



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, August 22, 2012

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 1724 East 44<sup>th</sup> Street, Tacoma, WA at 4:00 PM on Wednesday, August 22, 2012.

### 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 4:05 PM.

### 2. ROLL CALL

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

PRESENT	ABSENT
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#### Commissioners

Janis Flauding, Chair  
Greg Mowat, Vice Chair  
Arthur C. Banks  
Stanley Rumbaugh, Commissioner  
(arrived at 4:35 PM)

#### Staff

Michael Mirra, Executive Director  
Christine Wilson, Executive Administrator  
Ken Shalik, Finance and Administration Director  
April Davis, 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 @ 4:06 and proceeded.

### 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Flauding asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, July 25, 2012. Commissioner Mowat moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

AYES: 3  
NAYS: None  
Abstain: None  
Absent: 1

**Motion approved.**

#### **4. GUEST COMMENTS**

Ms. Marion Bass-Walker, resident of Salishan, stated several Salishan residents were in attendance this evening to learn the schedule for the upcoming meetings regarding the proposed changes to the THA lease and various housekeeping rules. Ms. Lisa Miller, Salishan resident, also stated her interest in the upcoming public hearings. Ms. Miller stated residents are concerned about what is or is not being proposed and these meetings will set the record straight. Ms. Sharon Renick, Salishan resident, also asked when the meetings will be held in Salishan. Director Black shared that there will be a series of public hearing addressing several topics involving the lease as well as reminders about the Salishan Association rules. The meeting in Salishan will be held September 11<sup>th</sup> at 5 PM. She encourages residents to attend and voice their opinions and concerns.

#### **5. COMMITTEE REPORTS**

Real Estate Development Committee – ED Mirra mentioned there will be a real estate transaction discussion in executive session this evening.

Finance Committee – Vice Chair Mowat reported the 2012 budget revision resolution will be proposed this evening for adoption. The budget is in good shape and he is recommending approval of the resolution.

#### **6. ADMINISTRATIVE REPORTS**

##### **Executive Director**

ED Mirra referred the board to his report and welcomed questions. He mentioned THA the Executive Director and Chair of LASA will attend the September board meeting. In October, Ms. Mary McBride, Regional Administrator for HUD Region X, will attend the board meeting. We are looking forward to both visits and anticipate a good exchange with the board.

##### **Finance**

Director Shalik directed the board to the finance report. He echoed Vice Chair Mowat's remarks stating THA is in good financial shape. He stated his appreciation to the board for their participation in the August 17<sup>th</sup> Study Session. He is currently working with the cabinet on the 2013 budget. Director Shalik reported that SAO office will schedule an

exit conference with the board's officers. He also reported that the auditors will have no findings. Chair Flauding thanked Director Shalik and his staff for the recent budget study session.

Commissioner Banks moved to ratify the payment of cash disbursements totaling \$4,152,443 for the month of July, 2012. Commissioner Mowat seconded.

Upon roll call, the vote was as follows:

AYES: 3  
NAYS: None  
Abstain: None  
Absent: 1

### **Motion Approved**

#### **Administration**

Director Craven directed the board to his report. He announced a reorganization within his department that better streamlines the help desk support and creates the position of Applications Architect to focus on the various THA I.T. systems. These changes utilize existing staff in the department. Director Craven will also lead an interview team to interview candidates to fill the new Asset Manager position in his department. There has been a recent review of the insurance coverage for all of our properties and is currently reviewing a different insurance pool for our tax credit properties. Commissioner Mowat asked if some of these services require outside consultants. He explained that they do for some technical issues.

#### **Real Estate Management and Housing Services**

Director Black directed the board to her report. She stated the occupancy rates are trending at 98% for 2012. Staff has been working on relocating residents of Old Hillside Terrace in preparation for demolition. This process is going very well and she is grateful to staff for their ongoing work on this project. Director Black announced the promotion of Ms. Nadine Silvestre to Property Manager of the Senior/Disabled properties. Nadine brings with her a great deal of experience in property management and is a valued asset to the property management team. The Non-Elderly Disabled (NED) voucher program is picking up on the utilization of vouchers. This is testament to the relationship that Ms. Brenda Brinkley in the Rental Assistance Department has developed with DSHS. ED Mirra added that the lease up for the NED program is a big achievement. Heacknowledged how hard it can be to serve this clientele, which has such high special needs. He noted that HUD is watching THA to see how we do because we received 100 NED vouchers. Only the state of New Jersey and one other very large PHA received as many. Nice work to our professional staff.

## **Real Estate Development**

Director Zisette directed the board to his report. He announced the City of Tacoma and THA finalized the agreement for the City's grant of \$1.5 million for the Hillside Terrace project. He thanked ED Mirra and the RED team for their efforts securing this fund. ED Mirra added that the City's willingness to do this denotes its confidence in the project and in THA. Commissioner Mowat asked for an update on the Hillside Terrace oversight committee. Director Zisette stated the first meeting will be held on August 30<sup>th</sup>. The first meeting will review the goals of the committee moving forward.

## **Community Services**

Director Vignec directed the board to her report. She introduced both Ms. Mary Syslo and Ms. Messa Green. She reported that THA recently received Honorable Mention from Pierce County Community Connections because we achieved the required benchmark of 95% data accuracy. Both Mary and Metesa's work is directly related to this success. She also presented the board with a copy of a letter written by an FIT participant thanking THA for the program. Commissioner Mowat requested to view Michael Power's PowerPoint presentation on Grade Level Reading. This past June, Michael presented to the Annie E. Casey Foundation and attendees at the Campaign for Grade Level Reading and the National Civic League in Denver. Director Vignec thanked Salishan resident Ms. Lisa Miller for her leadership and dedication to the summer youth programs in Salishan provided this summer.

### **7. OLD BUSINESS**

None.

### **8. NEW BUSINESS**

#### **8.1 RESOLUTION 2012-08-22 (1), APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, LOCAL 23**

**Whereas,** The collective bargaining agreement between the Tacoma Housing Authority (THA) and the Office & Professional Employees International Union, Local 23 (OPEIU) expired on June 30, 2012;

**Whereas,** on August 16, 2012, the THA staff in the OPEIU 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 Office & Professional Employees International Union, Local 23.

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

Upon roll call, the vote was as follows:

AYES: 4  
NAYS: None  
Abstain: None  
Absent:

**Motion Approved:** August 22, 2012

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Janis Flauding, Chair

**8.2 RESOLUTION 2012-8-22(2), FISCAL YEAR 2012 ANNUAL BUDGET REVISION**

**Whereas,** The Board of Commissioners of the Housing Authority of the City of Tacoma ("Authority") approved the FY 2012 Budget on December 14, 2011.

**Whereas,** Authority staff determined that the FY 2012 Budget should be revised on updated information on funding and expenditure needs.

**Whereas,** Authority staff has prepared and the Board of Commissioners of the Housing Authority of the City of Tacoma as reviewed and provided input to the proposed Revised Fiscal Year 2012 annual budget:

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

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the Revised FY 2012 Budget and authorizes the Executive Director to implement and execute said document. Revised expenses and other cash outflows are projected as follows:

<u>Expenses</u>	
Executive	530,509
Human Resources	361,213
Finance	870.139
Administration	1,032,005
Development	2,631,100
Community Services	1,558,339
Real Estate Management Overhead	1,310,993

Rental Assistance	34,129,382
Property Management	<u>5,896,184</u>
Subtotal	48,347,864
<u>Additional Cash Outflows</u>	
Capital Expenditures	4,756,276
Debt Service	<u>517,215</u>
Subtotal	5,273,491
<b>TOTAL APPROVED BUDGET</b>	<b><u>53,621,355</u></b>

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

Upon roll call, the vote was as follows:

AYES: 4  
 NAYS: None  
 Abstain: None  
 Absent:

**Motion Approved:** August 22, 2012

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 Janis Flauding, Chair

**8.3 RESOLUTION 2012-8-22(3), COMMISSIONER JOB DESCRIPTION**

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma

**Whereas**, service on the THA Board as a Commissioner is an important responsibility that a person undertakes to THA and its mission and values;

**Whereas**, important laws and ethical requirements govern a person's service as Commissioner;

**Whereas**, a written job description can help the Board and individual commissioner remain mindful of those responsibilities and requirements;

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:***

1. The attach draft shall be the job description of a THA Commissioner.

Commissioner Banks motioned to approve the resolution. Commissioner Rumbaugh seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4  
NAYS: None  
Abstain: None  
Absent:

**Motion Approved:** August 22, 2012

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Janis Flauding, Chair

**8.4 RESOLUTION 2012-08-22(4), COMPENSATION ADJUSTMENT FOR NON-REPRESENTED EMPLOYEES**

**Whereas**, the Housing Authority of the City of Tacoma (“THA”) has recently concluded collective bargaining negotiations with a bargaining unit of employees represented by Office and Professional Employees International Union, Local 23 (“OPEIU”) for a new Collective Bargaining Agreement (“CBA”) effective July 1, 2012.

**Whereas**, the OPEIU CBA has been ratified by the bargaining unit and has been approved by the THA Board of Commissioners.

**Whereas**, the OPEIU CBA provides bargaining unit employees a wage increase retroactive to the first pay period in July 2012 and provides additional lump sum payments as part of the overall wage settlement.

**Whereas**, THA has a policy and a practice of providing employees not represented by a labor organization wage increases equivalent to those negotiated in collective bargaining.

**Whereas**, pursuant to this policy and practice, it was understood and agreed that the compensation paid to non-represented employees beginning on July 1, 2012 was only a portion of the total compensation which would ultimately be provided, with the remaining compensation to be determined upon the conclusion of the THA/OPEIU collective bargaining process.

**Whereas**, the wage adjustments for non-represented employees as set forth in this resolution will provide the same economic benefit to non-represented employees as is provided to the employees represented by OPEIU pursuant to THA’s policy and practice of equalizing wage adjustments.

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

The Board authorizes the Executive Director to implement a wage increase for all non-represented employees of three percent (3%) effective upon the first full pay period in July 2012. The Executive Director is also authorized to implement the compression adjustments for the change to the new pay grades. He is also authorized to implement a special short-term wage increase of an additional three percent (3%) above the standard three percent (3%) beginning with the first full pay period in July 2012 and continuing through the completion of the last pay period in December 2012, payable in January 2013. Such special short-term wage increase will end as of the start of the first full pay period in January 2013.

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

Upon roll call, the vote was as follows:

AYES: 4  
NAYS: None  
Abstain: None  
Absent:

**Motion Approved:** August 22, 2012

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Janis Flauding, Chair

## 9. COMMENTS FROM COMMISSIONERS

None.

## 10. EXECUTIVE SESSION

The commissioners adjourned the regular meeting at 5:10 PM to discuss a possible real estate transaction for 10 minutes. The commissioners extended the executive session for 10 more minutes. The commissioners came back into the regular board meeting at 5:30 PM. Appropriate announcements were made to the area outside the room.

Commissioner Rumbaugh motioned to authorize ED Mirra to sign a purchase and sale agreement to acquire the managing member interest in the New Look Apartments. The agreement should be substantially equivalent to the key elements detailed on page two of the August 22, 2012 memorandum provided to the BOC in executive session.

Commissioner Banks seconded the motion.

Upon roll call, the vote was as follows:

AYES: 4  
NAYS: None  
Abstain: None

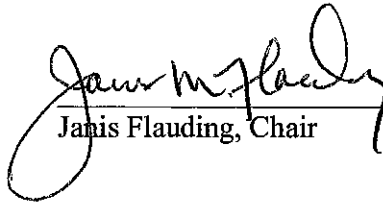
Absent:

**11. ADJOURNMENT**

There being no further business to conduct the meeting ended at 5:32 PM.

**APPROVED AS CORRECT**

**Adopted:** September 26, 2012

  
Janis Flauding, Chair