



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, OCTOBER 12, 2011

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 5317 South Orchard Street, Tacoma, WA at 4:00 PM on Wednesday, October 12, 2011.

1. CALL TO ORDER

Chair Flauding called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:01 PM.

2. ROLL CALL

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

| Present | Absent |
|---|---|
| Janis Flauding, Chair Greg Mowat, Vice Chair | |
| Ken Miller, Commissioner (via phone) | Arthur C. Banks Stanley Rumbaugh, Commissioner |

Staff

Michael Mirra, Executive Director
Christine Wilson, Executive Administrator
Ken Shalik, Finance Director
April Black, REMHS Director
Barbara Tanbara, Human Resources Director
Nancy Vignec, Community Services Director
Walter Zisette, RED Director
Todd Craven, Administration Director

Chair Flauding declared there was a quorum present @ 4:02 PM.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Flauding asked for any corrections to or discussion of minutes for the Annual Meeting of the Board of Commissioners of Wednesday, August 24th. Commissioner Mowat moved to adopt the minutes, Commissioner Miller seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Chair Flauding asked for any corrections to or discussion of minutes for the Regular Meeting of the Board of Commissioners of Wednesday, August 24th. Commissioner Miller moved to adopt the minutes, Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

Ms. Hope Rehn, President of SAFE, noted that a resident has been complaining about SAFE. The resident has asserted that SAFE does not comply with its own by-laws. The resident has expressed the view that SAFE should dissolve. Ms. Rehn assured the Board that SAFE is complying with all rules. Chair Flauding thanked Ms. Rehn for bringing this issue to the board's attention and stated that she is confident that SAFE is complying with their requirements.

5. COMMITTEE REPORTS

Real Estate Development Committee – No report

Finance Committee – Commissioner Mowat stated the financials are in good shape. He stated that he has reviewed the preliminary budget documents and found them in good order.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Michael Mirra directed the board to his report. He provided a budget memo to the commissioners proposing an outline for the upcoming 2012 budget discussions starting with the October 14th study session. He invited comments on this proposal.

Finance

Director Ken Shalik directed the board to his report. His work on the 2012 budget continues.

Commissioner Mowat moved to ratify the payment of cash disbursements totaling \$4,201,247 for the month of August, 2011. Commissioner Miller 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

Director April Black directed the board to her report. Unit turn rates are creeping back up due to the amount of work REAC preparation took away from staff time to turn units. Director Black also noted some of the increased unit turn rate occurred because of units that THA held vacant for a long time to allow DSHS to use them for its clients coming out of nursing homes and other institutions. Unfortunately these arrangements fell through.

She reported that REAC scores have improved from the 2010 REAC inspections. Discussion ensued about the former practice to begin preparing for REAC inspections in July. Director Black added that staff will prepare for REAC throughout the year so it does not have to catch up at the end. Property Manager Tehani Bowman added that teams have been formulated to conduct pro-active inspections. Director Black added that during tonight's discussion of the ACOP and Admin Plan resolutions, the waitlist chapter has been removed temporarily to provide an additional comment period. This chapter is scheduled to come before the board at their October board meeting.

Real Estate Development

Director Walter Zisette directed the board to his report. He noted the plans for the Salishan Campus Core. He reported that a stakeholder's meeting will convene to review

community needs. In addition he would like a BOC study session in the next several months or early next year devoted to this topic.

He reported the view of the Board's development committee that it would be best for THA to remain in our administrative offices. The members agree there are safety issues that need addressing but with a reduced budget. Rental Association Manager Richard Price noted the serious concerns that staff have about safety arising from the increased numbers of families and individuals who visit because they seek urgent help and who have questions about our recent occupancy standard changes and rental calculations. Staff has noted an increase in potential hostility from these encounters.

Community Services

Director Vignec directed the board to her report. Pointed out that her table numbers cover the time through August. Her November report will include both September and October. She reported that as of October 3rd, 20 families are participating in the McCarver Project and announced the October 19th McCarver Celebration back to school event. Director Vignec also announced that Community Services received a KBTC grant to track the McCarver Families progress.

Human Resources

Director Tanbara directed the board to her report. The Trades Council labor contract negotiations continue. She believes that the talks should conclude shortly. THA and its vendor launched the employee opinion survey. 95% of staff responded so far. This is an excellent participation level. The cabinet and managers will review the results on November 7th. Three formal complaints have been filed by employees and she believes they will be resolved in a positive way. She reported her continued work with the benefits committee. THA must contain costs. It will seek to do that while offering employees a high level of medical benefits. She also mentioned that she has commissioned a compensation study for several of our positions where the employee is sitting at the top of his or her pay range. Commissioner Mowat asked if our annual performance evaluations include a professional development program (PDP) component. Director Tanbara stated we have job objectives included in the performance evaluations and would like to see PDP incorporated into our strategic planning efforts.

7. OLD BUSINESS

None.

8. NEW BUSINESS

**8.1 RESOLUTION 2011-10-12 (1), CERTIFICATIONS OF COMPLIANCE
WITH REGULATIONS: BOARD RESOLUTION TO ACCOMPANY THE
ANNUAL MOVING TO WORK PLAN**

**2012 Annual Moving to Work Plan
Certifications of Compliance**

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

**Certifications of Compliance with Regulations:
Board Resolution to Accompany the Annual Moving to Work Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the PHA fiscal year beginning 1/1/2012, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA and conducted a public hearing to discuss the Plan and invited public comment.
2. The Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan;
3. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
4. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
6. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
7. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part
8. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

9. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
10. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
11. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
12. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
13. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
14. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
15. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
16. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
17. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
18. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

Housing Authority of the City of Tacoma
PHA Name

WA005
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

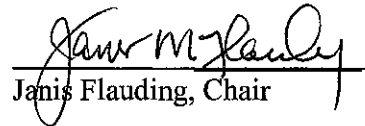
Title

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

Upon roll call, the vote was as follows:

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

Approved: October 12, 2011


Janis Flauding, Chair

8.2 RESOLUTION 2011-10-12 (2), MANAGEMENT OF THE THA VOUCHER WAITLISTS

WHEREAS, The Administrative Plan relates to the administration of the tenant-based and project-based voucher programs and is required by HUD.

WHEREAS, THA is required to adopt local selection policies relating to management of its voucher waiting list(s).

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

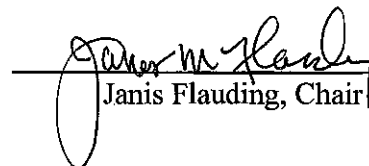
Approve Resolution 2011-10-12 (2) authorizing THA to adopt proposed changes to the voucher waitlists and incorporate these changes into the appropriate sections of the THA Administrative Plan.

Commissioner Mowat motioned to approve the resolution as amended. Commissioner Miller seconded the motion.

Upon roll call, the vote was as follows:

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

Approved: October 12, 2011


Janis Flauding, Chair

8.3 RESOLUTION 2011-10-12 (3), MANAGEMENT OF THE THA PUBLIC HOUSING WAITLIST

WHEREAS, The Admissions and Continued Occupancy Policy relates to the administration of the Public Housing program and is required by HUD.

WHEREAS, THA is required to adopt local selection policies relating to management of its public housing waiting list(s).

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

Approve Resolution 2011-10-12 (3) authorizing THA to adopt proposed changes to the Public Housing waitlist and incorporate these changes into the appropriate sections of the THA Admissions and Continued Occupancy Policy.

Commissioner Mowat motioned to approve the resolution as amended. Commissioner Miller seconded the motion.

Upon roll call, the vote was as follows:

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

Approved: October 12, 2011


Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

None

10. EXECUTIVE SESSION

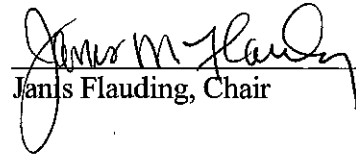
None

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 5:28 PM.

APPROVED AS CORRECT

Adopted: November 16, 2011



Janis Flauding, Chair