



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, NOVEMBER 16, 2011

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 November 16, 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 4:08 PM.

2. ROLL CALL

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

Present	Absent
Janis Flauding, Chair	
Arthur C. Banks	Greg Mowat, Vice Chair
Stanley Rumbaugh, Commissioner	Ken Miller, 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 @ 4:09 PM.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Flauding asked for any corrections to or discussion of minutes for the Study Session of the Board of Commissioners of Friday, September 9th. Commissioner Banks 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.

Chair Flauding asked for any corrections to or discussion of minutes for the Regular Meeting of the Board of Commissioners of Wednesday, October 12th. Commissioner Rumbaugh moved to adopt the minutes, Commissioner Banks 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 Study Session of the Board of Commissioners of Friday, October 14th. Commissioner Banks 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

Ms. Hope Rehn, President of SAFE, asked if she could read an email that she wrote to THA staff on October 25th related to tenant issues at various THA properties. Prior to reading the email, Ms. Rehn stated that she has met with property management staff and believes the issues in her email have been resolved. After reading the email, Commissioner Rumbaugh asked if THA's contract security firm has been responsive and Ms. Rehn stated they have been responsive. Director Black gave more specific

information related to some of the issues. Commissioner Banks asked Ms. Rehn if residents are aware they can come to the board meetings and she believes they are aware but rely on her to bring this information to the BOC. ED Mirra stated his appreciation for this information brought forward and reminded Ms. Rehn that her open communication with staff is the best first option. He also stated his appreciation to staff working with tenants on these issues as they come forward.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Rumbaugh reported the committee has established a prioritization process for RED projects. Committee members receive a running list of those potential projects and looks forward to bringing any potential project that looks like a possibility to the full board.

Finance Committee – No report

6. ADMINISTRATIVE REPORTS

Executive Director

ED Michael Mirra directed the board to his report. He provided a budget memo to the commissioners similar to the outline provided to the board at the October 14th Study Session with additional figures filled in for the upcoming 2012 budget discussions. He invited comments on this proposal. He stated the budget has been extensively reviewed by all of departments. He stated his appreciation to staff for their attention and review of the proposed 2012 budget. He went on to state that 2013 will help fill the budget deficit with MTW savings and will leave THA with an adequate amount of reserves. CLPHA has been providing regular updates on the congressional budget and anticipates having more information prior to the December 2nd budget review. This budget appears to avoid large lay-offs. Commissioner Banks asked how potential employee lay-offs will be communicated to our tenants and clients. ED Mirra mentioned the Resident Chronicle newsletter is the best place to address THA budget issues related to any proposed staff cuts.

Finance

Director Ken Shalik directed the board to his report. His work on the 2012 budget continues. Commissioner Rumbaugh asked if we are seeing any HAP savings. Director Black stated we are seeing savings due to our occupancy standard changes that the Board approved and that became effective in November, 2010.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$3,864,071 for the month of September, 2011. Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

Motion Approved

Commissioner Banks moved to ratify the payment of cash disbursements totaling \$3,916,203 for the month of October, 2011. 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

Director April Black directed the board to her report. Unit turn rates are back up due to the staffing challenges and the re-organization of property management. She is doing her best to meet the needs. Her goal is to lease up 21 units by the end of 2011. Commissioner Rumbaugh asked Director Black to outline how she plans on meeting this goal. She explained that she will re-assign staff to leasing to assist with increasing the number of applicants screened. 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 she anticipates 25 VASH vouchers will also be utilized by the end of 2011. Commissioner Rumbaugh asked about the under utilization of the McCarver vouchers. Director Vignec reported the current number of utilized vouchers is 42, which is an increase from the number shown in Director Black's table. He then asked if there is a lack of interest in the program and she stated no. THA received 97 applications from families. The challenge is finding landlords who are willing to rent to families who have challenging rental or credit histories.

Real Estate Development

Director Walter Zisette directed the board to his report. He reported that Hillside Terrace secured important financing from the State of Washington Trust Fund. This will help in our application in December for tax credits. Commissioner Rumbaugh inquired about the remainder of the financing that will be necessary. Director Zisette stated he believes the bank will loan THA the remainder of the funds. He reported that THA was not successful in securing Housing Trust Fund monies for Stewart Court improvements. He will come back to the board with an alternate proposal on how to proceed with securing

funding for the necessary siding that needs replacing. He finished his report stating there was a Salishan lot and home sold above the anticipated sale point of \$180,000. This home sold for \$202,000. That is good news.

Community Services

Director Vignec directed the board to her report. She has requested an extension to May, 2012 on the Asset Building Grant. Community Services has partnered with Goodwill Industries to assist with the Youth activities, specifically on life skills and financial literacy. Commissioner Rumbaugh asked why the Bates Technical College GED results are trending low, Director Vignec stated these are old numbers. She will inquire with Bates about current numbers. She ended with news that THA received the Excellence Award from the Tacoma-Pierce County Coalition to End Homelessness for our innovation work with the McCarver Education Project.

7. **OLD BUSINESS**

None.

8. **NEW BUSINESS**

8.1 **RESOLUTION 2011-11-16 (1), PPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH PIERCE COUNTY, WASHINGTON BUILDING AND TRADES COUNCIL**

Whereas, The collective bargaining agreement between the Tacoma Housing Authority (THA) and the Pierce County, Washington Building and Trades Council (Trades Council) expired on May 31, 2011;

Whereas, THA and the Trades Council have reached a tentative agreement on a new collective bargaining agreement, a copy of which is attached to this resolution;

Whereas, on November 4, 2011, the THA staff in the Trades Council bargaining unit have voted to ratify the tentative contract; and,

Whereas, the Board of Commissioners finds that the collective bargaining agreement 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 that:

The Board authorizes the Executive Director to execute the collective bargaining agreement with the Pierce County, Washington Building and Trades Council

Upon roll call, the vote was as follows:

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

Approved: November 16, 2011

Janis Flauding, Chair

8.2 RESOLUTION 2011-11-16 (2), EXTENSION TO SECURETRANS, LLC SECURITY CONTRACT

WHEREAS, Tacoma Housing Authority (THA) has engaged the services of Securetrans, LLC for security work at each of the properties owned and/or managed by THA;

WHEREAS, the terms of contract must be amended;

WHEREAS, the length of the contract must be extended;

WHEREAS, the amount of the contract must be increased.

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

1. Approve Resolution 2011-11-16 (2) authorizing the Executive Director to sign a contract amendment for the Securetrans, LLC. contract in the amount not-to-exceed \$360,000.

Approved: November 16, 2011

Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

All of the commissioner's thanked ED Mirra and staff for their continued work on the excellent 2012 budget process.

10. EXECUTIVE SESSION

None

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 5:25 PM.

APPROVED AS CORRECT

Adopted: December 14, 2011



Janis Flauding, Chair