



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES

STUDY SESSION

FRIDAY, DECEMBER 4, 2020

Join Zoom Meeting

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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 12:08 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Chair Stanley Rumbaugh	
Vice Chair Shennetta Smith	
Commissioner Derek Young	
Commissioner Dr. Minh-Anh Hodge	
	Commissioner Pastor Michael 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 and Empowerment Director	

Chair Rumbaugh declared there was a quorum present @ 12:09 pm and proceeded.

3. 2021 Budget

Executive Director Michael Mirra started the discussion. He noted its purpose was to review the budget that staff will propose to the Board at its regular meeting on December 9th. It is basically the same proposal that staff presented to the Board Finance Committee. He reviewed the principles THA uses to write the budget:

1. Presume upon the worst of the plausible budgets pending in Congress.
2. Recurring income must cover recurring expenses.
3. Use reserves for nonrecurring expenditures that make us money, save us money, or make us more efficient and stronger.
4. Keep reserves that are within the designated ranges for each type of monies: not too much and not too little.

He said that the proposed budget satisfies all four principles.

Director Shalik continued the budget proposal discussion with more detail. He said that THA is in good shape financially. He reviewed the details of our various types of reserves. He reviewed the reserve amounts. They will allow THA to withstand another governmental shutdown without disruption. Adequate reserves are also important for other purposes: to show THA's credit worthiness when it shops for debt or investors, to allow for long range planning such as real estate development and property purchases, and to withstand emergencies such as a governmental shutdown.

The proposed budget would give THA \$726k in surplus, broken down between Moving to Work (MTW), non-MTW, and rental properties. The goal has always been to keep MTW pot as close to zero as possible to avoid the possibility of recapture from Housing and Urban Development (HUD).

The bottom line is that the budget proposal shows the recurring and non-recurring operation and capital funds leaving adequate reserves at the end of the year. As part of his review, Director Shalik summarized the proposed budget's allowance for filling staff positions and its creation of some new positions. He noted that the budget assumes that THA will fill the positions quickly. Yet the Cabinet will review each position in the budget and will make a position by position decision whether to fill it. Even then, it will take a while to fill the positions. This delay gives the budget some inherent cushion since the position will not require a full year's funding that the budget contemplates. He also described the budget's contemplated expansion of programs, including the Tacoma Schools Housing Assistance Project (TSHAP).

Director Shalik also reviewed the plan should the federal government shut down. He reported the good news that, HUD, before it shuts down, will forward fund housing authorities for January and February.

4. COMMENTS FROM THE COMMISSIONERS

The Board had no redirection for the staff and is prepared to vote on the budget on December 9th. The Commissioners thanked ED Mirra and Director Shalik for their excellent work and expressed their appreciation for Director Shalik's hard work in doing the budget and the detail that went into it. Director Shalik thanked the board for their guidance and support.

10. ADJOURNMENT

There being no further business to conduct, the meeting ended at 12:52 pm.

APPROVED AS CORRECT

Adopted: January 27, 2021



Stanley Rumbaugh, Chair