



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, May 24, 2017

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, May 24, 2017.

### 1. CALL TO ORDER

Vice Chair Flauding called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:53 pm.

ED Mirra, on behalf of THA, acknowledged Zoe Flauding, daughter of Vice Chair Flauding. He explained that we have watched Zoe grow from a young girl to a young woman who has just graduated from high school and who about to leave for college. He conveyed THA's congratulations.

### 2. ROLL CALL

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

PRESENT	ABSENT
<b>Commissioners</b>	
Chair Arthur Banks (arrived late at 4:56 pm)	
Vice Chair Janis Flauding	
Commissioner Stanley Rumbaugh (arrived late at 5:00 pm & left early at 6:41 pm)	
Commissioner Minh-Anh Hodge (left early at 5:45 pm)	
Commissioner Derek Young	
<b>Staff</b>	
Michael Mirra, Executive Director	
Sha Peterson, Executive Assistant	
April Black, Deputy Executive Director	
Ken Shalik, FD Director	
Toby Kaheiki, HR Director	
Frankie Johnson, Interim PM Director	
Kathy McCormick, RED Director	
Todd Craven, AD Director	
	Greg Claycamp, CS Director
Sandy Burgess, Associate Director for AD & AM	

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 minutes for the Regular Session of the Board of Commissioners on Wednesday, April 26, 2017. Vice Chair Flauding moved to adopt the minutes, Commissioner Young seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

### 4. GUEST COMMENTS

#### **Shamai Durette, Tenant at Fawcett**

Shamai addressed the board regarding the construction at Fawcett. According to him, workers are very loud, especially on the roof; they also messed up the wires of his smoke alarm. ED Mirra, noting that we will be hearing from a number of tenants concerning the construction, asked Director Johnson to take note of all tenant concerns. Shamai asked why it took so long for the building construction to finish. Chair Banks responded that there is a priority of order to follow. According to Director Johnson, she spoke to all the tenants in attendance and she will be meeting with Fawcett residents to address their concerns. Shamai asked the board if THA can install air conditioners at the Fawcett building and a change machine in the large room. Director Johnson will look into the air conditioner request but didn't think a change machine would be a good idea.

#### **Nick Bayard, Director of REACH Center**

Nick addressed the board. He thanked Deputy Executive Director April Black for a thorough Rapid Rehousing report. He particularly supports the recommendation to amend the Young Adult contract to increase the percentage of THA's contract dollars that can be spent on non-housing services from 0% to 25%. THA's Rapid Rehousing investment has been critical in helping young adults exit from homelessness. REACH needs a robust staffing model for the number of young adults they help. Its goal is not to spend THA dollars on non-rental costs, but in this particular environment, they are finding it necessary; they will be able to assist more young adults if they can spend THA dollars on services.

### **Belinda Hauff, Tenant at Wright Street**

Belinda addressed the board. According to her, tenants have been asked to be patient with the construction at Wright Street, but there have been numerous problems since the start of construction. The construction has interrupted mail deliver and hot water services. The front entrance to the building has been inaccessible. Tenants have been bringing their belongings and groceries around to another building entrance. This can be hard on tenants with limited mobility and they feel that this has not been taken into consideration. Tenants were told that they would be getting regular-sized refrigerators, but received smaller ones. Workers are using bricks to prop doors open, which is a security concern for the tenants. Workers also removed things from her apartment that were part of her reasonable accommodation; she has missing some items; other items are broker; she does not know how to get compensated for those; and she has items in storage that she cannot continue paying for. The building has not been cleaned since the construction and the dumpsters are always full. She invited the board to visit Wright Street to see how tenants are living currently.

Belinda also addressed the board on behalf of Mike Bell who is also a tenant at Wright Street. Workers brought Mike's items back to his apartment and just dropped them in the middle of his apartment. Mike is incapable of putting his own things away. ED Mirra asked Director Johnson to inquire about Belinda's issues, starting with the security concerns. Director Johnson will connect with Mike after the board meeting. Sha Peterson will try to schedule the June board meeting at Wright Street.

### **Martina Biron, Tenant at G. Street**

Martina addressed the board. She no longer resides at Wright Street but wanted to be at this board meeting in support of her friends. When she was at Wright Street, she was attacked four times due to lack of security. She cannot visit her friends due to dust and mold. Vice Chair Flauding asked if tenants lost square footage in their apartments. They did in the shower according to Director Johnson, but tenants still have the same size apartments according to Director McCormick. They did lose shelving in the bathrooms but workers are installing them today.

### **Hope Rehn, Tenant at Wright Street**

Hope addressed the board. According to her, there is no place for linen in her bathroom, the door of her refrigerator opens the wrong way, and workers built a cement wall where the garbage bins are outside, which is a safety concern to tenants. Director Johnson already spoke to Hope before the meeting and will be visiting with her again at Wright Street. Hope also mentioned that the building intercom is now going to be placed next to her living room window. Chair Banks asked how often the intercom is used. The intercom is used whenever people want to enter the building. Chair Banks informed her that THA will look into it and asked that Director Johnson work with Sha Peterson to schedule a site visit to Wright Street. Vice Chair Flauding is also interested in visiting.

**Alan Brown, Housing Services Director at Catholic Community Services**

Alan addressed the board to speak about THA's Rapid Rehousing investment. Catholic Community Services really appreciate the thoroughness of Director Black's report and hard work that she put in. They are excited about many of the recommendations, especially the added flexibility for using funds and removal of geographic restrictions. Barriers for families served in Rapid Rehousing have grown. The need for supportive services has grown and the housing market is getting tighter.

**Mike Yoder, Executive Director of Associated Ministries**

Mike addressed the board. Associated Ministries is one of the beneficiaries of the Rapid Rehousing investment from THA. He is thankful for the recommendations to continue THA's investment. As they move to serving higher barrier clients, the ability to use THA funds for other kinds of supportive services will be essential.

**Senta McKnight, Tenant, Building Rep. and SAFE VP at Wright Street**

Senta addressed the board. According to her, tenants have come to her with issues regarding the RAD construction. Tenants feel that they are not being treated well. She also asked about her stipend for being the SAFE Vice President, which she has not received. Director Johnson will look into this.

**Sandra Alexander, Tenant at Wright Street**

Sandra addressed the board. Her apartment is next to the elevator so she is assaulted by noise all night long. Security is terrible and she does not feel safe, especially on the weekends. She sees people entering the building who are not tenants. It has been terribly bad, especially this month. ED Mirra informed her that solutions come in parts. The construction will install security cameras around the building. They will help identify trespassers and those tenants who are allowing people into the building..

**Pierce County Homeless Crisis Response System Presentation by Tess Colby, Community Services Programs Manager at Pierce County Human Services**

Deputy Executive Director April Black informed the board that she will be discussing THA's Rapid Rehousing (RRH) investment. It pays that investment to Pierce County for its use in the county's RRH system. Tess Colby manages that system, and April explained, will now address the board to supplement April's report. ED Mirra noted that the report staff has no request today for the board. Instead, he anticipates presenting proposals to the board in June.

Tess addressed the board. The County estimates that for every 100 people earning the county's median income, there are only 10 affordable housing units available. The County allocates \$12M per year to respond to homelessness, which falls short of meeting the demand. The shortage of resources was a major incentive for the shift

towards a crisis response system. By shifting investments from temporary housing to permanent housing, responses have become more effective and efficient.

She discussed the priorities for Crisis Response, which starts with Coordinated Entry, the purpose of which is to prioritize housing programs. This is run by a partnership of Associated Ministries, Catholic Community Services, Comprehensive Life Resource, Greater Lakes Mental Health and soon, Community Youth Services.

Crisis Response, as a matter of priority, serves only literally homeless people or families fleeing or attempting to flee domestic violence. Coordinated Entry may be accessed by going to Associated Ministries, through street outreach and in shelters. (Martina Biron spoke up. She said that she is a tenant at G Street. She came to THA fleeing domestic violence and the Crisis Response program helped her.)

Tess explained that the types of program types. There are three types:

- (1) Diversion still predominantly serves families, thus the overall percent of children served is highest in this program.
- (2) Rapid Rehousing (RRH) provides shallow rent support and tailored services to families, young adults, and single individuals. It is the County's largest housing program. Commissioner Rumbaugh asked about the drop in enrollments between 2015 and 2016. According to Tess, this is a result of moving to prioritization on the literally homeless. Rapid Rehousing programs are now taking much more vulnerable clients; as a result, the length of time in the program is a little longer, which reduces the total number of clients served by RRH.
- (3) Permanent Supportive Housing primarily serves chronically homeless single adults with a disability, and has a low turnover rate.

Chair Banks asked about the geography of homelessness. Tess recounted the spread of originating addresses and noted that families and single adults and youth come from all over the county. Commissioner Rumbaugh asked how the County addresses unemployment in a way that would allow RRH to be sustained overtime. One of the first things in RRH is to find ways to connect families with employment training programs. They partner with Workforce Central and programs through DSHS that help connect families to employment trainings. THA's investment accounts for 37% of the RRH that the County funds, ensuring that RRH serves the most vulnerable families with children.

Director Black noted that the presentation was due to the RRH recommendations. She hopes to bring a resolution to the June board meeting.

The Board asked for a study session before then on RRH.

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## 5. COMMITTEE REPORTS

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

The Real Estate Development Committee met a couple of weeks ago. They had a lengthy and productive meeting, and identified properties to purchase. This will be discussed in executive session.

### ***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 handed out the proposed Federal budget for 2018 that President Trump issued yesterday. This is an update of the chart in ED Mirra's board report.

## 7. ADMINISTRATIVE REPORTS

### **Finance**

Finance Department (FD) Director Ken Shalik directed the board to his report. THA is in good shape with a YTD operating surplus of \$47k. He noted some challenges, including the increasing rents our voucher programs are encountering. A countervailing effect is that voucher utilization is currently down and Housing Assistance Program (HAP) payment is therefore below budget. Income producing properties will help supplement cuts from the government. Finance is in the middle of IT conversion and will not have very good financials until July. Commissioner Rumbaugh reminded staff that the reason for under utilization is because Housing and Urban Development (HUD) will not accept THA's utilization rate.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$6,247,594 for the month of April, 2017. Vice Chair Flauding seconded.

Upon roll call, the vote was as follows:

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

## **Motion Approved.**

### **Administration**

Administration (AD) Director Todd Craven directed the board to his report. THA is doing well with the new technology system and staff are feeling comfortable with it. Staff had their share of challenges but are getting good reports out of the system. Maintenance and Inspectors are now on mobile devices. Commissioner Rumbaugh is pleased to hear that the mobile system problems are being resolved.

### **Client Services**

Client Services (CS) Director Greg Claycamp was not in attendance. Director Black addressed the board on his behalf. CS had problems gathering data for utilization due to software conversion, but utilization is at 98%. A utilization report will be provided to the board in July. CS is working on a project to open the waiting list. Commissioner Rumbaugh asked about the previous discussions to have RRH count towards utilization and if there has been any verification that THA would be able to do this. Director Black, affirmed it will be added to the annual recording and internal counts in part. Because RRH receipts do not receive assistance for a whole year, HUD will credit THA with only the FTE of receipts. Director Black noted that utilization below 97% is not in compliance with HUD's expectations, but part of the reason for THA's lower utilization is the vacancies due to the RAD reconstruction.

### **Property Management**

Property Management (PM) Interim Director Frankie Johnson started by thanking the tenants in attendance for their comments. Resolution to concerns raised will be part of her report to the board next month. Regarding tenant concerns from the last board meeting: Ms. Carson, who addressed the board in May, is happy with Denise Day-Joseph's assistance and her complaints have been resolved; THA staff did find that Ms. Reinhart's fan needed replacement and ordered a new fan; Mr. Gill's concern at 6<sup>th</sup> Avenue was not regarding landscaping but upkeep during construction and this, too, has been resolved.

Director Johnson directed the board to her report. PM addressed 100% of emergency work orders within 24 hours. Vice Chair Flauding noticed that there were fires at Salishan and asked if they were due to defective units, tenants, or a combination of both. Both fires were due to tenants according to Director Johnson. Since most fires start in the kitchen, PM is looking at options like installing fire suppressor devices under the hood.

Vice Chair Flauding asked about unlocking the water spigot locks at Salishan so kids can get water in the summer. She noted that tenants are willing to pay for it. PM has been discussing this for some time. Spigot locks were installed in response to the City's request to save water. They were also installed due to numerous abuses of the water system, including car washing and filling pools, which Salishan Association rules do not

allow. PM is exploring individual metering, which Salishan is already built for, and having discussions with Metro Parks about spray parks. ED Mirra added that another reason for having locked spigots was to save money. The request to unlock the spigots will require more thought and a study of its effect on utility allowances.

## **Real Estate Development**

Real Estate Development (RED) Department Director Kathy McCormick handed out copies of the Hilltop Journal, which has articles about projects RED jump started. Bay Terrace Phase 2 will open in late June and is on budget; a grand opening is planned for August. Director McCormick urged the board to go by Bay Terrace to see the artwork being installed.

Staff showed space at the Family Investment Center (FIC) to a local child care operator who expressed interest in providing day care and before/after school programs at this location.

The City of Tacoma will allocate \$700,000 to the Tacoma Community Redevelopment Authority (TCRA) and the TCRA will allocate \$300,000 in CDBG funds for the development of the Arlington Drive Crisis Residential Center (CRC) to be managed by Community Youth Services (CYS). Vice Chair Flauding wants to make sure Salishan and the CRC get connected; Director McCormick will add Vice Chair Flauding to the planning committee. Chair Banks is interested in making sure that the surrounding communities have a chance to provide input. This is the goal, confirmed Director McCormick. She will also reach out to the board regarding community outreach.

## **8. OLD BUSINESS**

None.

## **9. NEW BUSINESS**

### **9.1 RESOLUTION 2017-05-24 (1) (1-Year Extension of Trades Collective Bargaining Agreement)**

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

**WHEREAS**, The agency has a Collective Bargaining Agreement (CBA) with the Pierce County Building and Construction Trades Council; and

**WHEREAS**, The current CBA is scheduled to expire on May 31, 2017; now, therefore, be it

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

THA's Executive Director is authorized to sign an agreement extending the CBA by 1-year as follows:

1. All regular bargaining unit employees will receive wage increases ranging of 3% except that employees hired between April 1, 2017 and June 30, 2017, will receive a general wage increase of 1.5%, and employees hired on or after July 1, 2017, will not be eligible for a wage increase in 2017.
2. The 2017 Six-Month Performance Based Pool set forth in section 6 of Schedule A is extended to be a 12-Month Performance Based Pool covering calendar year 2017.
3. For the first six (6) months of 2018, THA will create a target Performance Based Pool. Pre-established business and operational factors will determine the size of the pool, up to a maximum of 1.5% of the Maintenance payroll.

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

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

**Motion Approved:** May 24, 2017

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Dr. Arthur C. Banks, Chair

**10. COMMENTS FROM COMMISSIONERS**

None.

**11. EXECUTIVE SESSION**

The Board of Commissioners went into Executive Session at 7:08 pm for 18 minutes to discuss potential real estate purchases. The board moved back to regular session at 7:26 pm.

**11. ADJOURNMENT**

There being no further business to conduct the meeting ended at 7:27 PM.

**APPROVED AS CORRECT**

**Adopted:** June 28, 2017

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