



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, JANUARY 25, 2012

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 S. L Street, Tacoma, WA at 4:00 PM on Wednesday January 25, 2012.

1. CALL TO ORDER

Vice Chair Mowat 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
Greg Mowat, Vice Chair Arthur C. Banks Ken Miller, Commissioner Stanley Rumbaugh, Commissioner (arrived at 4:15 PM)	Janis Flauding, Chair
Staff Michael Mirra, Executive Director Christine Wilson, Executive Administrator Ken Shalik, Finance Director Julie LaRocque, RA Manager Barbara Tanbara, Human Resources Director Nancy Vignec, Community Services Director Walter Zisette, RED Director	April Black, REMHS Director Todd Craven, Administration Director

V/C Mowat declared there was a quorum present @ 4:09 PM.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Mowat asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, December 14, 2011
Commissioner Miller 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.

4. GUEST COMMENTS

Troy Andrews was present representing the Laborers' 252 Local. He recently met with THA's maintenance crew who expressed concerns that THA is not promoting from within the agency. He gave the example of the internal inspector positions that recently opened up. THA did not select the maintenance staff who applied for the position. THA informed them afterward that they do not possess the skills necessary for these positions. Mr. Andrews asked if there are certification classes or training offered to staff to prepare them for these promotions. Discussion ensued about training offered to our employees. ED Mirra recounted THA policy to favor internal promotions and transfers. He agreed that doing this can help not only the staff but THA. He noted as well that this preference is not the only factor governing selections. He stated that he was aware of the example that Troy mentioned and that he was satisfied with the decision and the reasons for it. He listed three elements to allow for internal promotions. One way is to favor it. THA already does this. Second, THA must invest in staff training. THA does not do this as well or as much as it would like. Third, an employee must invest in themselves and seek out the training that THA is not likely to provide because it may not be directly pertinent to his or her present position. Mr. Andrews would like to see THA offer training courses at the employees' expense. HR Director Barbara Tanbara recited data showing that of recent promotions, not counting entry level positions, most of them went to THA staff.

Hope Rehn, President of SAFE, followed up on the security concerns she brought to the board's attention at the January 25th board meeting. Specifically, she asked the board to consider locating cameras and alarms at the EB Wilson building. Mr. Pat Patterson was asked by the board to provide an update on security issues at this building over the past several months. Mr. Patterson added that the City of Tacoma conducted an assessment of the building and suggested eliminating multiple access points in the buildings. They also noted that cameras will not eliminate the security issues. The city conducted informational meetings to residents at our various senior buildings. These meetings included tenant on tenant relations to create a more hospitable/friendly environment. Mr. Patterson noted that the tenant on tenant relationship and taking ownership of their community inside the building will go a long way resolving some of the existing conflicts. Ms. Rehn questioned if THA is properly enforcing the lease and if THA is holding the resident's accountable for their actions. Commissioner Miller would like a board discussion to review the pros and cons of segregating the elderly and young

disabled populations. He believes this could be at the heart of the problem. ED Mirra noted that considering such a segregation is a pending project. He noted that it has been pending a while. It is not a higher priority because staff have done a preliminary assessment and concluded that it would not solve any security issues. There may still be other reasons to segregate the residents and we will examine them, as well as a fuller review of whether it would improve security. Vice Chair Mowat asked for a broader discussion as they relate to these security issues: What security is THA currently providing in the buildings? What criteria are we reviewing prior to allowing individuals and families into our programs? Look at the issue of segregating the senior and young disabled populations; is there a benefit to separating these two populations? Mr. Patterson will work with Director Black and bring this information back to the board for further discussion.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Miller reported that he anticipates the committee will hear more in-depth information at next month’s meeting regarding various projects brought forward by Director Zisette.

Finance Committee – Vice Chair Mowat met with the Finance Director stating the finance board report will provide a thorough update. He also mentioned the Finance Department and the other department directors are doing a great job.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report. He did correct that portion of his report that stated that a budget review in the next couple of months will be necessary to account for the new proposal to finance the Hillside Terrace project. This budget review will not be necessary. Director Zisette will provide information on the Hillside tax credit application and THA’s next steps moving forward. These next steps will include other financial options for the board to consider. He shared his recent conversation with the Mayor of Tacoma who is very supportive of our community work. She has agreed to sit on the McCarver Advisory Group. He also reported that our THA McCarver families have had success getting the McCarver PTA up and running. This is very good news!

Finance

Director Ken Shalik directed the board to his report. Discussion ensued on the HAP savings and reimbursements from HUD.

Commissioner Banks moved to ratify the payment of cash disbursements totaling \$4,365,726 for the month of December, 2011. Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

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

Motion Approved

Real Estate Management and Housing Services

Julie LaRocque, Rental Assistance Manager directed the board to Director April Black's report. Commissioner Rumbaugh asked about our current unit turn rate. Ms. LaRocque stated the goal in December was to turn the longstanding units. There were 23 units identified and 19 of those units were leased up by December 31, 2011. ED Mirra acknowledged that although the unit turn rate remains high it is a high rate for a diminishing number of units. The more illustrative number is the occupancy rate of 98.7%. Julie also reported these lingering overdue units are being leased up and thanked Pat Patterson and his staff for their achievement. Ms. LaRocque also reported that our property portfolio had very few issues during the recent weather related snow and ice storm.

Real Estate Development

Director Zisette directed the board to his report. Discussion ensued about the Hillside Terrace Tax Credit application that was submitted to the Washington State Housing Finance Commission. Although preliminary, it does not look like THA's application will advance to receive competitive tax credits in 2012. Director Zisette reported that RED staff has subsequently prepared an alternative funding structure that includes non-competitive tax credits. Director Zisette laid out an approximate timeline moving this project forward.

Community Services

Director Vignec directed the board to her report. She reports that all of the 2011 numbers are reflected in the various tables embedded in her report. Commissioner Miller congratulated Director Vignec on the success of her programs.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2012-1-25 (1), ADMINISTRATIVE PLAN UPDATE

WHEREAS, The Administrative Plan relates to the administration of the Housing Choice Voucher program and is required by HUD;

WHEREAS, The Administrative plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the THA's Moving to Work Plan.

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

Approve Resolution 2012-1-25 (1) authorizing THA to adopt the updates to the Administrative plan to reflect the activities approved in THA's 2012 MTW Plan.

Upon roll call, the vote was as follows:

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

Approved: January 25, 2012

Janis Flauding, Chair

8.2 RESOLUTION 2012-1-25 (2), ACOP Plan Update

WHEREAS, The Admissions and Continued Occupancy Plan (ACOP) relates to the administration of the Public Housing program and is required by HUD;

WHEREAS, The ACOP is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the THA's Moving to Work Plan.

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

Approve Resolution 2012-1-25 (2) authorizing THA to update the ACOP plan to reflect activities approved in THA's 2012 MTW Plan.

Upon roll call, the vote was as follows:

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

Approved: January 25, 2012

Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

Vice Chair Mowat wished staff a Happy New Year! He also stated there will be an executive session held at next month's board meeting to conduct the ED Mirra's performance evaluation.

10. EXECUTIVE SESSION

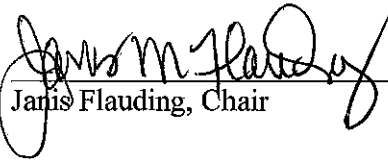
None

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:07 PM.

APPROVED AS CORRECT

Adopted: January 25, 2012



Janis Flauding, Chair