



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, MARCH 23, 2022

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session via Zoom at 4:45 PM on Wednesday, March 23, 2022.

### 1. CALL TO ORDER

Chair Rumbaugh called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:47 pm.

### 2. ROLL CALL

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

PRESENT	ABSENT
<b>Commissioners</b>	
Chair Stanley Rumbaugh	
	Vice Chair Shennetta Smith
Commissioner Derek Young	
Commissioner Dr. Minh-Anh Hodge	
	Commissioner Pastor Michael Purter
<b>Staff</b>	
April Black, Executive Director	
Sha Peterson, Executive Administrator	
Julie LaRocque, Interim Deputy Executive Director	
Rich Deitz, Interim Finance Director	
Sharrall Madden, Interim Human Resources Director	
Frankie Johnson, Property Management Director	
Sandy Burgess, Administrative Services Director	
Aley Thompson, Interim Rental Assistance Director	
Cacey Hanauer, Client Support & Empowerment Director	
Katie Escudero, Interim Policy, Innovation and Evaluation Director	

Chair Rumbaugh declared there was a quorum present @ 4:48 pm and proceeded.

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

Chair Rumbaugh asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, February 23, 2022. Commissioner Young moved to adopt the minutes. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

### 4. GUEST COMMENTS

None.

### 5. COMMITTEE REPORTS

#### ***Real Estate Development Committee—Chair Rumbaugh, Commissioner Young***

Chair Rumbaugh was unable to attend the meeting, but Commissioner Young provided an update. The committee did meet and discussed Housing Hilltop, focusing on first designs and how and when they should be shared with the board for initial feedback. Executive Director Black added that THA is trying to get feedback from all departments before designs will be presented to the board. The committee is again having discussions regarding negotiations with Highland Court. Nothing needs to go back to the board at this time. Finally, the committee is discussing potential acquisition on the eastside and more information will be provided at a later date.

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

The committee did not meet.

#### ***Education, Housing Services and Partnerships Committee—Vice Chair Smith, Commissioner Hodge***

The committee met yesterday and spent the entire time listening to the preliminary report from The Lindsay Group. This report will be discussed during the ED Comments portion.

#### ***Community Partnerships and Advocacy Committee—Vice Chair Smith, Commissioner Purter***

Both Vice Chair Smith and Commissioner Purter were not in attendance.

#### ***Diversity, Equity and Inclusion Committee—Vice Chair Smith, Commissioner Hodge***

An update will be provided by The Lindsay Group during the ED Comment portion.

## 6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director (ED) April Black directed the board to her report. The federal fiscal year budget for 2022 finalized and THA will be receiving an increase in funding. THA and Forterra worked together for a Hilltop Walking Tour with Derek Kilmer. The event will be at the old Rite Aid building tomorrow around 2:30 pm, with a reception to follow at 3 pm to thank him for securing the funds. Commissioner Hodge will be presenting on behalf of the THA Board.

ED Black sent an email to staff regarding reopening THA lobbies. The overview includes staff returning to the building with a hybrid schedule on April 25<sup>th</sup>, and visitors by appointment. Chair Rumbaugh inquired about security. There is no security, but staff will monitor safety around the building responded ED Black.

ED Black will send an email to the board and staff regarding the new Finance Director. There were three separate panels for the hiring process. Interim Finance Director Richard Deitz will be moving into an associate director role. He has been doing an incredible job leading the finance team in transition. "Rich, you stepped up big time," added Chair Rumbaugh. "Thank you."

The Yardi kick-off was held March 16, which was a great celebration with a look ahead on how staff can better serve customers. The path THA took analyzing what is needed and how to support staff was an extensive one, but THA is moving in the right direction and ED Black is grateful for everyone's work. This will be a 12- to 18-month process with a roll out of September 2023. "This is an unusual type of software, but Yardi is a good product," advised Director Burgess.

THA staff are focusing on late rent payments. There are staggering unpaid rent within the portfolio. THA hired an eviction specialist, and an announcement will be going out to staff. The position will be supporting the property management department. There has been an internal team who had been working for two years led by Director Thompson, with the assistance from other departments.

### **The Lindsay Group (TLG) Update**

TLG provided context for their methodology and findings. They will present their preliminary finding from the organizational assessment. Next steps will be moving THA to an anti-oppressive program where they provide very immersive engaging learning experiences to help staff gain education around DEIB topics and create space to develop a shared language. They will then begin moving THA through an intentional strategic planning process. They are seeing a need for systematic change.

### *Questions and Comments from the Board:*

- Commissioner Hodge: She is part of the DEIB committee and has taken time to read the report. She is wondering if TLG can share specific comments regarding the lack of trust from leadership. Asian respondents according to her was very

small. She also wanted to know the positions of those who responded to the survey.

- Chair Rumbaugh: Asked for feedback and reflection as the weeks and months roll by so the board can address them in an open and straightforward way. He thanked TLG for their effort and thorough report.
- Commissioner Young: He appreciates a frequency of reports/findings. Dr. Lindsay will provide reports as data emerges. The frequency has yet to be determined and he hesitates to commit to the frequency on reporting.

## **7. ADMINISTRATIVE REPORTS**

### **Finance**

Finance Department (FD) Interim Director Rich Deitz directed the board to the finance report. THA submitted REAC which was due March 15<sup>th</sup>. Current expenditures are similar to last year, Moving to Work (MTW) cash is up \$200k. Unencumbered is at \$21.8M, down \$1.3M.

Commissioner Hodge moved to ratify the payment of cash disbursements totaling \$5,918,941 for the month of February 2022. Commissioner Young seconded.

Upon roll call, the vote was as follows:

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

**Motion Approved.**

### **Administrative Services**

Administrative Services (AS) Director Sandy Burgess provided an updated on the Yardi implementation. She thanked her IT team and Woodson Baldwin who is always participating in board meetings to make sure nothing goes wrong. The AS team is conducting a physical needs assessment on the property to monitor what they need and plan for expenses. There have been staffing changes in compliance for 2021. The AS team audited 500 files in 2021, including for Arlington lease up. They also monitored Housing and Urban Development (HUD) waivers in the year. Staff are now returning to reviewing 10% of files across the portfolio on a quarterly basis. James Center North is selling two parcels, one to Koz and the other to Mercy Housing. Hilltop Lofts is under construction and 902 1<sup>st</sup> floor is complete and staff are moving back in the office.

## Client Support and Empowerment

Client Support and Empowerment (CSE) Director Cacey Hanauer directed the board to her report. She thanked her team for their hard work. Rob MacAfee has been hired as the Salishan Community Builder. There are currently still two positions open in CSE. Staff are deep in summer planning mode, bringing on robust planning for community events. A new chart on the CSE report shows the difference on CSE's pull on Moving to Work (MTW) funding. Chair Rumbaugh inquired about camp/childcare to residents for the summer. According to Director Hanauer, she is hopeful that there would be more robust work with other providers for this kind of service.

## Rental Assistance

Rental Assistance (RA) Interim Director Aley. Utilization is at 100%. She is grateful for her colleagues and staff including Nando Ruiz and Adam Ydstie for their facilitation skills. RA staff are focusing on onboarding housing specialists. Emergency Housing Voucher is up 13% from last month. The Foster Youth Independence program is effective this month with six complete referrals to issue vouchers thanks to Amber Prentice. Amber also leveraged the relationship with the HUD who allowed hospitals to be NED eligible.

## Property Management

Property Management (PM) Director Frankie Johnson directed the board to her report. She thanked her team who continue to amaze her for their performance every month. She also thanked her colleagues for their support while she was on leave. PM staff hired Brian Medina as a new maintenance staff at Salishan, Angel Foley now a regular employee as maintenance tech, and Sherri Tift now the property operations manager. The PM staff has been working on projects to engage tenants. She thanked the CSE partnership. Finally, Director Johnson thanked Marquis Jenkins who has done an amazing job throughout these last few months. She definitely stepped up.

## 8. NEW BUSINESS

### 8.1 RESOLUTION 2022-03-23 (1) (Wise Consulting Services Contract for Yardi)

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

**WHEREAS**, The Housing Authority of the City of Tacoma ("Tacoma Housing Authority" or "Authority") has substantial needs for application software for the administration of its operations, all to better serve its low and moderate-income housing community and other services through the various programs administered by the Authority; and

**WHEREAS**, The Authority has engaged in a multi-year effort to identify and procure necessary system software, cloud services, support, and training, including installation, maintenance and service of hardware and software. That effort has included evaluation by Authority-wide personnel of many vendors, services and programs, and government service providers under federal and local programs; and

**WHEREAS**, The costs associated with this contract are within the overall Yardi implementation budgeted for 2022; now, therefore, be it

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

Approve THA's Executive Director entering a contract with Wise Consulting Services.

Commissioner Hodge motioned to approve the resolution. Commissioner Young seconded the motion.

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

**Motion Approved:** March 23, 2022

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Stanley Rumbaugh, Chair

**8.2 RESOLUTION 2022-03-23 (2)**  
**(Pierce County Contract for Tacoma Schools Housing Assistance Program)**

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

**WHEREAS**, THA, TPS, and Pierce County Human Services share a vested interest to serve families with children and improve outcomes for students and the schools that serve low-income families; and

**WHEREAS**, The contract has been rewritten to extend the term through 2022; and

**WHEREAS**, The contract will be in effect through December 2022; now, therefore, be it

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

THA's Executive Director is authorized to extend the Pierce County contract for housing for the Tacoma Schools Housing Assistance Program.

Commissioner Young motioned to approve the resolution. Commissioner Hodge seconded the motion.

Upon roll call, the vote was as follows:

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

**Motion Approved:** March 23, 2022

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Stanley Rumbaugh, Chair

## 9. COMMENTS FROM COMMISSIONERS

Chair Rumbaugh announced that the City of Destiny dinner for historical society is scheduled for April 2<sup>nd</sup>. They will be featuring Salishan and some of the people involved. According to ED Black, there are still a few spots set aside for THA staff.

Chair Rumbaugh thanked staff on behalf of the board.

## 11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:30 pm.

**APPROVED AS CORRECT**

**Adopted:** April 27, 2022

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Stanley Rumbaugh, Chair