



TACOMA HOUSING AUTHORITY

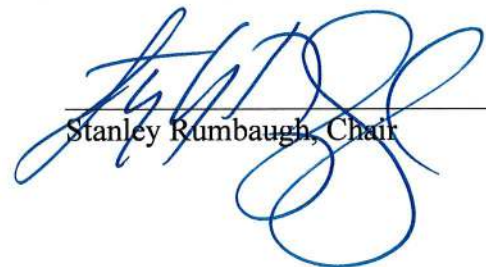
Motion

- Amend the minutes of October 8, 2021, to reflect 4 AYES and 1 NAYS for the motion to revoke the vote to hire John Hall for the Executive Director position on September 10, 2021; and 4 AYES and 1 NAYS for the motion to offer the Executive Director position to April Black and begin negotiations.
- Amend the minutes of October 27, 2021, removing the correction below:

During the October 8, 2021, meeting, the Board voted to revoke the vote on September 10, 2021, and start negotiations with April Black. The vote was recorded as unanimous.

Noted on today's minutes: Commissioner Purter voted "No" during closed session and voted "Yes" during open session.

Approved: May 17, 2021



Stanley Rumbaugh, Chair



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES SPECIAL SESSION FRIDAY, OCTOBER 8, 2021

The Commissioners of the Housing Authority of the City of Tacoma met in Special Session via Zoom at 12:00 PM on Friday, October 8, 2021.

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 12:01 pm.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Chair Stanley Rumbaugh	
Vice Chair Shennetta Smith	
Commissioner Derek Young	
Commissioner Dr. Minh-Anh Hodge	
Commissioner Pastor Michael Purter	
Staff	
April Black, Interim Executive Director	
Sha Peterson, Executive Administrator	
Julie LaRocque, Interim Deputy Executive Director	
Richard Deitz, Interim Finance Director	
Barbara Tanbara, Interim Human Resources Director	
	Frankie Johnson, Property Management Director
Roberta Schur, Interim Real Estate Development Director	
Sandy Burgess, Administrative Services Director	
Aley Thompson, Interim Rental Assistance Director	
Cacey Hanauer, Client Support and Empowerment Director	
Katie Escudero, Interim Policy, Innovation and Evaluation Director	

Chair Rumbaugh declared there was a quorum present @ 12:02 pm and proceeded.

3. EXECUTIVE SESSION

The board took comments from staff and the community through September 27, 2021. The Commissioners have had the opportunity to read and consider those comments.

The Board went into executive session at 12:01 pm for 52 minutes to discuss the job qualifications of the individual for public employment for Tacoma Housing Authority and came back to regular session at 12:53 pm

Commissioner Young motioned to revoke the vote for the Executive Director position on September 10, 2021. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion Approved: October 8, 2021

Stanley Rumbaugh, Chair

Commissioner Hodge motioned to offer the Executive Director position to April Black and begin negotiations. Vice Chair Smith seconded.

Upon roll call, the vote was as follows:

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

Motion Approved: October 8, 2021

Stanley Rumbaugh, Chair

10. ADJOURNMENT

There being no further business to conduct, the meeting ended at 1:00 pm.

APPROVED AS CORRECT

Adopted: October 27, 2021

Stanley Rumbaugh, Chair



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, OCTOBER 27, 2021

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session via Zoom at 4:45 PM on Wednesday, October 27, 2021.

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 4:48 pm.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
Chair Stanley Rumbaugh	
Vice Chair Shennetta Smith (arrived late at 4:52 pm)	
Commissioner Derek Young	
Commissioner Dr. Minh-Anh Hodge	
Commissioner Pastor Michael Purter	
Staff	
April Black, Interim Executive Director	
Sha Peterson, Executive Administrator	
Julie LaRocque, Interim Deputy Executive Director	
Rich Deitz, Interim Finance Director	
Barbara Tanbara, Interim Human Resources Director	
	Frankie Johnson, Property Management Director
Roberta Schur, Interim Real Estate Development 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 @ 4:49 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, September 22, 2021. Commissioner Young moved to adopt the minutes. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Chair Rumbaugh asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Friday, October 8, 2021. Commissioner Hodge 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

None.

5. COMMITTEE REPORTS

Real Estate Development Committee—Chair Rumbaugh, Commissioner Young

Chair Rumbaugh was absent during the last meeting. Commissioner Young provided an update. There were several items of interest during the last meeting. The committee spoke about James Center North and the two parcels to sell. THA received three offers and staff will begin reviewing the offers. The committee also spoke about Saraveda on Hilltop and the options about the possibility of moving the house. Staff are discussing various options.

Finance Committee—Commissioner Hodge and Commissioner Young

The committee did not meet. The financial audit has been completed with no findings. The accountability audit will end soon.

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

The committee met and discussed Housing Choice Vouchers (HCV) and Housing Opportunity Program (HOP) vouchers. Overall, HCV households show to have greater success in securing housing vs. HOP vouchers. HCV families are able to come with lower income whereas HOP have higher income and the assessment found that individuals with HOP are finding it more difficult to secure housing due to increasing housing rates. There are also limitations as far as time to be on a HOP voucher. Staff suggest removing the income limitations and remove boundaries. According to Commissioner Hodge, the HCV model seem to be a better model for recipients. Interim Policy, Innovation and Evaluation (PIE) Director Escudero noted that the report was brought to the committee as a preview for questions and will be brought back to the committee in November, with a full report to the Board in December. There are concerning outcomes in HOP, and staff will have recommendations to bring to the Board. Vice Chair Smith added that she found people on the voucher do not want to stay on the voucher. Commissioner Hodge stated that the assessment also demonstrated that HOP had sever negative impact than any other programs. PIE is looking to make changes that will remove those barriers.

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

The committee did not meet, but Marketing Manager Nick Tolley put together beautiful slides and Commissioner Purter is still reviewing the slides. He hopes to have a committee meeting in November. Vice Chair Smith stated she had not been included in the emails.

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

The date to award the RFP for the Diversity, Equity, and Inclusion (DEI) consultant has been extended to November 5, 2021. The committee is down to the top 5 finalists, and agreed to interview the top 3 candidates.

6. COMMENTS FROM THE EXECUTIVE DIRECTOR

Executive Director (ED) April Black directed the board to her report. Four died in the shooting at Salishan, and all were closely connected to one Salishan family. Director Black and staff provided support to staff and the neighborhood on Thursday, Friday and through the weekend. There were referrals to case managers, Consejo and Tacoma Public Schools. There was also a peace march, with people coming together to show solidarity. There is still no identified suspects or motive, but THA fully cooperated with the investigation. The community is very concerned, and THA is planning on holding a townhall event next week. The community liaison officer will help field questions. Vice Chair Smith noted that THA needs to pay attention to similar occurrences in the neighborhood. Chair Rumbaugh agreed and noted that violent crimes have increased across Pierce County. Vice Chair Smith stated that THA's mission is to pay attention to its tenants and has been hearing safety concerns from tenants. Chair Rumbaugh asked

Director Black to think about a survey to determine the degree tenants would be amenable to video surveillance and how concentrated it should be. Director Black will coordinate with the Salishan Association. The townhall will also be an opportunity to hear from the residents.

THA requested \$3M to support Hilltop redevelopment. Director Black heard that it is still in the house budget. She is hopeful that \$1M will come through for the redevelopment.

Chair Rumbaugh inquired about the software conversion. According to Director Black, staff are analyzing this under Associate Director/CIO William Morse's leadership for a year now. The recommendation is to use off the shelf-product, Yardi. More conversation needs to happen with Yardi, but this is the direction that THA plans to go which will have a significant impact on the agency. Commissioner Young asked if there is a contractual obligation with Salesforce. According to Morse, THA has a year-to-year contract with Salesforce and will keep the system around as a reference.

Director Black heard that the same organization involved with relocating the encampment near Evergreen College will be managing THA's bullpen as a sub-contractor under the city. The city would like to use the bullpen as a temporary shelter for people who are currently in tents. Director Black is asking the board to approve this request for two weeks then replace it with tiny homes. The board unanimously approved the request.

Director Black asked for approval on some logistical questions:

1. The board allowed the Leadership Team to just do verbal reports and no written reports for November and December and wrap up for the year on the January written reports. Board approved.
2. Director Black proposed to brief and consult with the Finance Committee of the Board regarding the 2022 budget in November, accept input and modify the budget, and have the full board meeting in December to adopt the budget. Board approved.
3. Director Black proposed to have a hybrid meeting no sooner than February due to construction delays. Board approved.

7. ADMINISTRATIVE REPORTS

Finance

Finance Department (FD) Interim Director Rich Deitz directed the board to the finance report. Finance had some staff changes and hired a new accounting manager who will be starting November 1st.

Commissioner Hodge moved to ratify the payment of cash disbursements totaling \$5,538,309 for the month of September 2021. Commissioner Young seconded.

Upon roll call, the vote was as follows:

AYES: 5

NAYS: None
Abstain: None
Absent: None

Motion Approved.

Client Support and Empowerment

Client Support and Empowerment (CSE) Director Cacey Hanauer directed the board to her report. CSE staff are working hard to support each other, staff and tenants at Salishan. Director Hanauer is increasingly grateful for the CSE team. Property Management team Marquis Jenkins and Barbara Pearsall have been stellar throughout the Salishan incident last week. There are also a lot of work on the budget. CSE hired a new staff member Shawnda Anderson. The CSE team is continuing to work with the city and Workforce Central in bringing employment programs at Salishan and working with the Salishan Association. CSE is also looking for ways to increase grant funding for community building positions and ways to increase 2Gen program. Chair Rumbaugh is interested to see THA's work with the Grand Cinema and kids. According to Director Hanauer, it was a fun partnership and an exciting opportunity to get kids back in the building.

Rental Assistance

Rental Assistance (RA) Interim Director Aley Thompson directed the board to her report. Utilization remains strong across programs. RA staff started using Emergency Housing Vouchers in September, and to date have issued 20 vouchers. This shows how hard the RA team is working. Staff are making good progress. THA was awarded Foster Youth and Independence (FYI) vouchers and will be meeting with DCYF. The vouchers will be effective March 2022 and staff plan to begin accepting referrals before that. RA has hired more staff, and Nando Ruiz has been leading the onboarding and training. RA team began experimenting on improving how to manage their work, attempting to be more balanced to do their work. THA will be opening the waitlist to large families next month. They will conduct a targeted opening and anticipate opening the waitlist more broadly. Chair Rumbaugh asked what Director Thompson's view is with the problem in utilizing vouchers with the Department of Corrections and Tacoma Community College. According to Director Thompson, RA is working to partner with PIE to create a simplified alternative.

Property Management

Property Management (PM) Interim Director Marquis Jenkins directed the board to her report. PM staff continue to support tenants. The chart on page 5 reflects the impact of key variables with the goal of 20 days. The team has not yet reached its target but are targeting in the right direction. The Turn and Leasing teams continue to work hard to prepare eligible households for upcoming units. The team has been busy working through work orders, focusing on emergency and urgent work orders. Rent collection reflects

current and past year for September. The PM team is working closely with tenants for resources for late rents.

Real Estate Development

Real Estate Development (RED) Interim Director Roberta Schur directed the board to her report. RED is closing out The Rise and Arlington. Staff are talking about a resolution for James Center North with lease up for commercial space. Steve Clair retired as of the end of this month which is a big hole to fill. An article in The News Tribune about new resources on Hilltop to provide food.

8. NEW BUSINESS

8.1 RESOLUTION 2021-10-27 (1) (Purchase of IT Equipment)

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

WHEREAS, Tacoma Housing Authority "THA" requires most staff to work from home due to social distancing due to Covid 19, and

WHEREAS, THA plans to continue a remote working environment due to limited space, as well as proven efficiencies and productivity staff are demonstrating, and

WHEREAS, THA is experiencing significant delays in the delivery of IT, and

WHEREAS, it is possible ordering new equipment now could impact the 2021 budget if it arrives in 2021, and

WHEREAS, exceeding budget by more than \$50,000 requires a Board resolution; now, therefore, be it

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

The Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that the agency is authorized to spend up to an additional \$75,000 for IT equipment for 2021 in the event ordering the equipment now results in a 2021 delivery.

Vice Chair Smith motioned to approve the resolution. Commissioner Hodge seconded the motion.

AYES: 5

NAYS: None
Abstain: None
Absent: None

Motion Approved: October 27, 2021

Stanley Rumbaugh, Chair

**8.2 RESOLUTION NO 2021-10-27 (2)
(James Center North/Aviva Crossing Sales of lot(s) 1A and 1B)**

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

WHEREAS, A resolution 2017-8-23 (4) authorized THA's Executive Director to purchase the property known as James Center North; and

WHEREAS, The resulting community engagement supported a master plan that included selling to multiple developers; and

WHEREAS, The sale of these parcels will facilitate the development of additional housing and commercial space on the property; and

WHEREAS, In August of 2021 THA requested proposals from interested buyers for the purchase of lots 1A and 1B of the master plan; and

WHEREAS, In September of 2021 THA received proposals from 4 interested buyers for the purchase of lots 1A and 1B of the master plan; and

WHEREAS, THA staff are recommending to begin negotiations with Koz Development for the purchase of Lot 1A and Mercy Housing for the purchase of Lot 1B; 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 negotiate separate purchase and sale agreements for lots 1A and 1B identified in the James center North/Aviva Crossing Master Plan and if those negotiations are successful, to execute contract(s) with Koz Development and Mercy Housing respectively, for the sale of these lot(s).

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

Upon roll call, the vote was as follows:

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

Motion Approved: October 27, 2021

Stanley Rumbaugh, Chair

**8.3 RESOLUTION 2021-10-27 (3)
(Amendment #5 to contract with Foster Garvey PLLC)**

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

Whereas, On March 14, 2017, THA's Executive Director entered into contract for legal services with Foster Pepper PLLC, doing business as Foster Garvey PLLC since 2019 in an amount not to exceed \$150,000.00 unless approved by the Board of Commissioners; and

Whereas, THA Board Resolution 2017-10-25 (1) increased the authorization contract amount by \$168,500.00, for a not to exceed \$ 316,350.00 for various development projects; and

Whereas, THA Board Resolution 2018-02-28 (4) increased the authorized contact amount by \$423,000, for a not to exceed of \$739,350.00; and

Whereas, THA would like to amend the total contract amount for work associated with the Housing Hilltop development to include fees associated with on-going development activities, including the financing of the development, negotiating with investors and lenders and bond issuance; now, therefore, be it

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

Authorize THA's Executive Director to increase the contract amount with Foster Garvey PLLC by \$200,000.00 for a total not-to-exceed amount of \$939,350.00.

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

Upon roll call, the vote was as follows:

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

Motion Approved: October 27, 2021

Stanley Rumbaugh, Chair

9. COMMENTS FROM COMMISSIONERS

Commissioner Purter thanked staff with what has taken place during the last several weeks, especially at Salishan with the disturbing things that happened there. Chair Rumbaugh noted that THA remains the finest housing authority in the county.

10. EXECUTIVE SESSION

The board went into executive session at 6:21 pm for 19 minutes to discuss legal matters with legal counsel representing the agency and came back to regular session at 6:40 pm. No action was taken in executive session.

11. ADJOURNMENT

There being no further business to conduct the meeting ended at 6:41 pm.

APPROVED AS CORRECT

Adopted: November 10, 2021

Stanley Rumbaugh, Chair