



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, October 23, 2013

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA at 4:45 PM on Wednesday, October 23, 2013.

1. CALL TO ORDER

Chair Mowat called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:46 PM.

2. ROLL CALL

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

PRESENT

ABSENT

Commissioners

Greg Mowat, Chair

Stanley Rumbaugh, Vice Chair
(arrived at 5:08 PM)

Arthur C. Banks, Commissioner

Janis Flauding, Commissioner

Rose Lincoln Hamilton, Commissioner

Staff

Michael Mirra, Executive Director

Christine Wilson, Executive Administrator

Ken Shalik, Finance and Administration Director

April Davis, REMHS Director

Kate O'Farrell, Human Resources

Greg Claycamp, Community Services Director

Tina Hansen, Interim RED Director

Todd Craven, Administration Director

Chair Mowat declared there was a quorum present @ 4:47 and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Mowat asked for any corrections to or discussion of minutes for the Annual Session of the Board of Commissioners for Wednesday, September 25, 2013. Commissioner Flauding moved to adopt the minutes, Commissioner Banks seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENT

Ms. Karen Scott, G Street Apartment resident addressed the board. Ms. Scott provided the board written documentation that included both verbal and email communications between herself and THA Property Management staff. Ms. Scott is requesting an email report every Friday from the person in charge of bed bugs at G Street. She is also requesting THA staff leave a card behind when needing to enter her unit and she is not present. She believes this is a courtesy practice that THA needs to follow. She complained that a mattress from a unit infested with bed bugs was left leaning against the outside of the building for two months.

Mr. Carl Mastberg, Ludwig Apartment resident addressed the board. Mr. Mastberg began his comments pointing to Mr. Patterson and making the statement that Mr. Patterson lied to the tenants. He did not explain himself further. He provided the BOC chair copies of some paper he said he found in the trash at the Ludwig Apartments suggesting that THA staff did not properly dispose of papers containing personal information of tenants.

Mr. Gary Aleshire, Chair of the LASA Board addressed the board. He thanked the THA BOC and staff for lending their expertise and funding to the LASA project. Mr. Aleshire appreciates the strong relationship between LASA and THA, and looks forward to continuing their work together to complete the project.

Ms. Jan Hutchins, Executive Director of LASA addressed the board and echoed Mr. Aleshire's comments. Chair Mowat stated his appreciation for their comments and recognition of our partnership.

Ms. Helen Lakera, President of Many Lights Foundation, addressed the board and thanked it for its support of the project contemplated for Hillsdale Heights. She described Many Lights' vision for the project. She explained its purpose to create an intentional community of families fostering or adopting high needs children and seniors who will serve as mentors and respite care givers and support. She recounted how it is modeled after successful communities in Portland and Illinois. Mr. Femi Lakeru, a Many Lights Board Member, also addressed the board. Commissioner Rumbaugh thanked them both for their forward thinking project. He asked them both what happens when the seniors in the community become too frail to participate in the community. Ms. Lakera stated if those seniors require a skilled nursing facility, they would need to move to that skilled facility. She also noted the experience of other

communitiets. The adoptive families who have received assistance from those frail seniors have stepped in and provided care to those seniors. Commissioner Rumbaugh was pleased to learn the seniors are not necessarily uprooted from their homes and the community steps up to allow those seniors to age in place.

D.R. Horton representatives made a presentation to the board. There are currently 24 homes available for sale in Salishan, 5 offers on those homes have been made to date, and more homes are currently being built. D.R. Horton is the first builder to come into the Tacoma area and build homes under \$200K. Commissioner Flauding stated the homes are beautiful, and the construction crews are polite. Chair Mowat asked about the status of labor jobs for the construction. D.R. Horton stated there are upwards of 200 sub-contractors that are used to build these homes. D.R. Horton will provide demographic data on the workforce.

Ms. Hope Rehn, President of SAFE, is planning a trip for THA tenants to Leavenworth. She thanked and stated her appreciation for THA staff keeping our buildings clean.

5. COMMITTEE REPORTS

Real Estate Development Committee – Commissioner Rumbaugh provided his report. Although he missed the last RED Committee meeting, he was pleased to see the RED Director candidates and their qualifications. ED Mirra announced that THA has selected a candidate to fill the director position. Kathy McCormick has accepted the position and will start the beginning of December. ED Mirra also reported we will close on the Stewart Court sale in early November.

Finance Committee – Commissioner Lincoln Hamilton met with staff and reviewed the financials for this month. They are in good order. She shared her belief we must focus on the long-term financial goals of the agency and what we can sustain. Both the costs for meth remediation and the congressional funding levels will potentially have a significant impact on short and long term budgets.

Citizen Oversight Committee – Commissioner Banks stated Hillside Terrace construction project is moving rights along.

6. ADMINISTRATIVE REPORTS

Executive Director

ED Mirra referred the board to his report and welcomed questions. ED Mirra focused his comments on the effort to draft a THA 2014 budget. He recounted discussions with Chair Mowat and Commissioner Lincoln Hamilton. With their approval, he proposed the following and asked for the Board's direction. He referred the Board to his recent email conveying this proposal:

Drafting the two budgets: ED Mirra proposed that THA write two budgets, the first will assume that we receive in 2014 the same federal appropriation we received in 2013. The second budget will prepare a list of “sequestration cuts” totaling \$3 million. We will go as deep into the list of cuts as necessary to account for what Congress ends up doing. The board agreed.

How to cut \$3 million if necessary: ED Mirra that while some staff cuts may be necessary to cover \$3 million in cuts, there is no bearable extent of staff cuts that would save us \$3 million. Instead, he proposes we seek most of the savings from our largest expense: our rental assistance programs. There are two ways to save money in those programs. We could terminate households from the programs. To save \$3 million we would have to terminate about 400 households. Instead of doing that, ED Mirra recommends that we plan to “thin the soup” by reducing what each household receives. This would essentially extend the HOP rent changes to the full voucher program of existing participants. The board agreed to his proposal.

Issuance of HOP Vouchers: ED Mirra proposed THA stop issuing HOP vouchers until we know what the 2014 budget will be. THA must carefully monitor our usage levels to make sure we do not go notably below the HUD baseline. THA can start issuing the vouchers once the federal funding levels become clearer. The board directed staff to stop the issuance will maintaining the baseline.

902 and FIC Renovations: Until the federal funding level becomes clearer, ED Mirra proposed we place these two capital projects on hold. The board directed staff to place these projects on hold.

Finance

Director Shalik directed the board to the finance report. He reviewed the financial statements included in his report. He stated the agency is in good shape for the 2014 budget.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$5,167,861 for the month of September, 2013. Commissioner 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 reported staff turned and rented 23 units in September. This is very good progress made by her staff. She is very proud of their continued efforts. There are regular meth strategy meetings scheduled weekly. THA has engaged NJP in discussions to help us clarify our meth processes. NJP has offered a view that our meth plan does not adequately comply with due process requirements governing the termination of a tenancy or a housing subsidy. Commissioner Flauding asked for the number of greivances submitted to date to challenge our handling of a meth unit. Director Black stated five greivaances have been submitted. Chair Mowat followed up on the due process issue. Director Black stated THA is looking at other interim housing options we might provide to tenants not responsible for the contamination. She also stated THA will look at the admissions process along with NJP, adding that more voices at the table are necessary. ED Mirra added he is meeting with elected officials who have voiced their support for our meth approach. Commisisoner Rumbaugh stated he recently met with Governor Inslee about the financial help THA will need. The Governor has referred the matter to a staff person in his office.

Director Black reported on the new name for Hillside Terrace Phase 1 that our rebranding project chose after consultation with residents and neighbors and staff: Bay Terrace. She also showed the new logo. Chair Mowat asked in the future that staff bring these issues to the BOC for their input. He has no problem with the process, but would have been disappointed had a community member made mention of this without his knowledge. Director Black appreciates the feedback and apologized for not including the board in the discussions.

Real Estate Development

Interim Director Hansen directed the board to her report. She reviewed the project summary in her report. LASA bids were opened today. All bids came in within budget. Chair Mowat asked about the general EEO contractors numbers on the Hillside Terrace issue brought to the Oversight committee meeting. Chair Mowat stated THA staff was not clear if the EEO data was required on the report. Interim Director Hansen will follow-up and get that answer to the board and the Oversight Members.

Community Services

Director Claycamp directed the board to his report. He noted the new layout of his department report. He is making the rounds within Community Services, visiting with his staff to better understand their responsibilities. He reports a very capable staff, and no performance issues that he has identified. THA received two grants this week, \$400K from Gates Foundation and \$86K from the 2163 funding through Pierce County. Community Services will put extra emphasis on measuring outcomes to allow staff to review the efficacy of the programs. Director Claycamp described a new approach he

will introduce to CS's work: trauma informed care and motivational interviewing. He gave a brief explanation of both. He acknowledged these are ambitious goals. He believes his staff is up to the challenge. Commissioner Rumbaugh stated he is interested in seeing the metrics for the programs, and the costs associated with providing the services. Chair Mowat asked Director Claycamp to stay close to Workforce Central during this process. Director Claycamp agreed.

Human Resources

Kate O'Farrell, Human Resources Analyst presented the HR report and introduced herself to the board. She directed the board to Director Tanbara's board report and provided additional comment on the Employee Opinion Survey. She referenced the Independent Development Plans for employees. THA healthcare benefits will see an 8.5% increase, not the 10% increase as stated in Director Tanbara's report. Ms. O'Farrell reported that the THA employee Wellness Program through Viridian is on hold due to the uncertainty of this federally funded program. She did report that there continues to be other wellness initiatives moving forward in the agency. Chair Mowat asked about the wage reopener. Ms. O'Farrell reported that discussions are underway with the Trade Council.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8.1 RESOLUTION 2013-10-23 (1), RENTAL ASSISTANCE DEMONSTRATION (RAD) APPLICATION

Whereas, Public Housing funding continues to decline with insufficient capital funds to adequately meet THA's mounting portfolio capital needs;

Whereas, Contract renewal funding for tenant and project-based Section 8 has, in contrast, satisfactorily met the capital needs to effectively administer the program;

Whereas, RAD helps address the backlogged, immediate, short term and long term repairs needed to provide residents a safe and attractive home;

Whereas, A RAD conversion relinquishes THA from numerous Public Housing requirements, both reducing administrative burden and streamlining processes;

Whereas, Through a RAD conversion, THA retains the right to further supplement portfolio operations with MTW funding throughout the 15 year Project Based Voucher contract, regardless of MTW contract renewal in 2018;

Whereas, THA residents have voiced strong support during RAD community meetings, much of which stems from their recognition that THA needs to plan for immediate and long term repairs;

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

- I. The Executive Director has the authority to submit the Housing Authority of the City of Tacoma's Rental Assistance Demonstration (RAD) Portfolio Application to HUD.

Commissioner Rumbaugh motioned to approve the resolution. Commissioner Lincoln Hamilton seconded the motion.

AYES: 5
NAYS: None
Abstain: None
Absent: 0

Motion Approved: October 23, 2013

Greg Mowat, Chairman

8.2 RESOLUTION 2013-10-23 (2), APPROVAL OF TENANT ACCOUNT RECEIVABLE WRITE OFFS

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

Whereas, Tacoma Housing Authority (THA) provided housing assistance payments to property owners in excess to the amount the owner is entitled to receive and the owner has not repaid this amount 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. authorizes THA staff to "write off" the following accounts and send these debts to an external collection agency to pursue collection action:

Project:	Section 8 Write offs to Collection	
	Client #	Amount Owed
	00000890	\$102.00
	00004283	\$55.00
	00004465	\$68.00
	00004633	\$55.00
	00008987	\$396.00
	121196	\$1,704.00

121266	\$60.00
126383	\$134.00
129529	\$398.13
132029	\$111.00
132225	\$440.00
132885	\$174.00
134734	\$186.00
137053	\$80.00
137285	\$748.00
140302	\$306.00
141089	\$51.00
141750	\$247.00
142340	\$186.00
144814	\$127.00
146236	\$64.00
146457	\$98.00
713559	\$1,277.00
713826	\$504.00
714336	\$471.00
714508	\$621.00
714700	\$498.00
714846	\$2,439.00
715141	\$940.00
716116	\$1,162.00
716130	\$709.00
716169	\$782.00
716586	\$296.00
716763	\$849.00
716778	\$627.00
716793	\$794.00
716827	\$1,264.00
716843	\$718.00
717146	\$759.00
717206	\$216.00
717227	\$1,201.00
717352	\$498.00

717457	\$519.00
717480	\$569.00
Total S8	\$23,503.13

LIPH Projects Write offs to Collections

N G St

125875	\$286.32
132438	\$185.00
138271	\$215.00
	\$686.32

Dixon Village

133495	\$128.82
135133	\$1,356.13
	\$1,484.95

Scattered Sites

00001282	\$1,945.78
	\$1,945.78

Scattered Sites

114837	\$456.44
	\$456.44

9 SF Homes

XX001181	\$2,503.57
	\$2,503.57

Stewart Court

xx000966	\$1,995.00
XX001173	\$3,081.50
XX001262	\$996.75
	\$6,073.25

North K Street

109953	\$182.14
122962	\$559.03
130414	\$254.00
131413	\$399.03
135699	\$136.58
	\$1,530.78

S M Str (EB Wilson)	133025	\$185.00
	142468	\$375.23
	145045	\$498.60
		\$1,058.83
S Wright Str	131534	\$1,059.94
		\$1,059.94
Total LIPH to Collections:		\$16,799.86

Write offs – No other action*

SEC 8

123926	\$143.00
716780	\$629.00

LIPH

Bergerson Terrace	126269	\$1498.07
Stewart Court	xx000727	\$3.63
Salishan Vii	xx0001050	\$2979.50
FIT	2707	\$10.00
Total Write offs – No other action		\$5263.20*

Write-off Grand total **\$45,566.19**

*This total includes accounts where tenant is deceased or the balance is under \$30.

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

Upon roll call, the vote was as follows:

AYES: 5
 NAYS: None
 Abstain: None
 Absent: 0

Motion Approved: October 23, 2013

Greg Mowat, Chairman

9. COMMENTS FROM COMMISSIONERS

None.

10. EXECUTIVE SESSION

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 7:09 PM.

APPROVED AS CORRECT

Adopted: November 20, 2013



Greg Mowat, Chairman
STAN DUNDALIG 4 VICE CHAIR