



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, March 24, 2010

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA at 4:00 PM on Wednesday, March 24, 2010.

1. CALL TO ORDER

Chairman Miller called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:00 PM.

2. ROLL CALL

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

PRESENT	ABSENT
---------	--------

Commissioners

Ken Miller, Chairman

Janis Flauding, Vice Chair

Greg Mowat, Commissioner

Stanley Rumbaugh, Commissioner (arrived at 4:10)

Arthur Banks, Commissioner

Staff

Christine Wilson, Executive Administrator

Ken Shalik, Finance Director

Nancy Vignec, Community Services Director

Barbara Tanbara, Human Services Director

Tina Hansen, Interim RED Director

Michael Mirra, Executive Director

April Davis, REMHS Director

Chairman Miller declared there was a quorum present @ 4:01 PM and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Miller asked for any corrections to or discussion of minutes for the regular meeting of the Board of Commissioners of Wednesday, March 24, 2010. Commissioner Mowat moved to adopt the minutes, Commissioner Flauding 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

HOPE VI Community Task Force – Interim Director Hansen provided the report. She reported that she has met with Commissioner Banks. They determined that we would not use the same group that we used for Salishan as the geographic area is different. In addition, the Construction Oversight Committee will continue to be separate from the Task Force as they have different missions.

Finance Committee – Commissioner Mowat reported that he met with finance staff and our May financials may look better than originally reported. We are making good progress.

6. ADMINISTRATIVE REPORTS

Finance Administration

Commissioner Flauding moved to ratify the payment of cash disbursements totaling \$4,387,362 for the month of February, 2010, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Director Shalik referred the board to his report. Discussion ensued related to the agency reserves. Chair Miller asked Director Shalik what amount of unrestricted reserves we should have on hand. Director Shalik indicated \$3.5M would be a comfortable level. Chair Miller asked if the cabinet addresses the level of unrestricted reserves. Director Shalik stated this issue is discussed at the cabinet level. Chair Miller stated that he would like to have a better comfort about our lack of reserves. Director Shalik responded that we walked into this financial situation with our eyes wide open. Commissioner Rumbaugh stated that while he was back in Washington, D.C. congressional staff indicated the 2011 HUD budget will more than likely be deferred until after the November elections. Director Shalik then moved into the VisualHomes update. The software company has decided to provide updates three times per year allowing enough time to properly vet issues that arise. He stated that he is comfortable with our relationship with VisualHomes and can see a commitment on their part to work with us and our issues. Director Shalik requested that the VisualHomes report be provided to the board quarterly. Chair Miller asked Director Shalik to clarify his comment about a VisualHomes slow down of service. Director Shalik clarified that a slow down on the annual releases provides proper vetting on the software updates, thus, improving customer service. Chair Miller requested that next month's resolution table have a column outlining the resolved issues and also requested an update on the desk manual process mapping.

Real Estate Management and Housing Services

Property Manager Pat Patterson referred the board to Director Davis' report. He pointed out the work order table emphasizing that staff has worked diligently to improve the completion of the work orders. Commissioner Rumbaugh recalled problems with the appliances reported at a recent meeting. PM Patterson reported that both the appliance parts and tenant education using the appliances needed improvement. Further discussion ensued regarding information to be included in the monthly report.

Real Estate Development

Interim Director Hansen referred the board to her report. She updated the board on the ARRA projects and read a thank you letter from a G Street tenant thanking THA for their care moving residents out during construction and back in. Chair Miller asked for an Education, Training, and Retail, and Center update. Director Hansen noted that possible partners have diminished due to the economy. . Chair Miller asked what level of priority attention the project was receiving from staff and what should the board expect to hear in the future. Interim Director Hansen stated there is an ongoing discussion at the cabinet level. Commissioner Miller asked whether the weak economy as an explanation of our difficulties was allowing staff to overlook other opportunities. Commissioner Rumbaugh referenced the realities of the economy and financing challenges. Interim Director Hansen stated she will have her staff look outside of the box for opportunities and will continue to discuss with the cabinet. She recounted recent discussions about the upcoming closure of the East Side Boys & Girls Club. Commissioner Rumbaugh asked about the number of jobs created by the

ARRA stimulus funding. She will provide those numbers. Chair Miller mentioned to Director Vignec that there may be an opportunity for a jobs story.

Community Services

Director Vignec referred the board to her report. Commissioner Mowat asked her to track participants entering into apprenticeship programs. Director clarified her report on the numbers provided for our employment and education goals.

7. NEW BUSINESS

There were no resolutions offered for consideration.

8. COMMENTS FROM COMMISSIONERS

None

9. COMMENTS FROM THE EXECUTIVE DIRECTOR

ED Mirra was out of town for this meeting.

10. EXECUTIVE SESSION

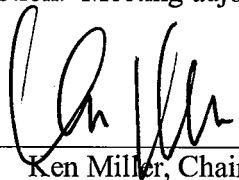
Chair Miller announced a 15 minute executive session for the purpose of a review of personnel performance evaluation review. This executive session, session began at 5:40 PM and adjourned at 5:55 PM. No action was taken.

11. ADJOURNMENT

There being no further business to conduct, Commissioner Flauding moved to adjourn, Commissioner Rumbaugh seconded the motion. Meeting adjourned at 5:56 PM.

APPROVED AS CORRECT

Adopted: April 28, 2010



Ken Miller, Chair