



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, DECEMBER 15, 2010

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 911 North K Street, Tacoma, WA at 4:00 PM on Wednesday, December 15, 2010.

### 1. CALL TO ORDER

Vice Chair Flauding called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:10 PM.

### 2. ROLL CALL

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

<b>Present</b>	<b>Absent</b>
Janis Flauding, Vice Chair Greg Mowat, Commissioner	Arthur C. Banks, Chair
Stanley Rumbaugh, Commissioner	Ken Miller, Commissioner

#### **Staff**

Michael Mirra, Executive Director  
Christine Wilson, Executive Administrator  
Ken Shalik, Finance and Administration Director  
Julie LaRocque, Interim REMHS Director  
Barbara Tanbara, Human Resources Director  
Nancy Vignec, Community Services Director  
Walter Zisette, RED Director

Vice Chair Flauding declared there was a quorum present @ 4:11 PM and proceeded.

### 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Vice Chair Flauding asked for any corrections to or discussion of minutes for the Meeting of the Board of Commissioners of Wednesday, October 27<sup>th</sup>. Commissioner Mowat moved to adopt the minutes, Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

**4. GUEST COMMENTS**

None

**5. COMMITTEE REPORTS**

Finance Committee – Commissioner Mowat stated the committee did not meet this month.

**6. ADMINISTRATIVE REPORTS**

**Finance Administration**

Director Shalik directed the board to his monthly report and described the newly created cash disbursements table, questions about the table ensued from the commissioners.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$5,897,719 for the month of October 2010, Commissioner Mowat seconded. Director Shalik mentioned the scheduled budget study session in February will likely be moved back by a few months, possibly to March or April. Rent reform activities will take place July 1<sup>st</sup>.

Upon roll call, the vote was as follows:

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

**MOTION APPROVED**

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$4,435,124 for the month of November 2010, Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

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

## **MOTION APPROVED**

### **Real Estate Management and Housing Services**

Interim Director Julie LaRocque directed the board to her monthly report. She touched on the recent news that cuts to GAU, now called "Disability Lifeline" will affect 121 THA clients. ED Mirra stated the Governor's budget proposed for 2011 to eliminate Disability Lifeline assistance altogether. Interim Director LaRocque also mentioned proposed changes to the TANF program that starting in 2011 would terminate participants who have received 60 months worth of assistance. Commissioner Mowat asked how many of our clients will be impacted. Interim Director LaRocque stated that she did not have those numbers. She did note that these cuts will create an even greater need for THA services. Interim Director LaRocque stated that her department has set a goal of March 1<sup>st</sup> to have all vacant units leased. She also informed the board that THA has applied for 100 FUP vouchers.

### **Real Estate Development**

Director Walter Zisette referred the board to his monthly report. He announced that his department will be stepping back to reassess the approach to the Salishan Education, Retail, and Training Center. He expects to broaden the planning to encompass the "campus" at the core of Salishan. He explained that his planning will begin with another assessment of community needs. He noted that Hillside Terrace has been on hold for lack of financing. His department is also reviewing ways forward to get it started. Director Zisette is also focusing on the planning around the types of projects that we take on as an agency, looking at our revenue goals for the next five years and developing new business scenarios. ED Mirra stated that he and Director Zisette are making the rounds with the City of Tacoma Mayor, Councilmembers and the City Manager.

### **Community Services**

Director Vignec referred the board to her report. Community Services staff has been focused on the FSS Program and possible issues with an improved orientation process that may help families continue in the program longer. Financial Literacy has been a focus in the orientation and progress for the program will be monitored. Commissioner Rumbaugh noted the remarkable success in the GED goals. Director Vignec stated that this was an excellent example of partnering with Bates Technical College. Although there is no contract in place, Bates' use of the FIC building for classes has been a success.

### **Human Resources**

Director Tanbara referred the board to her report. She discussed benefits, OPEIU and their cooperation. Our employees have agreed to greater medical cost sharing. Discussion ensued about the continuing rise of healthcare costs. Director Tanbara also discussed that THA will

take a look at job classifications and compensation in 2011. It has been 8 years since the last survey and positions must be properly and competitively compensating THA employees.

**7. OLD BUSINESS**

None.

**8. NEW BUSINESS**

The BOC determined to create a Real Estate Development Committee of the Board and appointed Commissioner Rumbaugh and Miller to serve on this committee. ED Mirra and Director Zisette will staff the committee and will schedule the meetings with the commissioners.

**8.1 Resolution 2010-12-15 (1), Amending THA Policy G-05 Exercising and Delegating Executive Director Authority**

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

**Whereas**, THA Policy G-05 governs the Executive Director's exercise and delegation of authority.

**Whereas**, this policy needs some updating in the manner set forth in the attached redlined version. These changes add the Real Estate Development Director to the succession of directors who can act for the Executive Director in narrow circumstances when he or she is not available. The changes also update the titles of the Director of Finance and Administration and the Director of Real Estate Management and Housing Services.

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

1. THA Policy G-05 is amended in the manner set forth in the attached redlined version.

**Approved: December 15, 2010**

\_\_\_\_\_  
Janis Flauding, Vice Chair

Commissioner Mowat motioned to approve the resolution. Commissioner Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

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

**Motion approved**

**8.2 OPEIU Salary Re-Opener and Non-Represented Staff Wage Adjustment**

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

**Whereas**, The collective bargaining agreement between the Tacoma Housing Authority (THA) and the Office and Professional Employees International Union, Local 23 (OPEIU) called for a salary and insurance benefit opener in 2010 to be effective in 2011;

**Whereas**, The Board of Commissioners finds that the salary increase for OPEIU and non-represented staff reached in the tentative agreement with OPEIU as describe in the accompanying memo is fair and reasonable and that it would serve THA's interests;

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

1. The Board authorizes the Executive Director to agree to the salary increases with the Office and Professional Employees International Union, Local 23 described in the accompanying memo and to allow increases to the same extent for non-represented staff.

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

**Approved: December 15, 2010**

---

Janis Flauding, Vice Chair

Commissioner Mowat motioned to approve the resolution. Commissioner Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

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

**Motion Approved**

**9. COMMENTS FROM COMMISSIONERS**

The Board wished the staff happy holidays and looked forward to another productive year in 2011.

**10. COMMENTS FROM THE EXECUTIVE DIRECTOR**

ED Mirra directed the board to his report. He reported on the work of the City of Tacoma's Affordable Housing Policy Advisory Group and its report, which he provided. He noted that such work required a lot of time and effort by THA staff and discussed why it was a good use of agency resources. Commissioner Rumbaugh stated appreciation for the thorough detail of this plan. ED Mirra expressed appreciation to all of the committee members.

**11. EXECUTIVE SESSION**

The Board of Commissioners adjourned the regular meeting and moved into Executive Session at 5:50 PM to discuss collective bargaining with OPEIU and non-represented staff wage adjustment for 15 minutes. It moved back into regular session at 6:05 PM and voted on THA Resolution 2010-12-15 (2) as stated above under new business.

**12. ADJOURNMENT**

There being no further business to conduct, Commissioner Mowat moved to adjourn, and Commissioner Flauding seconded the motion. All voted in favor. The meeting adjourned at 6:10 PM.

**APPROVED AS CORRECT**

**Adopted:** December 15, 2010

  
\_\_\_\_\_  
Dr. Arthur C. Banks, Chair