



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, JANUARY 22, 2020

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 3201 S. Fawcett, Tacoma, WA 98418 at 4:55 PM on Wednesday, January 22, 2020.

1. CALL TO ORDER

Vice Chair Rumbaugh called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:55 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
	Chair Derek Young
Vice Chair Stanley Rumbaugh (arrived late at 4:50 pm)	
Commissioner Dr. Minh-Anh Hodge (arrived late at 4:50 pm)	
	Commissioner Dr. Arthur C. 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	

Vice Chair Rumbaugh declared there was a quorum present @ 4:56 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Vice Chair Rumbaugh asked for any corrections to, or discussion of the minutes for the Regular Session of the Board of Commissioners on Wednesday, December 11, 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

Ross Fleming Jr, Fawcett Unit 16

According to Mr. Fleming, when he moved to Fawcett, he saw a lot of progress, but not lately. He is upset because he feels his health concerns are not being heard. Staff have not addressed smoking in the building. He wants to call the city and health department so they can come and smell the smoke for themselves. There are also too many people with vehicles with expired tabs. His vehicle was hit the other day. He is asking THA to do something about it. Vice Chair Rumbaugh thanked Mr. Fleming for bringing his concerns to the board's attention and assured him that THA will attend to them. For that purpose, a representative of the Property Management team who was present at the meeting conferred with Mr. Fleming after his remarks.

5. COMMITTEE REPORTS

Real Estate Development Committee—Vice Chair Rumbaugh

The committee met to discuss arrangements for due diligence prior to deciding if THA wanted to acquire the Gault Middle School property. Once the due diligence is done, the committee will report its recommendation.

Finance Committee—Commissioner Hodge and Chair Young

Nothing to report.

Education Committee—Commissioner Hodge

The committee did not meet. DED Black conveyed the very good news that Pierce County has committed to providing \$200,000 annually to help pay for the support services for Tacoma Schools Housing Assistance Program (TSHAP) that the board approved on Friday. This will allow THA, Tacoma Public Schools and Pierce County to proceed with the expansion of the program.

Citizen Oversight Committee—Commissioner Banks

According to ED Mirra, constructions meetings seem to be going okay.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

ED Michael Mirra directed the board to his report. He will send an email to Councilmember Catherine Ushka to follow-up on the separate discussion he had with her and Jeff Robinson of the City regarding THA's interest in the Gault School property. ED Mirra and Policy, Innovation and Evaluation Department Manager Karen Bunce presented about THA's interest to the January board meeting of the Eastside Neighborhood Advisory Council of Tacoma (ENACT). ED Mirra recounted the substance and spirit of that meeting, both during the meeting and afterward with ENACT members and members of the audience. He said it encouraged him to expect a meaningful community consultation and support for THA's interest. ED Mirra also had a visit with the current president of the Tacoma Historical Society Bill Baarsma, who knows about THA's interest in Gault School and offered support for THA's planning for the building.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Director Ken Shalik directed the board to the finance report. He will be presenting the year-end report next month. THA ended the year in good shape. Financially there are no surprises and THA came in under budget for expenses. THA had planned on receiving the final development fee for Renew Tacoma in 2019. However, it will now receive the funds in 2020 due to the time it is taking to address the Department of Ecology requirements concerning Wright Street Apartments. Due to delays in the Rental Assistance Demonstration (RAD) transition, THA will not receive its waterfall payment until 2020, rather than 2019. Vice Chair Rumbaugh asked if the shortfall was obligated in 2019. Director Shalik confirmed and added that THA is still in good shape. Director Shalik hopes to present the final budget to the Board in March. This depends in part of when HUD tells us our allocation for 2020. HUD is behind its own schedule to do that because Congress was late in passing a 2020 budget.

Director Shalik asked the board to approve the Public Housing Authority (PHA) Board Resolution approving the Operating Budget. This is a supplement to the budget resolution passed last month. Whenever the board approves a budget for 2020, the resolution needs to be submitted along with the budget.

Commissioner Hodge moved to ratify the payment of cash disbursements totaling \$6,198,111 for the month of December 2019. Commissioner Smith seconded.

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None

Absent: 2

Motion Approved.

Commissioner Hodge moved to approve the PHA Board Resolution, Commissioner Smith seconded.

Upon roll call, the vote was as follows:

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

Motion Approved.

Administrative Services

Administrative Services (AS) Director Sandy Burgess directed the board to her report. Her report only focuses on risk management this month. THA received a grant from FEMA for fire prevention, allowing THA to purchase and install fire stops at all properties above all stoves. This resulted in a significant decrease in fire cost. THA has only had one fire and that was in a vacant unit. The result is not only good for THA but for tenants as well. Vice Chair Rumbaugh asked how many times the fire stops have gone off. Director Burgess said that last year they triggered 4-5 times. ED Mirra asked if this would reduce insurance rates. Director Burgess confirmed that it would. The FEMA grant also paid for several training classes for staff at all properties. Participants included 730 adults and youth. Tenants appreciated meeting the fire department staff.

AS implemented intensive risk avoidance training for facilities and maintenance staff, did security improvements on the west portfolio, and increased reporting of incidents. Incidents were reduced by half in Q1-Q4 2019. Vice Chair Rumbaugh asked the reason for the reduction. Director Burgess said the main reason is staff's better attention to incident reports and learning from them to prevent recurrence.

AS renewed two insurance coverages. Premiums increased by 10%. This increase did not result from losses. It reflects increases in the insured values of THA's portfolio. This increase resulted from the annual reappraisal of their value. It also resulted from the addition to the portfolio of the Alberta J Canada Building. Vice Chair Rumbaugh asked if THA carried earthquake insurance. Director Burgess responded that THA does not carry that coverage because it is extraordinarily expensive.

Client Support and Empowerment

Client Support and Empowerment (CSE) Director Cacey Hanauer directed the board to her report. Work continues to get client services and Property Management aligned in time for Arlington Drive's opening later this year. CSE team has been meeting several hours each week to talk about questions and ramifications. Director Hanauer is trying to

look at all the ins and outs and YMCA's role vs. THA's role. Commissioner Smith asked if the Y will be providing life skills. Director Hanauer confirmed. The Y will be managing the schedule for services. Vice Chair Rumbaugh asked if Community Health Care will be providing health services at Arlington. Director Hanauer confirmed. She is also trying to help staff of all departments manage how they respond to client crises. Vice Chair Rumbaugh asked who the winter door contest winner was. Director Hanauer replied that there were three top winners.

ED Mirra and Commissioner Smith asked about whether Pierce County's Coordinated Entry system would be used as a referral source for Arlington Drive. Commissioner Smith expressed worry if Coordinated Entry would be able to do it well. Hanauer affirmed that we are planning for Coordinated Entry to be a referral source. She said that Pierce County has agreed to use THA's definition of homelessness for Arlington referrals. ED Mirra asked if that would include changing how Pierce County assesses risk so it counts youth as its own risk factor. According to Director Hanauer, the County is more open to it, but conversations are ongoing. She also noted that CE will not be the only referral source. Vice Chair Rumbaugh stated that different resources have different requirements; he does not understand why there couldn't be a more uniform set of standards. ED Mirra asked if these issues and worries about using Coordinated Entry for Arlington Drive pertain to our plans to use it for the expansion of the Tacoma Schools Housing Assistance Program (TSHAP) was handling the process. Deputy Executive Director (DED) Black said they do not.

Rental Assistance

Rental Assistance (RA) Director Julie LaRocque directed the board to her report. Overall utilization is at 100.3% as of January 2020; all the hard work for the year has paid off. Vice Chair Rumbaugh asked if THA will budget for 100% next year. Director Shalik said yes.

Last month, Director LaRocque talked about problems with property-based subsidies at Highland Flats. Deputy Executive Director (DED) Black met with the owner's representative on Friday regarding the report they submitted and was informed that they will do more work on it. It will work out eventually, per Director LaRocque. DED Black added that Highland Flats owes THA money; she gave the owner until the end of next week to show how much money they owe THA. She does not think this will be resolved until the end of April. THA estimates that they owe THA around \$200K; the owner is disputing over \$100K of that amount. Vice Chair Rumbaugh inquired about their ongoing assessment process. DED Black stated that part of the issue is that they do not have a written process for verifying income. Vice Chair Rumbaugh asked if there are project-based applicants who may be better able to perform. DED Black thinks we may need to find out. THA is expecting a proposal from the Department of Corrections (DOC) and Tacoma Community College (TCC) for the expansion of CHAP to college students coming from prison.

Vice Chair Rumbaugh asked about the 10 vouchers for the court. The Department of Social and Health Services and Judge Martin and THA met and decided that a separate

Memorandum of Understanding is not necessary. Instead, it will fold the court's vouchers into the collaboration's use of THA's Family Unification Program vouchers. ED Mirra requested a chart on the RA reports regarding the 10 court vouchers. Cascade Park and Cascade Park Vista staff will perform an audit soon.

THA's landlord engagement specialist recently left THA but RA will be hiring for the position in the next couple of weeks. It is a valuable position for RA.

Property Management

Property Management (PM) Director Frankie Johnson directed the board to her report. Staff installed Humidistats in each unit at Salishan to regulate air in each room and monitor humidity.

David Dailey led a process to work on snow removal procedure to get snow teams together and purchase additional equipment. It took a lot of planning and deployment when it snowed a week or so ago, but things went really well.

From the pilot program for lead position at Salishan, Steve Couch was hired for the position.

Director Johnson acknowledged that the turn average for December exceeded the target of 20 days; leasing days increased to a total turn average of 39. Vice Chair Rumbaugh asked for the cause in the spike. DED Black said it is due to the holidays. Director Johnson is pleased with the unit turn for maintenance; we are just struggling with leasing turn time. THA purged the waiting list and the leasing department is getting better responses. THA now has email addresses for 85% of the people on the waiting list.

Real Estate Development

Real Estate Development (RED) Director Kathy McCormick was not in attendance. ED Mirra reported on her behalf. Construction at Arlington Drive and Rise @ 19th are on budget and on schedule and RED staff are pleased with the contractors. Vice Chair Rumbaugh inquired about the Minority and Women Owned Business Enterprises (MWBE). According to ED Mirra, THA is awaiting data from the subcontractors and the report will in next month's board report. Director McCormick thinks THA is doing well. Vice Chair Rumbaugh will defer inquiring on further detail until Director McCormick can report. He also wants progress for James Center and Hilltop property. ED Mirra responded that for the Hilltop property where Mr. Mac currently is, THA's choice was Inland and Horizon as the partner. THA will meet with Horizon and Mercy Housing. Vice Chair Rumbaugh stated that the governor is releasing a rainy day fund for the homeless; he would like to discuss how THA can apply for funds and further goals in the city. ED Mirra will relay the information to Director McCormick.

Human Resources

Human Resources (HR) Director Toby Kaheiki directed the board to his report. THA is on its third year with PEBB for the medical plan.

Vice Chair Rumbaugh asked if there has been any increase in staff claims to L&I or HR or through the union grievance process. Not at all, according to Director Kaheiki. Risk Manager Ginger Peck identified L&I training needs and staff received their training in coordination with PM and HR. There are currently no claims. A tentative settlement was reached this morning in the sole union grievance, so by the end of the month, there won't be any outstanding grievances.

Director Kaheiki referred to the demographics report included in the HR report. He said that THA's need for diversity in its staff is always a factor in recruitment and hiring. He is pleased with THA's present diversity as the report shows. Vice Chair Rumbaugh stated that diversity has tremendous value.

Director Kaheiki said THA will focus on its need for more staff who speak not only English but other languages as well.

Vice Chair Rumbaugh states that he understands that THA has a plan to add more staff. Director Kaheiki said Cabinet is trying to figure out a plan. Director Shalik added that Cabinet has not had a budget discussion and would like to wait until after budget discussions. Commissioner Hodge asked if THA has a recruitment plan. According to Director Kaheiki, there is an effort, but not a plan.

8. NEW BUSINESS

8.1 RESOLUTION 2020-01-22 (1) (Update to Payment Standards)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma authorizing the THA Executive Director to increase THA's payment standards.

WHEREAS, HUD sets fair market rents annually; and

WHEREAS, The housing authority sets payment standards based on market and participant data; and

WHEREAS, New payment standards will go into effect April 01, 2020; now, therefore, be it

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

The Board authorizes THA's Executive Director to increase THA's payment standards to 100% of the 2020 HUD fair market rents for all bedroom sizes.

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

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

Motion Approved: January 22, 2020

Derek Young, Chair

**8.2 RESOLUTION 2020-01-22 (2)
(UTILITY ALLOWANCE UPDATE)**

WHEREAS, Utility allowances must be reviewed annually; and

WHEREAS, PHAs must revise utility allowances if they change more than ten percent; and

WHEREAS, Changes to the utility allowances must be approved by the Board of Commissioners; now, therefore, be it

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

Authorizes THA to adopt updates to all bedroom size utility allowances, effective April 01, 2020.

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: January 22, 2020

Derek Young, Chair

9. COMMENTS FROM COMMISSIONERS

None.

10. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:57 PM.

APPROVED AS CORRECT

Adopted: February 26, 2020



Derek Young, Chair