



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES SPECIAL SESSION TUESDAY, AUGUST 23, 2022

The Commissioners of the Housing Authority of the City of Tacoma met in Special Session at 902 South L Street, Tacoma, WA 98405 and via Zoom on Tuesday, August 23, 2022, for the Board Retreat.

### 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 4:45 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 Initiatives Officer	
Julie LaRocque, Interim Deputy Executive Director	
Jorge Perez, Finance Director	
	Jeanne Thurston, Human Resources 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 @ 4:46 pm and proceeded.

### **3. BOARD RETREAT**

#### **Agenda**

1. Opening of Space
2. Review of Agenda
3. Check-in
4. Setting Ground Rules
5. The Objective
6. Understanding Working Assignments
7. Reflection
8. Drafting the Working Agreement
9. Voting on the Working Agreement
10. Closing of Space and Reflection

#### **Session Objectives**

The Board of Commissioners defined how the team will:

- Actualize THA values-based group and individual behavior
- Engage and support THA staff
- Intentionally build goodwill and trust with one another
- Hold itself accountable in service of the defined working agreement

#### **Check-in**

The Board of Commissioners; Leadership Team; and Diversity, Equity, Inclusion and Belonging Committee discussed what they hope to achieve during the special session of the Board and what teamwork means them and why they think it is important. They also shared what their relationship is to music.

#### **Setting Ground Rules**

1. What are ground rules?
  - Respectful dialogue
  - Common understanding of acceptable behavior
  - Conversational guardrails
  - Agreeing
  - Order
  - Listening intently
2. Do you agree that ground rules are important for group and individual-level psychological safety?
3. How might we hold ourselves and each other accountable when we fail to observe our commitment to the ground rules?
  - Calling people in respectfully
  - Adapt your responses
  - Express how you feel



4. How should we behave when receiving constructive feedback?

- Conduct ourselves as mature adults
- Acknowledge feedback and ask for clarification
- Show gratitude
- Don't take it personally
- Refer to ground rules

**What is a working agreement?**

Working agreement are guidelines that define how groups want to work together, and what they want in the working environment and from each other to feel safe and free to learn, explore and discover.

(Haskell, Cyr & McPhail, Strengthening Your Facilitation Skills, Level 1, 2007)

- Positive and uplifting outcomes for all involved in THA process
- Excellence in service to community and excellence in service to staff
- Focus on how we can be best employer and housing authority

**What is a working agreement?**

1. What should be important to us as THA leadership?
2. What are our organizational values and core principles?
3. As a collective, are we aligned with our espoused values and core principles?
4. What behaviors should we agree to as a team?
5. How can we center equity and antic-oppressive practice in our decision-making?
6. How should the Board and staff interact?
7. How do you define accountability?

**5. COMMENTS**

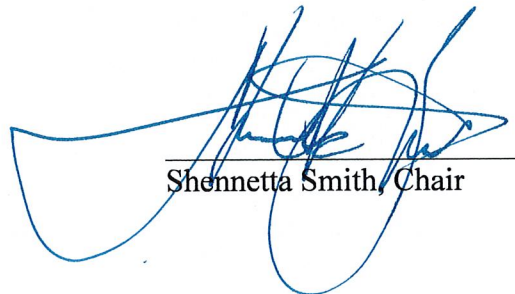
Chair Smith thanked staff for their participation. Vice Chair Hodge added that inclusion is very important, but we must find a way to make it meaningful. Commissioner Purter suggested following up on the agreement.

**6. ADJOURNMENT**

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

**APPROVED AS CORRECT**

**Adopted:** September 28, 2022



Shennetta Smith, Chair