



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, November 16, 2016

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 2302-6<sup>th</sup> Avenue, Tacoma, WA at 4:36 PM on Wednesday, November 16, 2016

### 1. CALL TO ORDER

Chair Banks called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:34 PM.

### 2. ROLL CALL

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

PRESENT	ABSENT
<b>Commissioners</b>	
Chair Arthur Banks	
Vice Chair Janis Flauding	
	Commissioner Stanley Rumbaugh
Commissioner Minh-Anh Hodge	
Commissioner Derek Young	
<b>Staff</b>	
	Michael Mirra, Executive Director
Sha Peterson, Executive Assistant	
	April Black, Deputy Executive Director
Ken Shalik, Finance Director	
Toby Kaheiki, Human Resources Director	
Pat Patterson, Property Management Director	
Kathy McCormick, Real Estate Development Director	
Todd Craven, Administration Director	
Greg Claycamp, Client Services Director	
Sandy Burgess, Associate Director for AD & Asset Management	

Chair Banks declared there was a quorum present @ 4:36 pm and proceeded.

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

Chair Banks asked for any corrections to, or discussion of the minutes for the Regular Session of the Board of Commissioners on Wednesday, October 26, 2016. Commissioner Flauding moved to adopt the minutes; Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

### 4. GUEST COMMENTS

#### **Susan Harmon-Payne, 6<sup>th</sup> Avenue Apartments**

Ms. Harmon-Payne brought three items to the board's attention. First, she requested THA to provide a sign outside the building directing dog owners to pick up their pets' waste. Second, she reminded us that at a previous board meeting, she had asked the board to keep Eric Owens as the building manager because she thought he had done more in managing the building than anyone else. Finally, she informed the board that homeless people have been staying under the building stairwell and in the hallway. Tenants have asked security to direct them to shelters. She asked if it would be possible to install cameras in and outside the building before the renovation to record unwanted visitors.

Director Patterson will look into the pet waste situation. It would be very difficult to install cameras before the renovation because it would require wiring, however; fencing will be provided around the property once renovation begins. Mr. Harmon-Payne asked if it would be possible to ask tenants who are up late at night to take pictures of unwanted people and send them to Tacoma Police Department (TPD). Director Patterson discouraged that because it might lead to confrontations. The best thing to do is to have security intervene. Security can take some type of image because they have body cams.

#### **Richard Gill, 6<sup>th</sup> Avenue Apartments**

Mr. Richard Gill said he is one of the tenants up late at night. He does not feel it to be his job to monitor intruders and take pictures. According to him, THA had a report naming him as a tenant who lets non-residents into the building. He has an apprenticeship program that requires him to meet with non-residents. He encouraged tenants to look out for themselves.



## 5. COMMITTEE REPORTS

### *Real Estate Development Committee—Commissioner Rumbaugh*

Commissioner Rumbaugh was not present.

### *Finance Committee—Commissioner Hodge and Commissioner Young*

Nothing to report.

### *Education Committee—Commissioner Hodge*

Nothing to report.

### *Citizen Oversight Committee—Vice Chair Banks*

Nothing to report.

## 6. COMMENTS FROM THE EXECUTIVE DIRECTOR

ED Mirra was in Washington, D.C. for a Council of Large Public Housing Authorities (CLPHA) conference and was not in attendance. His written report noted the election results, congressional budgeting, and Tacoma Housing Authority's budget for 2017. Finance Director Ken Shalik addressed the board on ED Mirra's behalf to answer questions.

## 7. ADMINISTRATIVE REPORTS

### **Finance**

Director Ken Shalik directed the board to the finance report, starting with the financial statement for the period through September 20, 2016. Through September, there is a surplus of \$1.6M compared to the budgeted \$390k and a projected surplus at year's end of \$1.3M compared to the budgeted \$640k.. This is a year of transition. THA is expected to close on Rental Assistance Demonstration (RAD) properties in August, which will mean a surplus at the end of 2017. There are no major areas of concern.

For cash position, there is \$15M in cash and a little under a million for MTW. Unencumbered funds is at \$9M. There is a Study Session on December 7 to go over the 2017 budget. The reserves will dip a little, but THA will still be in good financial shape.

The state auditors hosted an exit conference with the Finance Committee on October 28. There will be no findings for the 2015 audit.

Commissioner Young moved to ratify the payment of cash disbursements totaling \$6,094,034 for the month of October 2016. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

**Motion Approved.**

**Administration**

Administration Associate Director Sandy Burgess directed the board to the AD report.

She provided the board an update on RAD and the decision to discontinue the RAD conversion of Salishan and Hillside. The conversions of the balance of the portfolio under Renew Tacoma and Bay Terrace are still moving forward. THA may still seek to buy out the interest of Boston Financial in Salishan and Hillside.

**Client Services**

Client Services Director Grey Claycamp directed the board to his report.

Housing Opportunity Program (HOP) waitlist utilization is taking longer due to competing demands. Utilization is currently at 93.7%. Rental Assistance (RA) is working with Policy to identify and account for the factors contributing to the underutilization.

Client Services will move forward with a Landlord Liaison position. The liaison will build relationships with landlords and folks considering Section 8 vouchers. The person will also focus on what kinds of subsidy programs to move forward with.

**Commissioner Comments:**

Vice Chair Flaund commented that potential tenants turn down public housing because they dislike the units. Commissioner Hodge asked if there is a comparison chart for HOP vs. other programs, as well as a quota for how many vouchers are available for each program. She suggested reviewing underutilization and the policy for what is offered. She also suggested providing fewer units at a higher rate.

Director Shalik said payment standards are reviewed annually and are increased based on Fair Market Rates (FMR). In addition, both traditional and HOP programs are tracked monthly to review what tenants are paying and what THA is paying in HOP. Director Claycamp added that information for average number of shopping days and utilization may also be reviewed. Rental Assistance staff are taking steps to assist potential renters with receiving financial assistance through Sound Outreach. Landlords are provided an incentive for accepting THA vouchers because part of the tenant's rent is guaranteed. Tenants have THA's support if they face financial hardship.



Vice Chair Flauding asked about rent deposits and what happens when tenants vacate units in good standing. Director Claycamp stated that THA returns the deposit. Usual deposits costs between \$500-\$1000.

## **Property Management**

Property Management (PM) Director Pat Patterson directed the board to his report.

A couple of months ago, the board requested a representative from Salishan Security to address the board. Zack Phillips with Pierce County Security Washington (PCSWA) addressed the board. PCSWA's office is based out of Tacoma, seven minutes away from Salishan. They are able to provide a good range of services to the Salishan neighborhood. This month, they initiated a 24-hour patrol service. Calls go to the main office and are dispatched to officers. They opted out of cameras on their vehicles but they have the ability to take photographs when they are patrolling and writing reports. In addition, photographs of property damages and graffiti are sent real time to property managers, broken down by Sal 1-7. The majority of the calls they have received lately are suspicious activities, noise complaints, and other disturbances. Patrol times are staggered for non-predictability but there is 14 hours of coverage daily 7 days a week. There have been 50 major incidents in the last month, but it is hard to clarify what "major" is. The board asked Property Management to provide numbers of specific incidents to the board on a quarterly basis.

There are no major highlights and updates from last month's PM report. PM continues to drive down turn time and find qualified tenants. THA continues to receive numerous turn downs due to family and work situations. The current disadvantage is that applicants can sign-up for multiple properties. There will be a policy proposed to the board on how long applicants can stay on the waitlist after turning down a unit. In addition, OpenDoor will have a tool built in to have five applicants ready to house at the same time.

Recently, PM was asked to turn units for RAD on short notice. They were able to do the extra work during normal operations.

## **Real Estate Development**

Real Estate Development (RED) Department Director Kathy McCormick directed the board to her report.

The New Look project is going well. The architect will pull the drawings together. The current challenge is finding a contractor willing to do a small project; most contractors are doing \$15-20M projects. This will affect the timeline. There are many investors not interested with small projects. Another challenge is recruiting labor to work on construction jobs. RED is working with CS and United Way to recruit more workers.

RED will be submitting an agreement negotiated with the City for THA's development of the Crisis Residential Center at Arlington Drive. THA will provide and the City will provide the capital funding. If the final agreement is negotiated by the end of December, design can start in February. It has to meet commercial code so it will take around 18 months to build.

## **8. OLD BUSINESS**

None.

## **9. NEW BUSINESS**

### **8.1 RESOLUTION 2016-11-16 (1) (Agency-Wide Leave Adjustment)**

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

**WHEREAS**, The agency has an established and defined leave policy; and

**WHEREAS**, THA has required staff to meet especially demanding workloads in 2016 and be available for the remainder of the year, which will be demanding; and

**WHEREAS**, In recognition of doing this hard work, some extra vacation time would be appropriate; now, therefore, be it

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

The Board authorizes additional Annual Leave for all regular employees' Annual Leave banks as follows:

1. All regular employees hired on or before March 31, 2016, will receive forty (40) hours of Annual Leave.
2. All regular employees hired between April 1, 2016, and June 30, 2016, will receive thirty-two (32) hours of Annual Leave.
3. All regular employees hired between July 1, 2016, and October 31, 2016, will receive twenty-four (24) hours of Annual Leave.
4. All regular employees hired November 1, 2016, and December 31, 2016, will receive eight (8) hours of Annual Leave.

Vice Chair Flauding motioned to approve the resolution. Commissioner Young seconded the motion.

AYES: 4  
NAYS: None



Abstain: None  
Absent: 1

**Motion Approved:** November 16, 2016

Dr. Arthur C. Banks, Chair

**9. COMMENTS FROM COMMISSIONERS**

None.

**10. EXECUTIVE SESSION**

None.

**11. ADJOURNMENT**

There being no further business to conduct the meeting ended at 5:47 PM.

**APPROVED AS CORRECT**

**Adopted: December 14, 2016**

*Dr. Arthur C. Banks*  
Dr. Arthur C. Banks, Chair