



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, April 26, 2017

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 911 North K. Street, Tacoma, WA at 4:45 PM on Wednesday, April 26, 2017

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 4:54 PM.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Chair Arthur Banks	
	Vice Chair Janis Flauding
	Commissioner Stanley Rumbaugh
Commissioner Minh-Anh Hodge	
Commissioner Derek Young	
Staff	
Michael Mirra, Executive Director	
Sha Peterson, Executive Assistant	
April Black, Deputy Executive Director	
Ken Shalik, Finance Director	
Toby Kaheiki, Human Resources Director	
Frankie Johnson, Interim 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 @ 4:56 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Banks asked for any corrections to or discussion of the amended minutes for the Regular Session of the Board of Commissioners for Wednesday, February 22, 2017. Commissioner Hodge moved to adopt the minutes, Commissioner Young seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved.

Chair Banks asked for any corrections to, or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, March 22, 2017. Commissioner Hodge moved to adopt the minutes, Commissioner Young seconded.

Upon roll call, the vote was as follows:

AYES: 3
NAYS: None
Abstain: None
Absent: 2

Motion approved.

4. GUEST COMMENTS

Bettina Carson, Resident at 911 North K Street

Ms. Carson addressed the board. She thanked Denise Day-Joseph and the board for the work they do. She had complaints but addressed them directly to Denise.

Theresa Reinhardt, Resident at 911 North K Street

Ms. Reinhardt addressed the board. She was thankful for the Rental Assistance Demonstration (RAD) construction, but complained of a noisy fan in her bathroom. She informed the board that the problem started in January. Quite a few of the tenants also have the same problem. Interim Property Management Director Frankie Johnson will look into the problem.

Richard Gill, Resident at 6th Avenue

Mr. Gill addressed the board. According to him, since the RAD construction, the yard at 6th Avenue has not been kept up. Interim Director Johnson stated that THA did try to include yard work to the project. PM will address the yard work problems at the end of the project.

5. COMMITTEE REPORTS

Real Estate Development Committee—Commissioner Rumbaugh

Commissioner Rumbaugh was not in attendance.

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

Executive Director (ED) Michael Mirra was not yet in attendance. Deputy Executive Director April Black addressed the board on his behalf. She, ED Mirra and others attended the Moving to Work (MTW) conference in Washington, D.C. There was no news regarding the federal budget for 2017. The continuing resolution expires Friday, April 28. By then Congress must extend the continuing resolution or pass a real budget to prevent a governmental shutdown.

ED Mirra's report included a chart showing recommended interim changes to the McCarver Elementary School Housing Assistance Program. Some of them may require board approval.

The state legislature has not yet turned its attention to the capital budget. As a result, we do not have any news about our request for \$3 million for Arlington drive.

ED Mirra arrived at 5:31 pm and addressed the board. He provided the board with a update on Congress' efforts to prevent a governmental shutdown on April 29th for lack of a budget. Discussion ensued on what THA will do if the government did shut down. The board agreed that THA will follow the script it used when the government shut down in 2013: We will do nothing immediately. We will not serve any termination notices to clients. We will not lay off staff. We have reserves to carry us through May. We will watch Congress carefully to judge how long the shutdown will likely last. If the government is still shut down after two weeks, we will confer about next steps. Chair Banks thanked the staff for all their work.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Director Ken Shalik directed the board to the Cash and Expense reports. The next Finance report will be provided in May. According to Director Shalik, there is no problem drawing down the MTW reserves. There is \$8.5M in Business Activities, which are funds HUD cannot take. He is not seeing any challenges in 2017 for income and expenses.

Staff request to forgo a mid-year budget revision. They are too busy with the software conversion. There are no major changes to anticipate. Staff will keep the board informed regarding any major changes. Chair Banks asked if Ken had any idea how the budget will shape out. Director Shalik responded that this year will likely be a continuation of last year. The main question will arise with Congress's 2018 budget.

Commissioner Young moved to ratify the payment of cash disbursements totaling \$8,316,105 for the month of March, 2017. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

AYES:	3
NAYS:	None
Abstain:	None
Absent:	2

Motion Approved.

Policy, Innovation and Evaluation

Policy, Innovation and Evaluation (PIE) Director April Black directed the board to her report. This is the first report submitted in quite a while. Temple University has applied for a grant to be the third party evaluator of the expanded College Housing Assistance Program. Part of the expansion will include a set aside of housing vouchers for individuals exiting the prison system to attend Tacoma Community College (TCC) as part of the state's Second Chance Financial Aid Program.

The board will receive staff's assessment of the Rapid Rehousing Program in May. As part of that assessment, PIE is consulting with providers and Pierce County to solicit their comments. Chair Banks would like to know how the system is working for homelessness; he would like to see numbers. Director Black will have a more qualitative data to present to the board.

THA hired a Grants and Resource Development Manager in 2015. Since then, THA has been awarded grants from funders totaling approximately \$800K. PIE also hired two Project Managers in the fall. Amy Van will be overseeing the McCarver expansion and

She will be introduced in June. Aley Thompson will be working on the Housing Opportunity Program (HOP) evaluation to see if changes are needed for the program. She will also assume some of the Moving to Work (MTW) coordination. Commissioner Hodge was curious about Amy Van, whose name sounded familiar to her. (Amy previously worked with charter schools.)

Administration

Administration (AD) Director Todd Craven addressed the board. He did not have a written report but provided a verbal update regarding the software conversion, which is on its fourth week. Things are going really well, but not exactly where he wants it to be. His group feels confident with data and process issues. Staff has been amazing going through the transition. Next month he will bring statistics and possibly reports that THA can run in the new system. Overall, things are working and moving.

Client Services

Client Services (CS) Director Grey Claycamp was not in attendance. Client Services Program Manager Jessie Beck addressed the board on his behalf. Commissioner Young congratulated CS for hiring Marty Higgins who has been a long time friend of his wife. Commissioner Hodge asked about voucher utilization. According to Jessie, Director Claycamp is taking steps to address this and will be preparing a report for the board. CS is interviewing for a Landlord Liaison who will bring in outreach with landlords. A few candidates have been selected for interviews.

Property Management

Property Management (PM) Interim Director Frankie Johnson directed the board to her report. She directed the board's attention to vacate days, which were up a bit this month, for preparation of REAC and other anomalies that came into play. PM is trending on the right direction with leasing days and 100% of work orders completed within 24 hours. Commissioner Young asked about the constrained market and if she thinks that the decrease in leasing days is due to that. According to Johnson, moving leasing efforts out in the field really helped. Chair Banks asked how many households on the waiting list turned down housing because they are currently already in housing. Interim Director Johnson does not have the actual numbers but it is high. Most of the turn downs are due to families not being able to leave their lease. The current waitlist now has the ability to work with applicants who are ready to lease. THA is also working on a new process that will help with the number of turn downs.

Real Estate Development

Real Estate Development (RED) Department Director Kathy McCormick was not in attendance. Associate Director Sandy Burgess addressed the board on her behalf. Construction at Bay Terrace II is winding down. The first set of units will be coming out

in June with the intent of leasing out in July. At the Scattered Sites, RED is focusing on vacating units with children. RAD is moving along nicely; There are only four more buildings to complete, which are all under construction now. New Look continues to proceed to re-syndication.

8. OLD BUSINESS

None.

9. NEW BUSINESS

None.

10. COMMENTS FROM COMMISSIONERS

None.

11. EXECUTIVE SESSION


None.

12. ADJOURNMENT

There being no further business to conduct the meeting ended at 5:46 PM.

APPROVED AS CORRECT

Adopted: May 24, 2016


Dr. Arthur C. Banks, Chair