



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, April 23, 2008

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at Main Office located at 401 N. G Street, Tacoma, Washington at 4 PM on Wednesday, April 23, 2008.

### 1. CALL TO ORDER

Chairman Mowat called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:02 PM.

### 2. ROLL CALL

Upon roll call, those present and absent were as follows:

#### PRESENT

##### Commissioners

Greg Mowat, Chair  
Ken Miller, Commissioner  
Janis Flauding, Commissioner  
Stanley Rumbaugh, Commissioner

#### ABSENT

Arthur Banks, Vice Chair

##### Staff

Michael Mirra, Executive Director  
Lorrie Pierson, Executive Assistant  
Finance and Administration Director  
Roy Sowerby, Real Estate Management and Housing Services  
Janet Rice, Real Estate Development Director.  
Mike Fait, Community Services Director  
Barbara Tanbara, Human Resources Director

Chairman Mowat declared there was a quorum present at 4:02 pm, and proceeded.

### 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chairman Mowat asked for any corrections to or discussion of minutes for the Meeting of Wednesday, March 26, 2008. Chairman Mowat called for a motion to approve the minutes as presented. Chairman Mowat moved the adoption.

Upon roll call, the vote was as follows:

AYES: 4  
NAYS: None

Abstain: None  
Absent: 1

**Motion approved.**

**4. COMMUNICATIONS**

None.

**5. GUEST COMMENTS**

Kischa McGee, a Salishan resident, voiced concern over the placement of a new community kitchen after the current location is demolished. Kischa stated that the community kitchen is an integral part of resident population and also an effective teaching tool to residents on learning how and what to cook for nutritional meals. Director Sowerby told her of the upcoming plan to possibly house the community kitchen temporarily in a model home that would be taken off of the market for a set period of time. Kischa was worried that they would have to move again and perhaps lose attendance because of it not being in a stable place.

Commissioner Miller asked if there was room at the Family Investment Center (FIC) to house the community kitchen. Ms. McGee stated that all the rooms are occupied in the evening with classes. Director Sowerby also interjected that there are no cooking facilities located with the FIC meeting rooms. Commissioner Rumbaugh asked how often and how many people attend the community kitchen dinners. McGee said that they meet once per month now and that around 20 people participate. They would like to be able to offer it weekly. Commissioner Miller suggested we talk to the trades' council to see if there could be some type of partnership to build a community kitchen center.

William Hines presented a short update on the HCV Council. He stated that it was back up and running and meeting on a monthly basis. Commissioner Rumbaugh and Commissioner Miller offered the Board's assistance in keeping the HCV council continuing.

**6. COMMITTEE REPORTS**

*HOPE VI Community Task Force – Commissioner Banks*

None.

*Finance Committee – Commissioner Miller*

None.

**7. ADMINISTRATION REPORTS**

## **Finance and Administration**

Janet Rice, Acting Finance and Administration Director, introduced the new Finance Manager, Duane Strom. Duane has been with the Bremerton Housing Authority as well as the State Auditors Office. The Commissioners warmly welcomed him to THA.

Director Rice reported on the update of the state audit. HUD rejected the State's audit report, noting eight items that needed attention. Director Rice said that all of the eight items have been resolved and that THA and the State Auditor's Office will meet the deadline for resubmitting. Commissioner Rumbaugh asked what the items were. Director Rice said that for the most part they arose because THA's new format did not conform with the HUD system. Commissioner Rumbaugh asked about the one State Audit Finding. Director Rice said that it was due to a weakness in our internal control concerning reconciliation. By hiring Finance Manager Duane Strom the reconciliation process will have the layers of review that will prevent future findings in this area.

Commissioner Miller asked how our budget will fair receiving only 85% of the amount we had expected to receive for the HCV administrative fee. Director Rice reported that THA had budgeted conservatively allowing THA to manage the 15% cut without noticeable effects. A short discussion on the budget ensued.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$4,684,702 for the month of March 2008. Commissioner Flauding seconded the motion.

Upon roll call, the vote was as follows:

|          |      |
|----------|------|
| AYES:    | 4    |
| NAYS:    | None |
| Abstain: | None |
| Absent:  | 1    |

**Motion carried.**

## **Real Estate Management and Housing Services**

Director Sowerby reported on THA's review from HUD. The RIM review reported no findings. The only concern pertained to third party verifications of income. Director Sowerby stated that the process of employer verification throughout the HCV and PH will now be consistent. THA will accomplish this by employee training and policy implementation. This will prevent any discrepancy in the future.

Director Sowerby announced that we will be taking over Salishan property management next month. Director Sowerby and Finance Manager Strom visited with Quantum

Management to capture all of the operational procedures including an audit by month end.

### **Real Estate Development**

Director Rice said that we were working hard to get additional monies for Salishan and reviewed the prospects.

THA hosted the first community meeting to discuss the rebuilding of Hillside Terrace 1500 and 1800 blocks and the possibility of applying for a new HOPE VI grant for that purpose. The application is due June 20, 2008. Director Rice said that THA received a very positive response from the tenants. Staff emphasized to tenants that THA has not yet decided whether it will apply. Director Rice offered the preliminary view that we will be able to address all of the criteria in the NOFA. It is not yet clear how competitive we will be.

### **Community Services**

Director Fait reported that he will present the Community Services Mortgage Broker proposal at the May Board Meeting.

Commissioner Mowat inquired about the apprenticeship program. Commissioner Fait said there has been a lot of interest in the program. Commissioner Miller additionally asked if there were a apprenticeship programs for clients in their 20's and 30's. Commissioner Fait said that he was working on finding employment paths for those clients. There was also discussion of having more job fairs as the previous ones were quite successful. He said that some participants are concerned that by increasing their income they will make themselves ineligible for their housing. Executive Director Mirra noted that there are no income caps on persons already in our housing programs for purposes of their continuing eligibility. Commissioner Fait took that a step further by stating that clients who become more financially secure can enter into the Asset Development and Homeownership programs. There was a breif discussion on how this information was to be disseminated throughout the community to lessen any fears or confusion.

### **Human Resources**

Director Tanbara reported that the OPEIU negotiations have concluded and that there are no road blocks to implement site based management.

## **8. COMMENTS FROM THE COMMISSIONERS**

The commissioners thanked all involved with the Public Development Authority (PDA) approval with the city.

**9. COMMENTS FROM THE EXECUTIVE DIRECTOR**

Executive Director Mirra proudly announced that on April 22, 2008 the City Council conferred public development authority (PDA) on THA. This approval will allow THA to continue with its effort to purchase the Rhodes Building and to develop the commercial properties at Salishan. This designation will also THA to be active in community redevelopment efforts throughout the city. The City Council's vote can also be understood at a mark of its confidence in THA.

Commissioner Miller asked Executive Director Mirra for any news on the HUD threat to recapture public housing operating funds. Executive Director Mirra replied that there was no news since we heard that the local office had sent a recommendation to HUD headquarters and that it was in our favor.

**10. REMARKS FROM COUNSEL**

None.

**11. EXECUTIVE SESSION**

Time in 5:20  
Time out 6:24

**12. ACTION SUBSEQUENT TO EXECUTIVE SESSION**

None.

**13. ADJOURNMENT**

There being no further business to conduct, the Board of Commissioners meeting adjourned at 6:29 PM.

**APPROVED AS CORRECT**

**Adopted:** May 22, 2008

  
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Greg Mowat, Chairman

