



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, SEPTEMBER 8, 2020

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 4:45 PM on Wednesday, September 8, 2020 via Zoom Meeting.

1. CALL TO ORDER

Chair Rumbaugh called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:09 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Chair Stanley Rumbaugh	
Vice Chair Shennetta Smith (arrived late at 4:09 pm)	
Commissioner Derek Young	
	Commissioner Dr. Minh-Anh Hodge
Commissioner Pastor Purter	
Staff	
Michael Mirra, Executive Director	
Sha Peterson, Executive Administrator	
April Black, Deputy Executive Director	
Ken Shalik, Finance Director	
Barbara Tanbara, Interim 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 @ 4:10 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Rumbaugh asked for any corrections to, or discussion of the minutes for the Regular Session of the Board of Commissioners for Wednesday, July 22, 2020. Commissioner Young moved to adopt the minutes. Vice Chair Smith 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

The committee is planning to meet soon and will provide a report.

Finance Committee—Commissioner Hodge and Chair Young

The committee met last month to go over the financials and discuss next year's budget. The committee also had an Entrance Meeting with the auditors.

Education Committee—Commissioner Hodge and Vice-Chair Smith

The committee has not had a chance to meet but will do so this week and will report next month.

Community Partnership Committee—Commissioner Purter

Commissioner Purter will need time to understand the committee, and Chair Rumbaugh is looking forward to his service on the committee.

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

The committee has not met but Vice Chair Smith recalled that Directors Johnson and Hanauer sent out an email stating how well the meetings with staff are going. Director Johnson added that the group is discussing the scope and language for the Request for Proposal for the external facilitator.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director (ED) Michael Mirra directed the board to his report. He reviewed his recent discussions with the Congressional delegation and others seeking to anticipate the federal HUD budget for 2021.

He also reviewed discussions about the coming state legislature session in January. Its main pertinence for THA will be to preserve the state funding for Arlington Drive Campus for Homeless Youth and Young Adults. Vice Chair Smith asked for an update on discussions with the City and its ability to help with the effort. ED Mirra anticipated that the Mayor and the County Executive will be sending a letter shortly to the Governor and legislators in support.

Chair Rumbaugh inquired about the Cares funding of \$750k that needs to be spent by the end of the year. Director Shalik informed the board that funding is actually at \$1.7M because THA received an additional \$984k in August. He also learned that the funds do not need to be spent until June of next year. Chair Rumbaugh asked for the plan to use the funds that complies with the terms and how to track what is spent on Covid. According to Director Shalik, THA has spent \$1M of the funds with approximately \$287k for Housing and Assistance Program (HAP) funds. Initial costs were staff time, additional security for the senior properties, and maintenance work with sanitization. HAP is going up so finance is paying attention to that and will classify some costs against Covid.

Chair Rumbaugh stated that Tacoma Public Schools (TPS) and neighboring jurisdictions are teaching kids remotely. He wanted to know what THA has done to ensure kids in THA's services have IT needs. According to Deputy Executive Director Black, TPS has arranged to equip all families with IT needs. The Foundation for Tacoma Students received funds to pay for internet for low-income households and just received an additional \$150k from the Cares fund.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Director Ken Shalik directed the board to the finance report. According to Director Shalik, it has been an interesting year for THA. He reviewed the anticipated surplus. Property purchases was budgeted at \$2M for the year and THA is in the midst of purchasing the three Trees properties. \$1.5M was set aside for additional remodel of the 1st floor of 902, but due to the pandemic and teleworking, the need for it will change. THA received the waterfall payments for Renew Tacoma but that was a one time payment and levels out over the course of the year.

Expenses are under and dramatically so for travel and training because of the pandemic. HAP will continue to increase. It is a little under for June but that was expected for bringing on The Rise and Arlington, and will likely increase more because the average

HAP will be going up due to Covid. THA will end the year well with money to carry over for property purchases and remodel.

THA has \$25M in Cash and \$1.5 in MTW. There is \$5.86M for the sale of the 34 scattered site homes. THA can only access those funds for development and with Housing and Urban Development (HUD) approval. Commissioner Purter asked for HUD's response time. Director Shalik said that varies from 5-6 months. Director Shalik led a review of the various reserves accounts. ED Mirra asked if the government shuts down, how long THA can last. Two months responded Director Shalik.

Commissioner Young moved to ratify the payment of cash disbursements totaling \$5,8891,715 for the month of July 2020. Vice Chair Smith 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. She reviewed significant changes to the PIE department staff. She also reviewed the department's policy work, background screening, policy update and the work launching the expansion of T-SHAP. DED Black spoke of a coming resolution to update the College Housing and Assistance Program (CHAP) administrative plan. Chair Rumbaugh stated that he saw language on the PIE report regarding people coming out of prison and housing challenges. He added that stabilizing a person's housing is critical to reducing recidivism. According to DED Black, THA received a response from Tacoma Community College (TCC) in partnership with the Department of Corrections (DOC), but it remains unclear what they are trying to accomplish with the program that is different than the existing CHAP program. In their most recent proposal, they aren't sure if they can use the 25 DOC vouchers. PIE staff will have a conversation with them to see what they are trying to achieve. Commissioner Young inquired about the Gates and Ballmer funds and asked if it is something that in two years THA will need to search for again or if it is something that will be budgeted for. DED Black responded that the reason THA is committing \$354K is because there are new dollars for Cares that will go away. The funds THA is matching will also go away. If THA fully expends the funds, staff can make a case for why further investment should continue at the same level.

Client Support and Empowerment

Client Support and Empowerment (CSE) Director Cacey Hanauer was not in attendance. DED Black reported on her behalf. There have been staffing changes in the CSE department. She reviewed them. During the pandemic, staff are able to provide the summer lunch program and to subsidize the summer camp. \$800K of the Ballmer funding will fund additional positions in CSE related to full family services, supporting families and their children. Chair Rumbaugh stated that it appears 90% of the referrals were for nutrition assistance and asked how much was related to Covid and the comparison year after year. DED Black will look into this and will report next month.

Rental Assistance

Rental Assistance (RA) Director Julie LaRocque directed the board to her report. Utilization is staying steady at above 100%. Director LaRocque said that people are very appreciative of the safety net the voucher provides them. They are unsure of the future and hanging on to their vouchers. RA, along with other housing authorities, have been having meetings regarding Covid. They discovered that landlords are seeing rent defaults among their unsubsidized tenants of 20% or more and only 5% for voucher holders. It is important to know that vouchers are keeping up with rent like the private market, which makes vouchers more attractive. ED Mirra added that there is lower default rate among voucher holds because housing authorities pay their rent on time. Director LaRocque agreed and added that the Landlord Advisory Group also agrees. They are seeing fewer THA clients defaulting.

RA staff have decided that rather than having the state auditors come to the office, staff will provide all information electronically this year. Staff are working really hard to make sure the records are scanned in; she is proud of her staff for doing such great work and is thankful for IT's assistance. RA will be busy leasing for The Rise at 19th.

Property Management

Property Management (PM) Director Frankie Johnson directed the board to her report. PM has been busy in a lot of areas as other departments have been in both admin and maintenance side. Admin processed 650 hardships between April and July. Staff are gearing up for Arlington Drive and The Rise on 19th and expect to be busy for leasing. The emphasis for staff has been on the restructure, operations and compliance. PM made structural changes to the compliance position, moving one portfolio manager to compliance manager. There will be an email to orient people of PM's structure. Staff are also gearing up to make sure staff have enough Personal Protective Equipment (PPE) and are prepared and stocked up. Director Johnson thanked her team, including David Dailey, Yvonne Ginoulis and Hope Center. PM has been enjoying 99% occupancy during the year, and after speaking with other housing authorities, Director Johnson realized how unusual that is. The goal for unit turns is 20. THA is now at an average of 17 days.

Real Estate Development

Real Estate Development (RED) Director Kathy McCormick directed the board to her report. Staff have been busy with The Rise and Arlington Drive, both well designed and executed projects. Attention to detail is reflected in the design. Arlington Drive is ahead of schedule and under budget. The Rise is also under budget and will be opening early October. Director McCormick has a Gault meeting with the development committee next week. RED staff are busy with the Trees project, with 300 units in three different locations. That continues to be challenging but staff are persevering, and may close early November. Chair Rumbaugh asked when occupancy is expected at The Rise. Early October, responded Director McCormick. ED Mirra asked for news from the Department of Ecology. According to Director McCormick, she sent an email to the development consultant and asked the City to review it. She is pushing really hard to get it wrapped up.

8. NEW BUSINESS

8.1 RESOLUTION 2020-08-26 (1) Amendment #3 to Architectural and Engineering Services with SMR Architects Arlington Drive Youth Campus

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

WHEREAS, On September 28, 2016, the Board approved Resolution 2016-09-28 (4) authorizing the Executive Director to negotiate and execute a contract for A & E services for the Crisis Residential Center and master plan for Arlington Drive property to SMR Architects in an amount not-to-exceed \$300,000; and

WHEREAS, On May 12, 2017, THA entered into a contract with SMR Architects to provide A & E design and master planning services in the amount of \$205,335; and

WHEREAS, On December 8, 2017, THA and SMR Architects executed Addendum No. 1 in the amount of \$940.00; increasing the contract to \$206,275; and

WHEREAS, On July 25, 2018 THA and SMR Architects executed Addendum No. 2 in the amount of \$983,725; increasing the contract to \$1,190,000; and

WHEREAS, THA would like to revise the total contract for SMR Architects to include additional A & E fees needed to complete design for specific items, including a generator, play court for the Crisis Residential Center and off-site improvements, a new fence design, storm water pump system and miscellaneous design costs for the rental housing portion of the development; now, therefore, be it

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

Authorize the Executive Director to increase the contact amount with SMR Architects by \$190,000 for a total not-to-exceed amount of \$1,380,000.

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

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

Motion Approved: September 8, 2020

Stanley Rumbaugh, Chair

8.2 RESOLUTION 2020-08-26 (2)
(Updating THA's Administrative Plan: CHAP Changes)

WHEREAS, the Administrative Plan relates to the administration of the College Housing Assistance Program and is required by HUD; and

WHEREAS, the purpose of the Administrative Plan is to establish policies for carrying out programs in a manner consistent with HUD requirements and local goals and objectives contained in THA's Moving to Work plan; and

WHEREAS, Tacoma Housing Authority's College Housing Assistance Program (CHAP) has program requirements it seeks to change and bring into alignment across the full program; and

WHEREAS, Tacoma Housing Authority seeks to promote the completion of a post-secondary credential; and

WHEREAS, Tacoma Housing Authority seeks to support students who wish to transfer between post-secondary institutions; and

WHEREAS, Tacoma Housing Authority seeks to reduce barriers for students who are overcoming multiple barriers in order to pursue a higher education; and

WHEREAS, staff consulted our education partners and a wide array of community members,

WHEREAS, Changes to the Administrative Plan must be approved by THA Board of Commissioners; 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 revise THA's Administrative Plan Chapters 18 and 19, related to the College Housing Assistance Program in the following ways:

Policy Proposal	Administrative Plan Section Requiring Revision
<p>MODIFY PROGRAM REQUIREMENTS</p> <p>Revise program requirements to align with the requirements being used for the property based subsidies and agreed upon by the education partners:</p> <ul style="list-style-type: none">(a) Maintain at least part-time enrollment of 6 credits or more at a participating institution,(b) Make satisfactory academic progress towards a degree or certificate program. If the student's cumulative GPA drops below a 2.0, the participant must be responsive to recommendations and referrals to academic support services.(c) Have attempted to access FAFSA and if eligible, maintain an active FAFSA.(d) Provide full cooperation with the college program staff assigned to the student.(e) In compliance with FERPA, allow THA, TCC, UW Tacoma, and TPS to share individually identifiable information about the participants and their household to assist with referrals and potential success.(f) Comply with all lease terms, including paying their share of the rent on time and in full, being a good neighbor and taking care of the apartment.(g) Comply with other conditions in Chapter 12 of THA's Administrative Plan.	<p>18.XXIII "Family Obligations"</p> <p>19.IV. "Overview of Participant Criteria"</p>

Policy Proposal	Administrative Plan Section Requiring Revision
<p>Add the following exception:</p> <p><i>Participants may disenroll or withdraw from classes for one term.</i></p> <p><i>A participant may request to extend their leave for an additional term as long as they meet regularly with program staff to ensure they will be able to re-enroll the following term.</i></p> <p>Remove the following program requirements:</p> <ul style="list-style-type: none"> (a) Summer quarter students must participate in an approved community service activity or in an internship. (b) Participate in a Financial Literacy workshop before the end of their second quarter of enrollment in this program. 	
<p>EXPAND POST-GRADUATION ASSISTANCE</p> <p>Upon completion of an Associate's or Bachelor's degree, a certificate program, or transfer to a non-participating college/university or apprenticeship program participants may receive up to one year of additional housing payment assistance or five (5) total years of assistance. The additional time (up to one year) will begin at the time the credits are completed.</p> <p>Example:</p> <ul style="list-style-type: none"> • A participant receives an Associate's degree after receiving 18 months of CHAP assistance. The participant may receive an additional 12 months of assistance. The time limit for the additional 12 months will begin at the time the credits were completed. • A participant receives a BA degree after receiving 52 months of CHAP assistance. The participant may receive an additional 8 months of assistance. The time limit for the additional 8 months will begin at the time the credits were completed. 	<p>19.I. "Introduction"</p> <p>19.VII. "College Housing Assistance Program Transfers"</p> <p>19.XVIII "Termination of Assistance and Tenancy"</p> <p>19.XXII "Hardship Policy"</p>
<p>ALLOW EDUCATION PARTNERS TO WAIVE</p>	<p>Add section to</p>

Policy Proposal	Administrative Plan Section Requiring Revision
<p>PROGRAM REQUIREMENTS IN TIMES OF A NATURAL DISASTER OR PANDEMIC</p> <p>Add a section to include:</p> <p><i>In times of a natural disaster or pandemic, minimum credit requirements and academic progress program requirements will be suspended for a period of time agreed upon by the Education Partners.</i></p> <p><i>During the period of suspended requirements, participants will remain eligible as long as their income is at or below 80% AMI at the time of lease renewal or annual recertification.</i></p>	<p>follow 19.IV. "Overview of Participant Criteria"</p>

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

Upon roll call, the vote was as follows:

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

Motion Approved: September 8, 2020

Stanley Rumbaugh, Chair

8.3 RESOLUTION 2020-08-26 (3)
(Authorized Signers for Financial Institution Accounts)

WHEREAS, The Board selects its chair and vice chair at its annual meeting. When these Board officers change, THA needs a resolution changing the authorized signatures for its accounts at its various financial institutions; and

WHEREAS, This resolution does that and replaces Resolution 2018-8-22(2), which had authorized previous offices as signers; and

WHEREAS, The Board of Commissioners needs to formally authorize the financial institutions and the authorized signers on the accounts; now, therefore, be it

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

The funds of THA are hereby authorized by the laws of the State of Washington and the regulations of the Department of Housing and Urban Development to be utilized, held and invested and that said funds may be deposited with any or all of the following institutions:

BANK OF AMERICA
BANNER BANK
HERITAGE BANK
KEY BANK
J.P. MORGAN CHASE BANK
U.S. BANK
THE BANK OF NEW YORK MELLON TRUST CO.
WASHINGTON STATE INVESTMENT POOL

Or such other institutions as may be found to provide the highest interest rate and/or are beneficial to THA's operational goals.

Be it further resolved that any of the below designated individuals are authorized to enter into any and all transactions relating to the above mentioned institutions as they exist now or may be created in the future upon signature of any two (2) of the following designated individuals:

Stanley Rumbaugh	Chair _____
Shennetta Smith	Vice Chair _____
Michael Mira	Executive Director _____
Kenneth Shalik	Director of Finance _____
Duane Strom	Comptroller _____

Be it further resolved that this resolution replaces any and all previous resolutions designating authorized financial institutions and signers.

Be it further resolved that the authorized signers acknowledge and accept Heritage Bank's policy of accepting any check with one authorized signature.

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

Upon roll call, the vote was as follows:

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

Motion Approved: September 8, 2020

Stanley Rumbaugh, Chair

**8.4 RESOLUTION 2020-08-26 (4)
(Amending THA's By-Laws)**

WHEREAS, THA's By-Laws govern its operations and work of the Board, including the manner of its convening; and

WHEREAS, The By-Laws allow for its amendment by a resolution of the Board; and

WHEREAS, During the COVID-19 pandemic, the Governor has ordered public agencies not to convene in person as a safety precaution against the contagion. The Governor did this as an emergency exception to the Open Public Meetings Act, Chap. 42.30 RCW. Governor Proclamation 20-28.8 (July 31, 2020). The proclamation further directs that public agencies may convene using alternative ways to permit public access:

Any public agency subject to RCW 42.30 is prohibited from conducting a public meeting subject to RCW 42.30 unless (a) the meeting is not conducted in-person and instead provides an option(s) for the public to attend the proceedings through, at minimum, telephonic access, and may also include other electronic, internet or other means of remote access, and (b) provides the ability for all persons attending the meeting to hear each other at the same time.

Governor's Proclamation 20-28.8, page 4 (July 31, 2020).

The present proclamation expires September 2, 2020; and

WHEREAS, THA's By-Laws should be modified to expressly allow for remote convenings as state authorities or public health measures may direct; now, therefore, be it

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

THA's By-Laws are amended as shown in the attached redlined version.

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

Upon roll call, the vote was as follows:

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

Motion Approved: September 8, 2020

Stanley Rumbaugh, Chair

9. COMMENTS FROM COMMISSIONERS

- Chair Rumbaugh acknowledged past commissioner Pastor Arthur Banks (Who was present). He noted that Pastor Banks has been a great service to the community and THA's board. He humbly served the board and his constituency for years. Chair Rumbaugh wished Pastor Banks a happy retirement. "Go in peace my friend."
- ED Mirra read a letter he wrote Pastor Banks on behalf of THA.
- Commissioner Young stated that he had five great years with Pastor Banks.
- Commissioner Purter echoed what others have said about his good friend and colleague and thanked Pastor Banks for his leadership in the community. He will be missed in the community that he has served the whole time he has been in Washington.
- Vice Chair Smith saw Pastor Banks as a quiet and gentle giant who speaks remarkably without saying a lot. His presence brought a lot to the board. She thanked him for being on the board.
- DED Black thanked Pastor Banks for his time on the THA board and his quiet and strong leadership. He was quiet but attentive. She thanked him for all his time and dedication to THA.
- Director McCormick noted how she loved Pastor Banks' strong sense of humor and echoed what others have said about him. His quiet sense of humor will be missed.
- Director Shalik stated that Pastor Banks was a commissioner when he started at THA and he appreciates him and Chair Rumbaugh. He loved Pastor Banks' calmness and strong demeanor and how he spoke for THA clients and

constituents. Director Shalik always felt he was in safe hands with Pastor Banks on the board.

- Interim Director Tanbara stated how much the community will miss Pastor Banks at the THA board. She appreciated all the support he has given her.
- Director Johnson echoed what others said regarding Pastor Banks' leadership and representation in the community. She remembered how Pastor Banks looked at homelessness and how much he showed up for that. She has seen him as much in the community as in the board. She added that he will be missed in both places.
- Director LaRocque thanked Pastor Banks for his service to the board. He was a good listener and was a voice not only for the board but for THA clients and the community.
- Executive Administrator Peterson thanked Pastor Banks for his dedication to the THA board and stated that she will truly miss him. It has been a pleasure working with Pastor Banks.

Pastor Banks thanked everyone and the board for the opportunity to serve on the THA board. All he has tried to do in life is to help others as he traveled along. He quoted Mahalia Jackson's song *If I Can Help Somebody*. He added that you can't go to heaven until you go to Texas. He has sat with the best and admires everyone for the work they do and the unselfish service they provide.

Chair Rumbaugh added that the boards' hearts are always open and indebted to Pastor Banks' service.

Chair Rumbaugh reconfirmed his discussion with ED Mirra to defer further written department reports through the balance of the year. Year end reports will be provided in January 2021. He added that the Covid 19 pandemic has created a tremendous burden on everybody's time. Staff have been working over and above what is reasonably expected of any agency employee. Subject to the board's concurrence, he favors ED Mirra's request to allow deferral of written monthly reports so that time spent in putting together written materials would be better employed providing service to clients. Exception would be if there is anything extraordinary or items that warrant the board's attention. Staff can provide written documents for the board to consider. The Board of Commissioners unanimously approved the proposal.

10. EXECUTIVE SESSION


None.

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:01 PM.

APPROVED AS CORRECT

Adopted: September 23, 2020


Stanley Rumbaugh, Chair