



TACOMA HOUSING AUTHORITY

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

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session via Zoom Meeting <https://zoom.us/j/6267029359> / +1 301 715 8592 US / Meeting ID: 626 702 9359 at 4:45 PM on Wednesday, April 22, 2020.

1. CALL TO ORDER

Chair Young called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:49 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Chair Derek Young	
Vice Chair Stanley Rumbaugh (joined late at 4:53 pm)	
Commissioner Dr. Minh-Anh Hodge	
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	

Chair Young declared there was a quorum present @ 4:50 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETINGS

Chair Young asked for any corrections to, or discussion of minutes for the Regular Session of the Board of Commissioners on Wednesday, February 26, 2020; the Special Session on Wednesday, March 18, 2020; and the Study Session on Friday, April 3, 2020.

Commissioner Banks moved to adopt the minutes of all three meetings, Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

Real Estate Development Committee—Vice Chair Rumbaugh

Nothing to report.

Finance Committee—Commissioner Hodge and Chair Young

Nothing to report.

Education Committee—Commissioner 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. He reported how THA staff are managing through the COVID pandemic. He acknowledged the leadership of Deputy Executive Director (DED) April Black on the Emergency Operations Committee (EOC). THA is grateful to the board for the flexibility they provided ED Mirra. His report includes the executive actions he has since done.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Director Ken Shalik directed the board to the Cash and Expense reports. He is submitting motions for February and March. He will be presenting a resolution for the 2020 Annual Budget for the board's approval. Director Shalik hopes to have a financial report for the first quarter to present next month. For March Cash Position, THA is in a relatively good financial position with \$22M in cash balance, \$1.5M in the Moving to Work (MTW) account, and \$2.8M held at Housing and Urban Development (HUD). There is approximately \$6.8M in unencumbered cash at the end of March. THA will be receiving additional funding from HUD for the COVID crisis. THA is also supposed to be receiving two months of administrative fee for non-Housing Assistance Program (HAP), which is \$600K. These amounts would cover several months of operations if necessary.

Vice Chair Rumbaugh asked Director Shalik to quantify what additional costs were imposed on the agency thus far for COVID. Director Shalik responded that finance only has information through March. The majority of the costs thus far are not additional expenses – they are for salaries of staff redirected to COVID response. There will be growing expenses for extra sanitation, security, and IT equipment. Finance is tracking all COVID expenses, which will be included in the next financial report. In response to Vice Chair Rumbaugh, DED Black stated that the main extra expense will be rent adjustments for clients losing income, estimated thus far at \$200-\$400K. Vice Chair Rumbaugh asked if THA slowed down on construction for Arlington and The Rise and if there was an impact on the construction schedule or budget. According to Director McCormick, both will be finished early and on budget.

Vice Chair Rumbaugh moved to ratify the payment of cash disbursements totaling \$4,840,245 for the month of February, 2020. Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

Motion Approved.

Vice Chair Rumbaugh moved to ratify the payment of cash disbursements totaling \$5,407,744 for the month of March 2020. Commissioner Hodge 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. The policy team has been distracted by the COVID crisis. DED Black acknowledged staff for providing support to the pandemic response, communicating every day, and keeping social media updated. She also acknowledged the Emergency Operations Committee (EOC) and support staff within all departments. PIE is busy with Tacoma Schools Housing Assistance Program (TSHAP) and Children's Housing Opportunity Program (CHOP). DED Black had thought that the TSHAP expansion would be delayed due to the closure of schools. Yet she can report that after communicating with Pierce County (PC) and Tacoma Public Schools (TPS) all parties have agreed to proceed with the expansion. They expect to choose the service provider by May 5. The program will look different than originally conceptualized; the hope was for families to be identified by school counselors or by McKinney Vento Liaisons. Now that the schools are closed, THA cannot rely on their assistance so we will have to find another way, probably relying even more on third-party providers.

Amy Van and Client Support and Empowerment staff have been working on rethinking the Children's Savings Account and are having discussions with Washington Student Achievement Council. DED Black will report more in May or June.

DED Black was hoping to provide a proposal for the correction's portion of the College Housing Assistance Program (CHAP), but it's not ready. For the past 18 months, THA has been resetting TCC's deadline for delivering the proposal. The last deadline was March 4. ED Mirra and DED Black are scheduled to meet with TCC and UWT and this will be one topic of discussion. They will also discuss communication in general.

DED Black is also discussing success and dissapointments with the Koz Dome lease up. Referalls from institutions were slow to start in February and lease up rates were pretty low. THA lost a significant amount of subsidy payment and the owner lost a significant amount in rent. The owner began marketing to low-income non-students last week. PIE also took this opportunity to provide marketing materials to Bates, Evergreen, and Clover Park to give them a head start into the property before marketing to the non-student population. DED Black has not heard from the properties whether they received referrals from those other schools. Vice Chair Rumbaugh asked whether the referrals from TCC are students coming out of prison or students already enrolled. According to DED Black, there is no direct targeting of students coming out of Corrections and not all students are housing insecure. TCC will be expanding the pool of applicats to Pell students beginning February. Vice Chair Rumbaugh stated that there are alternatives to working with TCC in the context of some sort of housing for people coming out of institutions; in particular, those with conditional release to go to school or go back to prison so they have a way of

complying. Vice Chair Rumbaugh would like to revisit providing housing assistance to people paroled on early-release programs. Commissioner Hodge asked if THA is working with Tacoma Public Schools (TPS) and with whom, in identifying homeless McKinney Vento students. She added that the school staff is still working so she does not understand why THA cannot continue working with TPS. DED Black responded that THA was working with Thu Ament and Rita Chadhurri, and will continue working with Thu who will be on the panel to hire the third-party provider. THA is getting ready to pivot if McKinney Vento won't be the conduit referral. Regarding Koz Dome, Chair Young asked if there are any lessons on what THA could have done differently or is it just poor timing? DED Black thinks the challenge is whether the need was over estimated or it was a marketing problem; THA will discuss this with TCC and UWT. UWT said it is likely both.

Client Support and Empowerment

Client Support and Empowerment (CSE) Director Cacey Hanauer directed the board to her report. CSE has been busy focusing on COVID response and supporting tenants. Staff are also focused on getting food to folks who need it, but transportation has been a challenge. Staff are helping parents homeschool, and how to strengthen parenting skills under the stress of the lock-down. CSE is also refocusing and making sure everyone has access to \$1,200 through the Cares Act. There has been a large focus on wellness through the pandemic. CSE team is having conversations with staff and clients on how to manage their own health. Director Hanauer has been focused on Arlington and connecting with the YMCA and Community Youth Services (CYS). They and THA are starting to hire to fill staff positions. Vice Chair Rumbaugh asked for the number of cases of the virus THA has experienced in the facility. Director Hanauer is unsure of any actual cases but CSE staff follows up with households to see what they need and see if testing needs to be done. ED Mirra, as a supplement to Arlington, stated that THA received the operating funds from the Legislature to run Arlington, which will take THA to the next fiscal year. He noted the risk that the Legislature might rake back funding to fill its large deficit resulting from the economic shut down.

Rental Assistance

Rental Assistance (RA) Director Julie LaRocque directed the board to her report. She echoed what staff said -- staff are all about the COVID everyday. RA has been through a lot in the last month, adapting to work from home and doing it very well. Landlords have been paid and staff are making Housing Assistance Program (HAP) adjustments. The pandemic made it a learning experience for staff. Maybe things will change on how we do business in the future, more electronically perhaps. THA continues to have high utilization, which is a little over 100%. The Koz is disappointing, but it will lease up. According to Director LaRocque, landlord Marlina Ma has donated 600 masks to THA. It was a sweet gesture showing that amidst the craziness nice things still happen. For Sal 1-7, Vice Chair Rumbaugh asked if the 4% inflation is due to renovation because it seems high. Director LaRocque responded that it is the normal eb and flow. She does not think

it is troublesome, but Director Johnson can talk to that. Vice Chair Rumbaugh added that it was a bit of an anomaly.

Property Management

Property Management (PM) Director Frankie Johnson directed the board to her report. She too echoed what the other directors said -- it has been all COVID everyday, and the adjustment of learning to work through this pandemic is something to behold. She acknowledged the resilience of her team and all of THA staff moving from working at offices to teleworking with an in-home classroom. PM has been absolutely awesome throughout this process. Administration and maintenance have had to step up, sanitizing common space, and other new tasks. PM has also been trying to be responsive to clients and staff in making sure they emphasize self-care during a time like this. It has been challenging to practice social distancing so they have made changes in properties to enforce social distancing. Maintenance is now on a full schedule recognizing that the work is crucial at this time. PM has been recruiting for positions and things are going smoothly; staff will likely begin onboarding on electronic medium. The numbers are turning in the right direction, maintaining 99% occupancy. Last month, there was a total of 11 days turn time for units and 15 for this month. Work orders have been adjusted and staff are responding to only emergency and urgent work orders so there will be a backlog needing attention in the future. With the implementation of social distancing for senior buildings, Commissioner Hodge asked if there were complaints, concerns, or if staff have thought about emotional support. According to Director Johnson, the CSE team evaluated tenant needs to see if they feel isolated. PM has security stationed at the entrance of every senior building from 7 pm to 3 am to reinforce social distancing of visitors, and see if visits are necessary. Commissioner Hodge noted that there have been COVID outbreaks in nursing homes in the news so she was curious how THA senior buildings were doing. Director Johnson acknowledged the sad reports in the news but reassured Commissioner Hodge that THA has not received any confirmed cases at the senior buildings.

Real Estate Development

Real Estate Development (RED) Director Kathy McCormick directed the board to her report. She thanked and acknowledged Director Johnson for her assistance with recent Arlington site break ins. Thieves stole construction equipment. Director McCormick asked for security to do a drive by and Director Johnson got it done quickly. She and Korsmo appreciate the help. Director McCormick noted that Korsmo has a good COVID policy in place and construction is going well and ahead of schedule.

Director McCormick is keeping an eye on when regular construction can go back in place. THA is still on schedule for Arlington, and she is watching the construction budget. THA owns and manages properties that have commercial tenants at James Center, Alberta Canada, and Mr. Mac. Staff are seeing how commercial tenants are affected by COVID and how to help them apply for CARES business assistance. RED is beginning informal negotiations concerning Hilltop Lofts with Inland. Director McCormick will be requesting a Real Estate Development Committee meeting to go over details and

direction. RED staff are having conversations with Forterra regarding Rite Aid and whether THA will develop part of the housing planned for the site.

THA prepared an agreement with Shilo Baptist Church for consulting services. This project will house people leaving incarceration. Bob Fredrickson is shopping on THA's behalf for acquisitions that generate revenue. RED staff talked with some properties that are interested in working with THA. Director McCormick requested an extension for Gault School until August. SMR completed their work to see about how many units THA can have and what it can tear down. The City was originally going to provide funding but with the COVID, they are not sure if they will have the funds. THA hired BDS to do community outreach and they have been creative on how to do it during this pandemic.

8. NEW BUSINESS

8.1 RESOLUTION 2020-04-22 (1) (The Rise at 19th – Conversion of HUD VASH Vouchers to Project-Based VASH Vouchers)

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

WHEREAS, the Rise at 19th has sixty-four (64) units that will receive Project-Based assistance from THA; and

WHEREAS, the Rise at 19th will house low-income and very low-income households in our community; and

WHEREAS, THA has underutilized HUD-VASH vouchers available; and

WHEREAS, THA is committed to providing housing for homeless veterans in our community; and

WHEREAS, THA and the Department of Veterans Affairs Puget Sound Health Care System (American Lake Division) concur that the conversion of these HUD-VASH vouchers will provide an additional housing option for many homeless veterans in our community; now, therefore, be it

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

Approve the conversion of eighteen (18) HUD-VASH Vouchers to Project-Based VASH Vouchers at THA's new housing development The Rise at 19th.

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

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

Motion Approved: April 22, 2020

Derek Young, Chair

8.2 RESOLUTION 2020-04-22 (2)
(Fiscal Year 2020 Annual Budget)

WHEREAS, the Housing Authority of the City of Tacoma ("Authority") intends to incur expenses and other cash outflows for Fiscal Year 2020; and

WHEREAS, Authority staff has prepared and the Board of Commissioners of the Housing Authority of the City of Tacoma has reviewed and provided input to the proposed Fiscal Year 2020 annual budget; and

WHEREAS, this resolution replaces Continuing Resolution Budget 2019-12-11(4) passed in December 2019; now, therefore, be it

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

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the attached FY 2020 Agency wide budget. Expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Administration	\$ 3,649,941
Client Support & Empowerment	2,033,216
Executive	1,150,743
Finance	1,532,223
Human Resources	725,002
Policy, Innovation and Evaluation	1,251,061
Rental Assistance	47,663,663
Real Estate Development	2,761,683
Property Management Overhead	1,586,499
Property Budgets	<u>2,342,937</u>
Subtotal	64,696,968
<u>Additional Cash Outflows</u>	
Debt Service	74,994
Capital Expenditures	10,519,000
Replacement Reserves	<u>172,650</u>
Subtotal	10,766,644
TOTAL APPROVED BUDGET	\$ <u>75,463,612</u>

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

Upon roll call, the vote was as follows:

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

Motion Approved: April 22, 2020

Derek Young, Chair

**8.3 RESOLUTION 2020-04-22 (3)
(Commitment of Agency Reserves)**

WHEREAS, for THA has to be effective in its mission it must plan its use of financial resources over multi-year periods and have assembled reserves for those purposes; and

WHEREAS, the Authority has assembled adequate reserves for those purposes through its responsible prudent, and patient management and budgeting; and

WHEREAS, the attached Schedule of MTW Reserve Commitments updates Resolution 2018-12-12 (2), and reflects the Authority's current plans for such capital and operational expenditures of THA's reserve's, both MTW and Non-MTW; and

WHEREAS, the Authority intends to include a Schedule of Board Commitments in the MTW annual report, including language that allows for shifting monies between the identified commitments; now, therefore, be it

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

1. The Board authorizes commitments of the Authority's Reserves as outlined in the attached Schedule of THA Reserve Commitments, subject to adjustment in future budgets and budget revisions.
2. The Board authorizes THA's Executive Director to include the latest THA Reserve Commitments in the annual MTW Report submitted to HUD.

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

Upon roll call, the vote was as follows:

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

Motion Approved: April 22, 2020

Derek Young, Chair

9. COMMENTS FROM COMMISSIONERS

Vice Chair Rumbaugh observed how staff from top to bottom have been stressed this year and even with this COVID staff continue to perform at a high level, which speaks volumes. Commissioner Banks echoed and noted how he really appreciates staff and to keep up the good work. Commissioner Hodge added what an amazing team THA has and thanked staff for their hard work. Chair Young noted how it has been crazy and uncertain with things changing week to week; he sees how staff show how committed they are to the mission. He added that THA's work is prized in the community.

ED Mirra stated that the board's words are meaningful to staff and thanked them. Vice Chair Rumbaugh responded that it starts with the leadership from the top and thanked ED Mirra for running the show.

10. EXECUTIVE SESSION

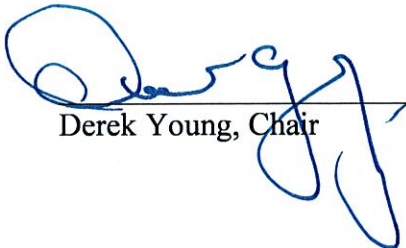
None.

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:07 PM.

APPROVED AS CORRECT

Adopted: May 27, 2020



Derek Young, Chair