



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, SEPTEMBER 25, 2019

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at Bergerson Terrace, 5303 S. Orchard Street, Tacoma, WA 98467 at 4:45 PM on Wednesday, September 25, 2019.

1. CALL TO ORDER

Commissioner Hodge called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:57 pm.

2. ROLL CALL

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

| PRESENT | ABSENT |
|------------------------------------------------------|----------------------------------------|
| Commissioners | |
| Chair Derek Young (arrived late at 5:05 pm) | |
| | Vice Chair Stanley Rumbaugh |
| Commissioner Minh-Anh Hodge | |
| | Commissioner Arthur Banks |
| 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 | |

Commissioner Hodge declared there was a quorum present @ 4:58 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Young asked for any corrections to, or discussion of minutes for the Annual Meeting of the Board of Commissioners on Wednesday, August 28, 2019. Commissioner Hodge moved to adopt the minutes; Commissioner Smith seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Chair Young asked for any corrections to, or discussion of minutes for the Regular Session of the Board of Commissioners on Wednesday, August 28, 2019. Commissioner Hodge moved to adopt the minutes; Commissioner Smith seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

There were no guest comments.

5. COMMITTEE REPORTS

Real Estate Development Committee—Chair Young, Vice Chair Rumbaugh
Chair Young and Vice Chair Rumbaugh were not in attendance.

Finance Committee—Chair Young, Commissioner Hodge
The Finance Committee had an exit conference to go over the audit.

Citizen Oversight Committee—Commissioner Banks, Commissioner Smith
Nothing to report.

Education Committee—Commissioner Hodge, Commissioner Smith
Nothing to report.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director (ED) Michael Mirra directed the board to his report. He highlighted the good news from Congress last week. This year THA received \$2.9M more than expected over last year. For next year, the House approved its version of the Housing and Urban Development (HUD) budget which would likely give THA more over this year's allocation than the increase THA received this year over last year. The Senate Appropriations Committee approved its version of the HUD. It would be even more favorable. Both versions reject the President's proposed deep cuts. If Congress does not get the budget done by the time the board needs to adopt a budget in December, THA will, as it customarily does, budget to the worst of the most plausible budget versions working their way through Congress. That worst version is probably flat funding under a Continuing Resolution.

ED Mirra proposed the following changes to the schedule of board reports for the coming months. He explained that these changes would account for the holiday schedules that put some the Board meetings too early in the month to allow staff to gather the data for the previous month. Also, the changes in the schedule will give staff some respite from their own work schedule, which staff will appreciate:

- forego November board reports; directors will still give oral reports;
- December board reports to report on October data;
- January reports to report on November, December and Fiscal Year data;

The board unanimously approved the proposal.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Director Ken Shalik directed the board to the finance report. THA will end the year in good shape. The Board's Finance Committee met with the Washington State auditors in an exit conference to discuss the 2018 audit. It went well. The auditors will submit the audit report on time to HUD's REAC system. He explained that the audit will have one finding this year. It concerns furniture that THA purchased for the Family Investment Center. It cost \$40,000. HUD's rules require that for all purchases over \$25,000, the PHA must first check to be sure the vendor is not on HUD's list of banned vendors. For this purchase, THA either did not check or could not document that it checked. The vendor THA used for the purchase was not on the banned list, but still the auditors will issue a finding for THA's lack of compliance with the rule. THA will refine its business process to better ensure compliance. This is the first finding since 2011. Chair Young noted that the auditor was also responding to the fact that it sampled only a few purchases for compliance and the one non-compliance they found was therefore a large percentage of the small sample. ED Mirra stated that although staff may not agree with the finding, THA takes it seriously.

The cash position is in good shape. Director Shalik reviewed the various reserve

balances.

Commissioner Hodge moved to ratify the payment of cash disbursements totaling \$5,269,704 for the month of August 2019. Commissioner Smith seconded.

Upon roll call, the vote was as follows:

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

Motion Approved.

Policy, Innovation and Evaluation

Policy, Innovation and Evaluation (PIE) Director April Black directed the board to her report. April introduced PIE's new staff member for post-secondary education programs, Jess Thompson. Jess jumped right into the work with Tacoma Community College (TCC) to make College Housing Assistance Program (CHAP) stronger. Director Black's report included a review of the Children's Savings Account (CSA) evaluation and an outline on that project prepared by Project Manager, Amy Van.

Client Support and Empowerment

Client Support and Empowerment (CSE) Director Cacey Hanauer directed the board to her report. She described continuing efforts to improve the monthly CSE report. Next month's CSE report will include a schedule of data to be included in reports. CSE has been focused on supporting staff and clients. She noted the recent instances of violence in Tacoma. It is affecting staff and clients. CSE organized a retreat to address this issue. The retreat help staff discuss what it takes to preserve one's emotional health. Director Hanauer is proud that THA supports self-help. She thanked Director Kaheiki and Employee Assistance Program (EAP) for the individual and group sessions, which have been helpful. CSE had a retreat with the YMCA of Greater Seattle to plan for the management of Arlington Drive apartment that the Y will serve. She said that CSE is fully hired up, including a therapy dog in training. His name is George.

Rental Assistance

Rental Assistance (RA) Director Julie LaRocque directed the board to her report. Utilization is good at 95%. The count of shoppers count is going down indicating that voucher holders are finding landlords. THA has begun its audit for Highlind Flats and Crosspointe Apartments. These two apartments participate in THA's CHAP program. Over all programs, RA has seen improvements by our landlord partners. RA staff are working on scheduling inspections for Cascade Vista and Cascade Park, our newest partners in property based subsidies. Director LaRocque hopes to report on the status of

those inspections next month. Chair Young mentioned that he ran into a Cascade staff member who gushed about this work with THA. Director LaRocque responded that THA has had good interactions with them.

Director LaRocque noted that the Summer has been tough for THA staff, including the need to manage the behaviors from our street neighbors in the encampment across the street in People's Park. She said that are very appreciative of the EAP support and the meeting with the Tacoma Police Department (TPD). RA has been working on the waitlist opening scheduled for October 7. Director LaRocque thanked PIE and Administration Services for their assistance. Commissioner Smith asked what effect will the wait list opening have on people already on the waitlist. Director LaRocque said the waitlist opening will not impact them at all. The main reason for the opening is that the present wait list is running low on large families to fill larger units. As soon as the waitlist opening is finished, staff will contact everyone on the waitlist again. Commissioner Smith stated that she is seeing none of the CHAP units being used for people coming from prison. Director LaRocque responded that there have been problems on getting that part of CHAP organized. Director Black noted challenges in getting TCC and the Department of Corrections (DOC) organized and that vouchers are not released to potential students yet.

Property Management

Property Management (PM) Director Frankie Johnson directed the board to her report. PM continues to trend toward the goal of turning units in 20 days. There is information on rent collection on her report. Chair Young appreciates the constant work on the graphs and visuals. Director Johnson thanked Project Manager Anastasia Cale for the work. PM will include a side-by-side comparison on the report to see the changes.

This is the time of year where PM gears up for year end preventative maintenance, focusing on gutters and winter preparation. Staff are working hard on resident engagement in the properties. PM staff worked with CSE for a back to school backpack event, a huge success largely through the hard work of Case Worker Byron Williams and Portfolio Manager Jamila Saidi and others involved in the project. Property Manager Debra Pohlenz retires this month. To replace her, PM started the hiring process early and has selected an internal candidate, Marquis Jenkins.

Real Estate Development

Real Estate Development (RED) Director Kathy McCormick was not in attendance. ED Mirra spoke on her behalf. Tacoma Public Schools (TPS) would like to give THA Gault School. He noted that this will take considerable discussion. And if THA takes the property, THA will undertake extension consultation with the neighborhood to plan its use. ED Mirra noted the construction continues of Arlington Drive and The Rise on 19th.

8. NEW BUSINESS

8.1 RESOLUTION 2019-09-25 (1) (Approval of THA's 2020 Moving to Work Plan)

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

Certifications of Compliance with Regulations: Board Resolution to Accompany the Annual Moving to Work Plan*

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chairman or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the MTW PHA Plan Year beginning (01/01/2020), hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

(1)The MTW PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the MTW PHA conducted a public hearing to discuss the Plan and invited public comment.

(2)The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.

(3)The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).

(4)The MTW PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.

(5)The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.

(6)The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the MTW PHA's jurisdiction and a description of the manner in which the Plan is consistent with the applicable Consolidated Plan.

(7)The MTW PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15(d), which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3). Until such time as the MTW PHA is required to submit an AFH, and that AFH has been accepted by HUD, the MTW PHA will address impediments to fair housing choice identified in the Analysis of Impediments to fair housing choice associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.

(8)The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.

(9)In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.

(10)The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.

(11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

(12)The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

(13)The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

(14)The MTW PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

(15)The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

(16)The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.

(17)With respect to public housing and applicable local, non-traditional development the MTW PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.

(18)The MTW PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

(19)The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

(20)The MTW PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 200.

(21)The MTW PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.

(22)All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its Plan and will continue to be made available at least at the primary business office of the MTW PHA.

Housing Authority of the City of Tacoma

WA005

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Derek Young Chairperson
Name of Authorized Official

Title

Signature

Date

*Must be signed by either the Chairman or Secretary of the Board of the PHA's legislative body. This certification cannot be signed by an employee unless authorized by the PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.

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

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

Motion Approved: September 25, 2019

Derek Young, Chair

**8.2 RESOLUTION 2019-09-25 (2)
(Emergency Procurement Update to Procurement Policy)**

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

WHEREAS, RCW 39.04.280 permits a waiver of competitive bidding in an emergency situation, and 2 C.F.R. § 200.320 permits procurement by noncompetitive proposals in the event of an emergency; and

WHEREAS, THA's procurement policy, section 7.10, permits the Executive Director or other person designated by THA to declare an emergency and waive competitive bidding; and

WHEREAS, RCW 39.04.280(2)(b) permits "the person or persons designated by the governing body of the municipality to act in the event of an emergency may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the municipality to address the emergency situation"; and

WHEREAS, THA believes it is appropriate to authorize the Director of Administrative Services, in addition to the Executive Director, to declare an emergency and waive competitive bidding requirements in the event a qualifying emergency exists; and

WHEREAS, Qualifying emergencies under state law may include natural disasters, fires, substantial water damage and methamphetamine contamination; and

WHEREAS, THA believes it is appropriate to amend its Procurement Policy to incorporate these changes and provide this additional guidance to staff; 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 (1) update THA's Procurement Policy to authorize the Director of Administrative Services to declare an emergency and waive competitive bidding requirements in the event a qualifying emergency exists, and (2) provide additional guidance on the definition of an "emergency."

Commissioner Smith 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: September 25, 2019

Derek Young, Chair

9. COMMENTS FROM COMMISSIONERS

Commissioner Smith appreciates all the hard work staff puts in, and appreciates their resilience with what has been going on across the street from 902 South L.

Chair Young went to a Sound Outreach luncheon and heard a lot of good things about THA.

10. EXECUTIVE SESSION

None.

11. ADJOURNMENT

There being no further business to conduct, the meeting ended at 5:42 pm.

APPROVED AS CORRECT

Adopted: December 11, 2019



Derek Young, Chair