



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, NOVEMBER 10, 2021

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session via Zoom at 4:45 PM on Wednesday, November 10, 2021.

1. CALL TO ORDER

Commissioner Young called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:45 pm.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
	Chair Stanley Rumbaugh
	Vice Chair Shennetta Smith
Commissioner Derek Young	
Commissioner Dr. Minh-Anh Hodge	
Commissioner Pastor Michael Purter	
Staff	
April Black, Executive Director	
Sha Peterson, Executive Administrator	
Julie LaRocque, Interim Deputy Executive Director	
Rich Deitz, Interim Finance Director	
Barbara Tanbara, Interim Human Resources Director	
Marquis Jenkins, Interim Property Management Director	
Roberta Schur, Interim Real Estate Development Director	
Sandy Burgess, Administrative Services Director	
Aley Thompson, Interim Rental Assistance Director	
	Cacey Hanauer, Client Support & Empowerment Director
	Katie Escudero, Interim Policy, Innovation and Evaluation Director

Commissioner Young declared there was a quorum present @ 4:46 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Young asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, October 27, 2021. Commissioner Hodge moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

Real Estate Development Committee—Chair Rumbaugh, Commissioner Young

The committee meeting was canceled.

Finance Committee—Commissioner Hodge and Commissioner Young

The committee did not meet.

Education, Housing Services and Partnerships Committee—Vice Chair Smith, Commissioner Hodge

The committee did not meet.

Community Partnerships and Advocacy Committee—Vice Chair Smith, Commissioner Purter

The committee did not meet.

Diversity, Equity and Inclusion Committee—Vice Chair Smith, Commissioner Hodge

The committee did not meet.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director (ED) April Black directed the board to her report. Tacoma Housing Authority (THA) selected its Diversity, Equity, and Inclusion (DEI) consultant, The Lindsay Group. ED Black thanked the DEI staff review committee who reviewed 20 proposals.

THA has been working with Janice Jackson-Haley to assess and improve THA's recruitment and hiring practices and to search for and select the best Director of Human Resources. An internal search committee will be led by Jackson-Haley. ED Black hopes to meet with the Finance Board Committee the last week of November to go over the 2022 budget. She is continuing to track the federal budget. THA is doing a limited waitlist opening for households from Monday through December 3rd. There will be a Salishan townhall on November 27th in response to the shooting a few weeks ago. ED Black's report also includes the agency vision and strategies, all of which will be discussed further when more commissioners are present.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Interim Director Rich Deitz directed the board to the finance report. The Accountability audit is wrapping up with potential results on Friday. Director Deitz is not aware of any findings. There is no information yet on the Exit Conference. THA's Cash is at \$1.2M, Housing and Urban Development (HUD) funds is at \$8.7M, and Revenue is significantly under.

Commissioner Hodge moved to ratify the payment of cash disbursements totaling \$5,867,638 for the month of October 2021. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

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

Motion Approved.

Rental Assistance

Rental Assistance (RA) Interim Director Aley Thompson directed the board to her report. Utilization this month is slightly down at 100.8% over last month. RA staff are preoccupied with the waitlist opening, which is not open to everyone. It is only open to households with 9-10 people. One household is leased with Emergency Housing Voucher (EHV) and RA expects to lease another 2-4 within the next week. Staff will continue to monitor the program participation. RA staff are monitoring their roles and responsibilities, working hard on shared caseload. They are shaking up the way work is processed.

Property Management

Interim Property Management (PM) Director Marquis Jenkins directed the board to her report. Occupancy remains over 90% for the portfolio. Staff are moving forward with urgent and emergency work orders. Management is working on late rent funds. Overall, October was especially heavy for PM staff as they navigate events at Salishan when four people lost their lives. There is a townhall being hosted later this month. Marquis is thankful for the PM team and grateful to the veterans on the team and across the agency.

Real Estate Development

Real Estate Development (RED) Interim Director Roberta Schur directed the board to her report. THA is moving forward with the purchase of Saraveda property between Alberta J Canada and the bullpen. Planning is continuing with the Housing Hilltop Project. in that direction.

8. NEW BUSINESS

8.1 RESOLUTION 2021-11-10 (1) (Amendment #1 to LaVonne Dorsey & Associates Contract for Human Resource Leadership Services)

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

WHEREAS, On October 7, 2021, THA used its small works roster to sign a contract with LaVonne Dorsey & Associates for Human Resources (HR) Leadership Services. The original contract maximum amount was \$72,000; and

WHEREAS, This contract requires an increase due to the unexpected workload to support the Human Resource Department while we search for a new Human Resources Director and support a department consisting of all new staff; and

WHEREAS The contract maximum amount shall be increased to \$125,000; now, therefore, be it

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

THA's Executive Director is authorized to increase the contract with LaVonne Dorsey & Associates by \$53,000 for a contract maximum amount of \$125,000.

Commissioner Hodge motioned to approve the resolution. Commissioner Purter seconded the motion.

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

Motion Approved: November 10, 2021

Stanley Rumbaugh, Chair

8.2 RESOLUTION 2021-11-10 (2)
(DEI and HR Consulting Spending Authority)

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

WHEREAS, The current 2021 budget has a line item of \$50,000 for Diversity, Equity and Inclusion (DEI) Consulting.; and

WHEREAS, This line item has been used for DEI work within THA's Human Resources Department and will need to be used for agency-wide Diversity, Equity, Inclusion and Belonging (DEIB) work; and

WHEREAS, This line item needs to be renamed to "DEIB and HR Consulting" and increased from \$50,000 to \$175,000; now, therefore, be it

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

THA's Executive Director is authorized to rename budget line item "Diversity, Equity and Inclusion" to "DEIB and HR Consulting" and increase the line item from \$50,000 to \$175,000.

Commissioner Purter motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

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

Motion Approved: November 10, 2021

Stanley Rumbaugh, Chair

**8.3 RESOLUTION 2021-11-10 (3)
(COVID-19 Vaccination Policy)**

WHEREAS, during the pandemic, following state guidelines and for the safety of all employees, the agency has required many employees to telework. The agency now wants to give our employees the safest environment to return to the offices when the offices and worksites re-open; and

WHEREAS, the policy and accompanying documents have been shared and negotiated with both unions who support the mandatory vaccination; now, therefore, be it

Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:

THA's Executive Director is authorized to implement the COVID-19 Vaccination Policy for all employees, Commissioners, and contractors on our sites.

Commissioner Purter motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

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

Motion Approved: November 10, 2021

Stanley Rumbaugh, Chair

9. COMMENTS FROM COMMISSIONERS

Commissioner Hodge thanked staff for their hard work with the Salishan incident and to the DEI committee for their hard work. Commissioner Purter echoed Commissioner Hodge's comments and greeted everyone a Happy Veterans' Day and thanked military personnel even those not in uniform. He also thanked staff for their diligent work. Commissioner Young thanked staff. "It has been a pretty wild year and I want staff to know how much they are appreciated for the work they do," expressed Commissioner Young.

10. EXECUTIVE SESSION


None.

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 5:24 PM.

APPROVED AS CORRECT

Adopted: December 8, 2021


Stanley Rumbaugh, Chair