



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, JUNE 26, 2019

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L. Street, Tacoma, WA 98405 at 4:45 PM on Wednesday, June 26, 2019.

1. CALL TO ORDER

Chair Hodge called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:46 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Chair Minh-Anh Hodge	
Vice Chair Derek Young	
	Commissioner Arthur Banks
Commissioner Stanley Rumbaugh (arrived late at 4:47 pm)	
Commissioner Shennetta Smith	
Staff	
Michael Mirra, Executive Director	
Sha Peterson, Executive Administrator	
April Black, Deputy Executive Director	
Ken Shalik, Finance Director	
	Toby Kaheiki, Human Resources Director
	Frankie Johnson, Property Management Director
Kathy McCormick, Real Estate Development Director	
Sandy Burgess, Administrative Services Director	
Julie LaRocque, Rental Assistance Director	
Cacey Hanauer, Client Support & Empowerment Director	

Chair Hodge declared there was a quorum present @ 4:47pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Hodge asked for any corrections to, or discussion of minutes for the Special Session of the Board of Commissioners on Wednesday, May 22, 2019. Vice Chair Young moved to adopt the minutes; Commissioner Smith seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2 (Commissioner Rumbaugh was not yet in attendance)

Motion approved.

Chair Hodge asked for any corrections to, or discussion of minutes for the Special Session of the Board of Commissioners on Monday, June 17, 2019. Vice Chair Young moved to adopt the minutes; Commissioner Smith seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

James Moore, Former THA Tenant

James Moore and his wife lived at EB Wilson in 2012. He said that he and his wife are good people and did a lot of good things for EB Wilson. He recounted how his wife was accused of threatening a man at the building and that there was police investigation. They eventually got evicted because, according to Mr. Moore, a few tenants did not like them. They ended up moving in with their daughters in Arizona due to illness, but returned to Washington in 2017. He and his wife are hoping the board will evaluate the incident in some way so the eviction does not appear on their record. ED Mirra stated that he received Mr. Moore’s email asking if THA can do that to make it easier for them to find another place. He said that Director Johnson is inquiring into the matter.

5. COMMITTEE REPORTS

Real Estate Development Committee—Commissioner Rumbaugh
Nothing to report.

Finance Committee—Chair Hodge and Vice Chair Young

Nothing to report.

Education Committee—Chair Hodge

Nothing to report.

Citizen Oversight Committee—Commissioner Banks

Nothing to report.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director (ED) Michael Mirra directed the board to his report. Pertinent to a resolution the board will review today, ED Mirra and DED Black would like the board to continue the discussion begun last month about the budget challenge THA faces because it is being more successful than it budgeted to be in leasing up vouchers. He recounted that the board budgeted that THA would serve 95% of its HUD assigned baseline number of families. (HUD gave THA permission to do this.) Because of staff's hard work, THA's utilization rate is at 99%. This is good news. But it does mean that THA faces some serious budget deficits in two years. This deficit will be \$1.4 million in 2021 and \$2 million in 2022. He also said that the problem is solvable and asked DED Black to present the options. She then did so, with a powerpoint.

In general, the possible solutions include:

- Congress will appropriate a budget increase for HUD that will give THA enough new money to solve the problem. The House version of the HUD budget does that.
- THA can withdraw some of its commitments of rental assistance from partners that are not using it or that are serving populations that THA will serve in other ways. For example, THA has already agreed with TCC to do that with the vouchers TCC is not using for the College Housing Assistance Program. This withdrawal is really only a redirection of housing resources to property based subsidies that serve the same college population. Those property based subsidies already feature in THA's calculation of the deficit.
- Starting next year THA will be receiving about \$750,000 to \$1 million in new operating income from its RAD refinancing.
- THA can discontinue its Family Self-Sufficiency program, which is due for a review anyway.

A resolution on the agenda would have THA commit additional property based subsidies. Staff recommends that THA do this. These commitments will allow THA to provide 400 more hard units to serve the city's neediest households and to strengthen THA's partnerships. These new commitments will not prevent THA from addressing the coming budget deficits.

Staff also recommend that it present the board with a semi-annual update on the deficit picture.

Commissioner Rumbaugh asked if other housing authorities have explored Faircloth. DED Black responded that Vouncover, King County, and other housing authorities have done that. Vice Chair Young asked when THA would be notifying partners of the plan. DED Black stated that if funding stays stable, THA can notify partners by the end of the year.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Director Ken Shalik directed the board to the expense and cash reports. Things are going well. THA has adequate cash and received additional funding from HUD. Non MTW Cash Restrictions is at \$15M and HUD Restricted funds is at \$8.9M. Unencumbered is at \$5M.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$4,984,292 for the month of May 2019. Vice Chair Young seconded.

Upon roll call, the vote was as follows:

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

Motion Approved.

Policy, Innovation and Evaluation

Policy, Innovation and Evaluation (PIE) Director April Black directed the board to her report. This is her bi-monthly report focused on education. PIE is in the process of using funds recently secured from Foundation for Tacoma Students to fund a position for post secondary education. Her report focuses primarily on Tacoma Schools Housing Assistance Program (TSHAP). THA and TPS are planning the expansion of TSHAP to all schools and all grades. This expansion will have THA fund the housing assistance through Pierce County's rapid rehousing program. To do this, THA will need Pierce County and the City of Tacoma to contribute. THA needs Pierce County to waive its 15% "administrative fee." THA also needs Pierce County to use the McKinney-Vento definition of homeless and not the narrower HUD definition. THA will need the City of Tacoma to increase its funding for the program's staff support from \$125,000 to \$250,000. Discussion are underway.

DED Black gave a brief update on the review underway of the Childrens Savings Account (CSA) program and the book distribution program. DED Black took a moment to recognize Brandon Wirth who arranged a great celebration for the Alberta Canada ribbon cutting. It was a well-attended.

Client Support and Empowerment

Client Support and Empowerment (CSE) Director Cacey Hanauer directed the board to her report. CSE hired Robert Lewis as the final supervisor on the CSE team. His previous position is now open and posted. Director Hanauer referred to her discussions with state staff to make the state funding for Arlington Drive permanent. She is also spending some time assisting the Real Estate Development team. CSE team is working closely with Korsmo to get young people, especially formally homeless young people, into the construction jobs and apprenticeships that building Arlington will create. Ten young people have already applied. Commissioner Rumbaugh asked if staff are tracking how many of those Section 3 students go on to finish their apprenticeships. Director Hanauer said "not yet," but they are working on it. Commissioner Rumbaugh asked for regular updates. Chair Hodge asked if the program is related to the City's 253 project. It is not, but CSE is also working with them. Nourish Food Bank will be spending a day a week for 2 hours at Salishan handing out food, which is great news.

Rental Assistance

Rental Assistance (RA) Director Julie LaRocque directed the board to her report. Utilization crept up a little and THA still has a few shoppers out. Property Based Vouchers are doing well and staff are working with partners as problems arise. RA is seeing a bit of change with property management companies that take THA's vouchers. Those companies experienced a lot of staff turnover. RA's new focus through the Landlord Engagement Specialist (LSE) is to educate them.

Director LaRocque reviewed some of the property based properties. Commissioner Rumbaugh asked if there have been further engagement with the Department of Corrections (DOC) and Tacoma Community College (TCC). According to ED Mirra, TCC has undertaken to fix the problem by the beginning of the fall term. Commissioner Rumbaugh stated that according to DOC 35 people are coming out of prison on early release, which obliges them to attend some sort of school. If TCC cannot fix this problem to use THA's vouchers for these students; he wants THA to partner with other educational institutions. Chair Hodge agreed. DED Black responded that TCC has offered to come and speak with the board, and she will ask them to come when they have a proposal.

Property Management

Property Management (PM) Director Frankie Johnson is on vacation this week. DED Black addressed the board on her behalf. PM has seen a decrease in unit turn days which is 34, and are projecting closer to 20 in July. Director Johnson talked last month about

updating the reports on work orders on a quarterly basis. Staff is working on this and it can be expected at the August board meeting. She also talked about changing the format of the board reports. THA's goal is to start presenting the reports to the board in paper and electronic format; PM will be the first to do this. Chair Hodge suggested providing individual laptops to board members.

Real Estate Development

Real Estate Development (RED) Director Kathy McCormick directed the board to her report. The RED team is focused on closing and funding 1800 and Arlington. Commissioner Rumbaugh recalled that THA received offers for some odd lots at Salishan. According to Director McCormick it was for the 7 lots at Salishan where 18 units can be developed.

8. OLD BUSINESS

None.

9. NEW BUSINESS

9.1 RESOLUTION 2019-06-26 (1) (Contract with Pierce County to Administer Tacoma Schools Housing Assistance Program (TSHAP))

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

WHEREAS, The Tacoma Schools Housing Assistance Program (TSHAP) seeks to stabilize McKinney-Vento families experiencing housing instability within the Tacoma Public Schools (TPS) by providing an avenue in which McKinney-Vento households who are literally homeless or at risk of homelessness can access Coordinated Entry and receive housing services through Pierce County; and

WHEREAS, THA, TPS and Pierce County Human Services share a vested interest to serve families with children and improve outcomes for students and the schools that serve low-income families; and

WHEREAS, There are an estimated 795 McKinney-Vento households currently enrolled in TPS; and

WHEREAS, THA will invest \$400,000 for the TSHAP beginning in the fall of 2019; and

WHEREAS, THA's investment will be contingent upon securing the funds necessary to pay for the 15% administrative fee charged by Pierce County to administer this

program and the funds necessary to provide supportive services necessary to support the households accessing this program; now, therefore, be it

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

The Executive Director is authorized to negotiate, and if those negotiations are successful, to enter into a contract with Pierce County to administer the TSHAP program. The value of the contract will be up to \$400,000 per year for three years.

Comments: ED Mirra, DED Black and TPS's Superintendent Carla Santorno will take this request and resolution to Bruce Dammaier and Mayor Woodards showing that \$400K is contingent to their contribution. He is optimistic and would like to start the discussion with the resolution.

Vice Chair Young motioned to approve the resolution. Commissioner Rumbaugh seconded the motion.

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

Motion Approved: June 26, 2019

Dr. Minh-Anh Hodge, Chair

9.2 RESOLUTION 2019-06-26 (2)
(Approval of Property-Based Subsidy Contracts)

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

WHEREAS, Tacoma Housing Authority (THA) has held a competitive process for Property-Based Subsidies; and

WHEREAS, Koz on Puyallup (75 units), Cascade Park Vista (75 units), Cascade Park Gardens Memory Care (70 units), and Campbell Court Apartments (10 units) were the highest scoring respondents and will be awarded their requested units; and

WHEREAS, The effective date of the contract will be up to the discretion of the Executive Director; and

WHEREAS, The contract term will be determined through negotiations with each awarded respondent; 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 negotiate, and if those negotiations are successful, execute a Property-Based Subsidy payment contract with the owners of Koz on Puyallup, Cascade Park Vista, Cascade Park Gardens Memory Care, and Campbell Court Apartments.

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Executive Director of the Housing Authority of the City of Tacoma (the "Authority") and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 2019-06-26 (2) (the "Resolution") is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a meeting of the Authority held on the 26th day of June, 2019, and duly recorded in the minute books of the Authority.

2. That such meeting was duly convened and held in all respects in accordance with law, and, to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a majority of the members of the Board of Commissioners of the Authority present at the meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of June, 2019.

Michael Mirra, Executive Director of the Authority

Commissioner Rumbaugh motioned to approve the resolution. Commissioner Smith seconded the motion.

Upon roll call, the vote was as follows:

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

Motion Approved: June 26, 2019

Dr. Minh-Anh Hodge, Chair

9. COMMENTS FROM COMMISSIONERS

Commissioner Rumbaugh attended the summer meeting of the Council of Large Public Housing Authorities (CLPHA) in Puerto Rico. The take away is that if there is an

emergency, call other agencies besides Federal Emergency Management Agency (FEMA).

Vice Chair Young commented that one housing authority reported a good experience with FEMA. He reported on what he saw in Puerto Rico of the damage.

10. EXECUTIVE SESSION

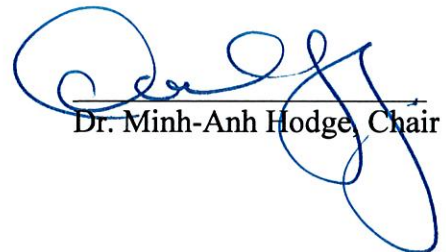
None.

11. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:19 PM.

APPROVED AS CORRECT

Adopted: July 24, 2019



Dr. Minh-Anh Hodge, Chair