



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, APRIL 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 April 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 4:00 PM.

2. ROLL CALL

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

Present	Absent
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Janis Flauding, Chair (by phone)
Greg Mowat, Vice Chair

Arthur C. Banks, Commissioner

Ken Miller, Commissioner (departed at 4:30 PM)
Stanley Rumbaugh, Commissioner (arrived at 4:11PM)

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

Commissioner Mowat declared there was a quorum present @ 4:01 PM.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Vice Chair Mowat asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, March 28, 2012. Commissioner Flauding 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.

4. GUEST COMMENTS

Hope Rehn reported to the board that SAFE will host a guest speaker at their next meeting to discuss resident communication devices. These devices will hook up to cell phones or a land line and will allow the user to summon emergency help and to provide reminders of calendar appointments. The monthly fee of \$27 will be the responsibility of each resident.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Rumbaugh reported the RED Committee meetings have been very effective. Members continue to look at purchase opportunities. Discussion has included the proposed public housing conversion plan. Staff is assessing the opportunity to convert some or all of THA’s public housing using HUD’s Section 8 Conversion program. Director Zisette is continuing to work with LASA on their supportive housing project. THA’s role would be to act as the developer for LASA.

Finance Committee – Vice Chair Mowat reported his review of the financial documents. The documentation appears to be in good order. He also reported that the Washington State Auditors have arrived at THA and are reviewing our books.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report. He shared the recent news of the city’s \$1.5M allocation of funds for the Hillside Terrace redevelopment. THA is grateful to the city for this funding. As a follow-up to the recent BOC discussion regarding a proposal to ban smoking for our THA properties, ED Mirra asked the commissioners to allow for a study session to present this proposal. He also reported on the latest draft of the performance measures for THA’s strategic objectives. He noted a discussion in Congress regarding a potential sweep of our reserves similar to last year’s proposal. This year the proposal is focused on MTW agencies. There will be follow-up discussions during our mid-year budget review.

Finance

Director Shalik directed the board to his report. He reviewed the financial statement through February. He stated that he is not concerned about overages/underages for any particular line item at this point in the year. Upon request from Commissioners Rumbaugh and Miller, the new financial statement beginning next month will break out figures for Capital Expenditures. This distinction should help eliminate concerns and confusion with various revenue accounts. Director Shalik discussed the housing assistance baseline calculation that HUD has re-benchmarked in a way contrary to the provision in THA's MTW agreement. This represents a potential annual reduction in funding of approximately \$600,000. He will continue to work with HUD and also legal counsel. To date there has been no resolution for this issue.

Commissioner Miller moved to ratify the payment of cash disbursements totaling \$3,911,767 for the month of March, 2012. Chair Flauding 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

Director Black directed the board to her report. She introduced Mr. Jason Nepsund, Maintenance Supervisor in her department. Mr. Nepsund will oversee the new maintenance GoTo Team. Discussion ensued regarding the unions involvement with the staff's development of the reorganization plan within her department and the decision to put together the GoTo Team. She will be providing updates on the status of this program.

Real Estate Development

Director Zisette directed the board to his report. He reported good news from the legislature. It approved a jobs package in the final state budget that includes \$67.1M for the Housing Trust Fund. Stewart Court is on the "A" list and should be in a good place to receive funding. Dixon Village and Hillsdale Heights is on the "B" list. Director Zisette gave an in-depth presentation on the documents included in his report concerning HUD's Public Housing Conversion Program. He stated that important due diligence is vital to the success of this proposed project.

Community Services

Director Vignec directed the board to her report. Commissioner Rumbaugh inquired about the ESL numbers. Director Vignec indicated that the Bates classes have not started on-site at the FIC. Commissioner Rumbaugh offered assistance if this program is stalled. He also was impressed with the school attendance percentages for the THA McCarver families. Director Vignec also reported that THA and Metro Parks convened youth service providers, school representatives and other interested individuals to review information about activities to be offered on the Eastside for youth this summer. Metro Parks created a calendar to be distributed through the schools and youth service providers. Director Vignec is pleased with the coordination of all youth service providers offering summer activities.

Human Resources

Director Tanbara directed the board to her report. She announced the hiring of Ms. Kate O'Farrell, HR Analyst. Ms. O'Farrell has tremendous experience and is already busy working with Director Tanbara on several key HR projects. ED Mirra added that a recent discussion regarding the importance of employee development will added to the the mid-year budget review discussions.

7. OLD BUSINESS

None.

8. NEW BUSINESS

Resolution 2012-4-25 (1) was not needed.

8.1 RESOLUTION 2012-4-25 (2), APPROVAL OF TENANT ACCOUNTS RECEIVABLE WRITE-OFFS.

WHEREAS, Tacoma Housing Authority (THA) provided housing services to Public Housing participants who discontinued housing assistance with debt owing to THA.

WHEREAS, each individual included in this tenant account write off has been notified of their debt and given the opportunity to pay prior to this resolution.

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

1. Approve Resolution 2012-4-25 (2) authorizing THA staff to "write off" the following accounts and send these debts to an external collection agency to pursue collection action:

TENANT #	AMOUNT
143775	\$380.90
146775	\$703.93

144664	\$414.29
137166	\$484.49
143227	\$1,556.10
102947	\$171.14
144455	\$164.84
143271	\$2,214.30
142824	\$480.75
143227	\$677.07
000858	\$352.41
115412	\$2,129.87
xx000259	\$2,244.15
140952*	\$143.82
111976*	\$377.25
TOTAL BALANCE	\$12,495.31

*Tenant is deceased and balance will not be sent to collections

Upon roll call, the vote was as follows:

AYES:
 NAYS:
 Abstain:
 Absent:

Approved: April 25, 2012


 Janis Flauding, Chair

9. COMMENTS FROM COMMISSIONERS

10. EXECUTIVE SESSION

Vice Chair Mowat announced an executive session to discuss the ED performance evaluation. The Commissioner's moved into executive session at 5:30 PM for 15 minutes.

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 5:45 PM.

APPROVED AS CORRECT

Adopted: May 23, 2012


 Janis Flauding, Chair