



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR MINUTES WEDNESDAY, February 25, 2009

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 602 S Wright Street, Tacoma, WA at 4:00 PM on Wednesday, February 25, 2009.

### 1. CALL TO ORDER

Chairman Miller called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:01 PM.

### 2. ROLL CALL

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

#### PRESENT

#### ABSENT

#### Commissioners

Ken Miller, Chairman  
Arthur Banks, Vice Chair  
Janis Flauding, Commissioner

Greg Mowat, Commissioner  
Stanley Rumbaugh, Commissioner

#### Staff

Michael Mirra, Executive Director

Christine Wilson, Executive Administrator  
Janet Rice, Interim Deputy Executive Director  
Ken Shalik, Finance and Administration Director  
Roy Sowerby, Real Estate Management and  
Housing Services

Nancy Vignec, Interim Community Services  
Director  
Eric Erland, PH Property Manager  
Pat Patterson, TC Property Manager  
Lisa Zahn, Salishan Interim Community  
Association Manager

Chairman Miller declared there was a quorum present @ 4:04 and proceeded.

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

Chairman Miller asked for any corrections to or discussion of minutes for the meeting of Wednesday, January 28, 2009. Chairman Miller called for a motion to approve the minutes as presented. Commissioner Banks moved to adopt the minutes. Commissioner Flauding seconded. Upon roll call, the vote was as follows:

AYES: 3  
NAYS: None  
Abstain: None  
Absent: 2

#### **Motion approved.**

Chairman Miller asked for any corrections to or discussion of minutes for the meeting of Friday, February 6, 2009. Chairman Miller called for a motion to approve the minutes as presented. Commissioner Banks moved to adopt the minutes. Commissioner Flauding seconded. Upon roll call, the vote was as follows:

AYES: 3  
NAYS: None  
Abstain: None  
Absent: 2

#### **Motion approved.**

### 4. GUEST COMMENTS

Ms. Kiseha McGee, resident of Salishan requested THA to begin preparing for summer programs for children and teens. At Chair Miller's request, Interim Director Vignec reported there will be a summer camp for elementary students at Lister Elementary and a camp for middle school and high school students at McIlvaigh Middle School. THA will mail this information to Salishan residents. In addition, ED Mirra introduced Lisa Zahn, the Interim Salishan Community Association Manager.

### 5. COMMITTEE REPORTS

#### *HOPE VI Community Task Force – Commissioner Banks*

THA still intends to re-convene the HOPE VI Community Task Force to discuss the many events of the last several years and the challenges ahead. Vice-Chair Banks will Chair this Task Force.

#### *Finance Committee – Commissioner Mowat*

None.

## 6. ADMINISTRATION REPORTS

### Finance and Administration

Commissioner Banks moved to ratify the payment of cash disbursements totaling \$7,383,191 for the month of January, 2009. Commissioner Flauding seconded the motion.

Upon roll call, the vote was as follows:

AYES: 3  
NAYS: None  
Abstain: None  
Absent: 2

### **Motion carried**

### Real Estate Management and Housing Services

Director Sowerby introduced our new Property Managers Eric Erland and Pat Patterson.

Director Sowerby touched briefly on the SAFE concerns brought up at the last board meeting involving senior housing. He has researched them and will present his findings to SAFE.

Chair Miller asked about the HUD 5-year Plan. Executive Director Mirra reviewed the HUD requirement and the challenge to make it a meaningful document tied to our strategic objectives. Chair Miller asked if this requirement could be used as a media or employee tool. Interim Director Vignec explained that this is not a planning document; however, it is a very useful tool. Chair Miller stated that he views this document as a pathway to snapshots within the agency. Director Sowerby asserted there will be a public meeting to view the plan. Interim Deputy Executive Director Rice mentioned that there has been good participation from stakeholders in the past plans.

Director Sowerby noted that board report is not showing the work order data that the Board questioned at the last meeting. He reported that he could not do so with enough confidence that the data would be accurate. Executive Director Mirra thanked Commissioner Flauding for bringing this issue forward.

### Real Estate Development

Interim Deputy Executive Director Rice reported good news regarding the federal Stimulus Package. THA can anticipate receiving \$4 M available the end of March. She will provide the board a resolution in March stating our THA priorities. Chair Miller asked how the Pierce County Housing Authority fared with funds; Rice reported that it will receive about \$300,000. Mirra stated that its portfolio is much smaller than THA's. Rice also discussed

the competitive capital funds available through the Stimulus, and various other pots of money available. Chair Miller asked Rice to discuss the Salishan infrastructure needs. Discussion pursued. Rice relayed that the next six-months will be very busy for her department. She emphasized that we must be transparent and accountable in our finance reporting and will work closely with Director Shalik's department. Commissioner Flauding stated that she watched Executive Director Mirra and Interim Deputy Rice present a THA update to the City Council of Tacoma and thanked them for their excellent work.

### **Community Services**

Interim Director Vignec reviewed the 2008 goals her department has set for various grants. She noted that THA is not meeting some of them. THA will add the shortfall to the 2009 goals for those grants. She also stated that THA was pursuing a contract for employment opportunities with Goodwill Industries. She also discussed community service programs available to residents. Chair Miller brought up asset building and those thresholds as they relate to these programs. Interim Director Vignec will run an analysis. Discussion pursued regarding our asset building chart and how the programs we offer are selected.

## **7. OLD BUSINESS**

None.

## **8. NEW BUSINESS**

### **8.1 RESOLUTION 2009-2-25 (1)**

#### **CONFLICT OF INTEREST PLAN REGARDING POTENTIAL DEVELOPMENT WITH WILLIAM FACTORY SMALL BUSINESS INCUBATOR**

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma

**Whereas**, the William M. Factory Small Business Incubator is a private, nonprofit organization in Tacoma. Its staff proposed discussions with Tacoma Housing Authority for possible collaboration to jointly develop the area around the Incubator's campus on lower Portland Avenue in Tacoma.

**Whereas**, one of THA's commissioners, Rev. Arthur Banks, also serves on the Incubator's Board of Directors.

**Whereas**, this overlap of the two boards would create a conflict of interest or an appearance of a conflict should the two organizations consider or pursue such a collaboration.

**Whereas,** THA Policy G-10, Ethics and Conflicts of Interest, precludes this collaboration unless THA removes the conflict and the appearance of a conflict. One way to do this is for Commissioner Banks to recuse and absent himself from discussions and action by both boards about the collaboration.

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:***

1. The THA Board will not have any discussion or take any action about development collaboration between THA and the William M. Factory Small Business Incubator unless THA Commissioner Banks recuses himself from such discussion and action by both the THA Board and the Incubator Board and leaves the room when either of these boards undertakes such discussion or action.
2. The effect of this resolution shall end one year following the end Commissioner Banks' service on the THA Board or immediately upon the end of his service on the Incubator Board.
3. This resolution shall constitute the plan required by THA Policy G-10, § 7.10.3 to address conflicts of interests or appearance of such conflicts.

**Approved:**

February 25, 2009

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**Ken Miller, Chairman**

Upon roll call, the vote was as follows:

AYES: 3  
NAYS: None  
Abstain: None  
Absent: 2

**Motion approved**

I hereby certify that the above resolution is a true and exact copy of the resolution adopted by the Board of Commissioners of the Housing Authority of the City of Tacoma at the regular meeting of February 25, 2009.

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Michael Mirra, Secretary-Treasurer

**9. COMMENTS FROM THE COMMISSIONERS**

None.

**10. COMMENTS FROM THE EXECUTIVE DIRECTOR**

Executive Director Mirra recounted the Salishan update he and Janet Rice gave to the City Council at a recent Study Session. Discussion pursued related to the City's use of the stimulus money that it will receive. Mirra also reported that the Senate and House have agreed on a HUD budget that includes money for Salishan. It also contains the language that Senator Murray inserted offering THA a good chance of becoming a Moving to Work agency.

We will not be ready at the March 13<sup>th</sup> Joint Study Session for a discussion with SAFE related to potentially segregating the senior population and the younger disabled population within THA's senior buildings. Thus, we will instead spend the time reviewing development opportunities. In addition, we will need a new date. Executive Administrator Wilson will find one that works for our schedules.

11. **EXECUTIVE SESSION**

None

12. **ADJOURNMENT**

There being no further business to conduct, the Board of Commissioners meeting adjourned at 5:40 PM.

**APPROVED AS CORRECT**

**Adopted:** March 25, 2009

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Ken Miller, Chairman