



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2019-12-11 (6)

**Date:** December 11, 2019  
**To:** THA Board of Commissioners  
**From:** Michael Mirra  
Executive Director  
**Re:** Agency-Wide One Additional Paid Holiday in December

---

*This resolution would grant eligible THA staff one extra paid holiday, agency-wide, on December 23<sup>rd</sup>, in recognition of their hard work during 2019.*

### Background

This has been another challenging and productive year for Tacoma Housing Authority (THA) staff. They completed several hard and complex projects. These include:

- the waitlist opening
- cyber-security implementation
- new budget software
- continued improvement in the OpenDoor software
- second Rental Assistance Demonstration (RAD) refinancing
- planning the expansion of the Tacoma Schools Housing Assistance Program (TSHAP)
- planning the expansion of the College Housing Assistance Program (CHAP).

Staff did this work on top of everything else they do every day to manage very complex mainline programs and a large and varied portfolio serving a large and varied clientele.

THA is its staff. They are about 130 people. They include our real estate development staff of project managers, tax credit and financial experts, planners, and construction managers. Their job is to develop, build, buy and rebuild properties so they are well built, sustainable and attractive. THA's staff includes maintenance specialists who keep our properties in good shape. They include property managers who manage long and complex waiting lists, screen applicants, verify income and eligibility, turn and lease units, collect rent, enforce the rules and do the hundreds of things it takes to manage the portfolio, many of whose residents come to us from very challenging circumstances.

Other staff manage THA's rental assistance programs. They market the program to landlords, manage the waiting lists, certify eligibility, administer lease requests and landlord contracts, inspect

units and enforce the rules in a way that accounts for real lives and real needs of tenants and landlords. THA's community service staff of caseworkers and program managers help seniors or disabled persons live independently. They help families stabilize after coming to us from crisis. The two main ones are homelessness and domestic violence. They help people get treatment, be better parents, learn English, increase their earnings, find training, improve their credit, and save. THA includes policy analysts and planners who envision new programs to try, design, and evaluate. THA also includes finance staff, accounting specialists, asset managers, risk managers, compliance officers, IT wizards, data and GIS analysts, business process managers, procurement specialists, human resources experts, and clerks.

Perhaps most poignantly, THA includes receptionists who politely and respectfully greet people who come for help that we cannot offer because we are full. This year again presented a peculiar and painful challenge to them, and to all THA staff. We saw a repeat of last year's encampment of homeless persons around THA's main administrative building on the Hilltop, and in People's Park across the street. THA continued to struggle to find a way to respond that balanced our conflicting interests and values in the matter. Throughout it all, THA's staff showed what has always distinguished them: professionalism, poise, respect, and understanding.

All these staff persons do this work governed by numerous and exquisitely detailed rules, regulations and requirements from HUD, funders, lenders, investors, auditors, as well as important if less precise community expectations. And they do it in five languages.

THA has thanked its staff with its Variable Pay Program. This resolution would add some thanks for all staff with an extra day off.

### **Recommendation**

We recommend the following consideration for staff:

- THA would declare an extra paid holiday on Monday, December 23<sup>rd</sup>. THA already gives Christmas Eve day and Christmas off, this just adds a little extra.



# TACOMA HOUSING AUTHORITY

## **RESOLUTION 2019-12-11 (6) (Agency-Wide One Additional Paid Holiday in December)**

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

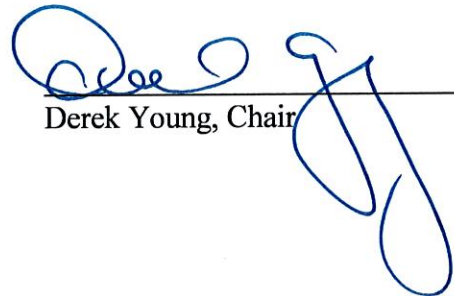
**WHEREAS,** The agency has an established and defined holiday policy; and

**WHEREAS,** In recognition of the great work done by staff in 2019, one extra paid holiday would be appropriate; therefore, be it

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

The Board authorizes one additional paid holiday for all regular, benefit-eligible employees on Monday, December 23, 2019.

**Approved:** December 11, 2019

  
\_\_\_\_\_  
Derek Young, Chair