asked if there was anything for the Commissioner's Corner. Vice Chairperson Walton asked if the Directors had any requests for her in an upcoming meeting with County directors. Requests were made for more clarity about the merger, land, services, and deputies for sheriff's evictions.

Vice Chairperson Walton inquired as to the concerns of a member of the public who had attended prior meetings. Director Meade informed her that the matter had been resolved.

Chairperson Martinez announced that he had a scheduling conflict for the 29th of June, the date of the June meeting.

EXECUTIVE SESSION:

No Executive Session

ADJOURNMENT:

Chairperson Martinez asked for the Board to consider a motion to adjourn the meeting. Vice Chairperson Walton so moved. Commissioner Blaksley seconded.

	In favor	Opposed	Abstain	Absent
Chairperson Martinez	■	☐	☐	☐
Commissioner Blaksley	■	☐	☐	☐
Commissioner Miller	☐	☐	☐	■
Commissioner Stewart	■	☐	☐	☐
Commissioner Walton	■	☐	☐	☐

Meeting adjourned at 6:00 pm.