



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS

BOARD PACKET

JANUARY 25, 2023



**Tacoma
Housing
Authority**

Executive Director
April Black

Board of Commissioners
Shennetta Smith, Chair | Dr. Minh-Anh Hodge, Vice Chair
Stanley Rumbaugh | Derek Young | Pastor Michael Purter

REGULAR MEETING

BOARD OF COMMISSIONERS

JANUARY 25, 2023

The Board of Commissioners of the Housing Authority of the City of Tacoma will hold a Regular Meeting on **Wednesday, January 25, 2023, at 4:45 PM via Zoom and at 902 S L Street, Tacoma, WA 98405.**

<https://us02web.zoom.us/j/82771180680> / Meeting ID: 827 7118 0680 / Dial: (253) 215-8782

The site is accessible to people with disabilities. Persons who require special accommodations should contact Sha Peterson (253) 207-4450, before 4:00 pm the day before the scheduled meeting.

I, Sha Peterson, certify that on or before 5 days prior to meeting, I faxed / EMAILED the preceding PUBLIC MEETING NOTICE before:

City of Tacoma	747 Market Street, Room 800 Tacoma, WA 98402	CityClerk@cityoftacoma.com
Northwest Justice Project	715 Tacoma Avenue South Tacoma, WA 98402	
KCPQ-TV/Channel 13	1813 Westlake Avenue North Seattle, WA 98109	tips@q13fox.com
KSTW-TV/CW 11	1715 East Madison Street Seattle, WA 98122	cw11@kstwtv.com
KNKX	930 Broadway Tacoma, WA 98402	info@knkx.org
Tacoma News Tribune	2602 S. 38th Street, Suite A PMB3 Tacoma, WA 98409	newstips@thenewstribune.com

and other individuals and organizations with residents reporting applications on file.

Sha Peterson
Executive Initiatives Officer

902 SOUTH L STREET, SUITE 2A | TACOMA, WASHINGTON 98405-4037

Phone 253-207-4400 | Fax 253-207-4440 | www.tacomahousing.org



AGENDA

TACOMA HOUSING AUTHORITY REGULAR BOARD OF COMMISSIONERS MEETING JANUARY 25, 2023, 4:45 PM

902 South L Street, Tacoma, WA 98405, 2nd Floor Conference Room
ZOOM: <https://us02web.zoom.us/j/82771180680> / MEETING ID: 827 7118 0680
DIAL: (253) 215-8782

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - 3.1. Minutes of November 9, 2022—Regular Session
 - 3.2. Minutes of December 14, 2022—Regular Session
4. **GUEST COMMENTS**
5. **COMMITTEE REPORTS**
 - 5.1. Real Estate Development Committee
 - 5.2. Finance and Audit Committee
 - 5.3. Community Partnerships and Advocacy Committee
 - 5.4. Education, Housing, Services and Partnerships Committee
 - 5.5. Diversity, Equity, Inclusion and Belonging Committee
6. **JANUARY FOCUS: Human Resources Report on THA staffing and metrics**
7. **AGENCY MONTHLY REPORT**
8. **FINANCE REPORT**
 - 8.1. Ratifying Cash Disbursement for December 2022
9. **NEW BUSINESS**
 - 9.1. 2023-01-25 (1) Contract with Pierce County for Rapid Rehousing Homeless Housing Program
 - 9.2. 2023-01-25 (2) PBS Contract Amendment Crosspointe Apartments
 - 9.3. 2023-01-25 (3) AHAP for KWA 15th and Tacoma Project
 - 9.4. 2023-01-25 (4) KWA Conversion of HUD-VASH Vouchers to Project Based
 - 9.5. 2023-01-25 (5) Authorized Signers for Financial Institution Accounts
 - 9.6. 2023-01-35 (6) Recommended COVID-19 Vaccination Policy
10. **COMMENTS FROM THE COMMISSIONERS**
11. **ADJOURNMENT**



TACOMA HOUSING AUTHORITY

MINUTES



TACOMA HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, NOVEMBER 9, 2022

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA and via Zoom at 4:45 PM on Wednesday, November 9, 2022.

1. CALL TO ORDER

Vice Chair Hodge called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:46 pm.

2. ROLL CALL

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

PRESENT	ABSENT
Commissioners	
	Chair Shennetta Smith
Vice Chair Dr. Minh-Anh Hodge	
	Commissioner Stanley Rumbaugh
Commissioner Derek Young	
Commissioner Pastor Michael Purter	
Staff	
April Black, Executive Director	
Sha Peterson, Executive Initiatives Officer	
Julie LaRocque, Interim Deputy Executive Director	
	Jorge Perez, Finance Director
	Sharrall Madden, Human Resources Director
Aley Thompson, Interim Rental Assistance Director	
Marquis Jenkins, Property Management Director	
Cacey Hanauer, Client Support and Empowerment Director	
Sandy Burgess, Administrative Services Director	
William Morse, Director/CIO	
	Adam Ydstie, Policy, Innovation, and Evaluation Director

Vice Chair Hodge declared there was a quorum present at 4:47 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Vice Chair Hodge asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Friday, October 7, 2022. Commissioner Young moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Vice Chair Hodge asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Friday, October 14, 2022. Commissioner Young moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Vice Chair Hodge asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, October 26, 2022. Commissioner Young moved to adopt the minutes. Commissioner Purter 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—Commissioner Rumbaugh, Commissioner Young

The committee did not meet.

Finance and Audit Committee—Vice Chair Hodge and Commissioner Young

The committee met to review the 2023 budget that will be presented at the December 14, 2022, Board meeting. According to Commissioner Young, the budget looks good. The committee also looked at increases in salary costs. In the end, it is a balanced budget.

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

The committee did not meet.

Community Partnerships and Advocacy Committee—Chair Smith, Commissioner Purter

The committee did not meet.

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

The committee did not meet.

6. AGENCY MONTHLY REPORT

6.1 Presentation: Overview of THA's Housing Programs

Presented by Interim Rental Assistance Director Aley Thompson, Policy Manager Katie Escudero, and Property Management Director Marquis Jenkins

Commissioner Purter inquired about the assisted living properties mentioned and how many are available. Director Thompson will check-in with Commissioner Purter after the meeting. Commissioner Purter asked if there is data on vacancies. Director Thompson responded yes. They will share the vacancy and turn over report with Commissioner Purter. Commissioner Purter mentioned the 4,300 people experiencing homelessness and asked if that number included people with pending housing. According to Escudero this is the count that the county does and is not an accurate number; they administer that research. Commissioner Young likes the overview, and Vice Chair Hodge thinks the high-quality presentation was excellent.

6.2 Agency Report

Hilltop Lofts is now complete! It is not owned by Tacoma Housing Authority (THA) but by Horizon Housing, but THA is providing housing vouchers. Executive Director (ED) Black and staff toured the property last week, which she stated is very nice. She heard the property is now opening 57 units. It is a way for THA to invest its voucher dollars and help households.

Staff are charging towards closing on Housing Hilltop and hope to close next week. Staff are working with Walsh for a ribbon cutting.

Client Support and Empowerment (CSE) is providing assistance at Tyler House and providing support for the Salishan community due to past shootings. THA had a Townhall with the Salishan community to hear what residents are feeling so staff can provide support. Commissioner Purter asked if there are changes to security since the past shooting. According to ED Black, THA had a community meeting with Salishan residents and there were 100 attendees including representatives from the City Manager's office, elected officials and the Tacoma Police Department (TPD) who heard the residents' concerns. Staff also did a ride along with TPD and visited the hot spots at Salishan so TPD can observe what the residents and staff are observing. The Salishan Association is considering a change to the security company; The Association pays for Salishan security. Commissioner Purter was hoping for installed cameras. ED Black responded that there are cameras, but staff found that Ring cameras from neighbors were more effective. THA is looking into changing the cameras. ED Black ended by saying that what was notable at the community meeting was that community members were encouraging each other to watch out for one another.

7. FINANCE REPORT

Finance

ED Black directed the board to the finance report.

7.1 Ratifying Cash Disbursement for October 2022

Commissioner Young moved to ratify the payment of cash disbursements totaling \$6,653,427 for the month of November 2022. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

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

Motion Approved.

8. NEW BUSINESS

9.1 RESOLUTION 2022-11-09 (#) (Sunsetting the College Housing Assistance Program)

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

WHEREAS, the Administrative Plan relates to the administration of the College Housing Assistance Program (CHAP) and is required by HUD; and

WHEREAS, the purpose of the Administrative Plan is to establish policies for carrying out programs in a manner consistent with HUD requirements and local goals and objectives contained in THA's Moving to Work plan; and

WHEREAS, Tacoma Housing Authority is charged with designing, testing, and evaluating innovative approaches to serving additional populations; and

WHEREAS, Tacoma Housing Authority has a responsibility to address when programs are not operating as intended or demonstrate inequitable outcomes; and

WHEREAS, Tacoma Housing Authority seeks to sunset the College Housing Assistance Program (CHAP); and

WHEREAS, Tacoma Housing Authority seeks to ensure current CHAP households are able to remain stably housed and are provided adequate time to achieve self-sufficiency; and

WHEREAS, staff consulted a wide array of program participants, landlords and community members,

WHEREAS, changes to the Administrative Plan must be approved by THA Board of Commissioners; 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 revise THA's Administrative Plan Chapters 18 and 19, related to the College Housing Assistance Program in the following ways:

Policy Proposal	Administrative Plan Section Requiring Revision
<p>INTENT TO SUNSET PROGRAM</p> <p>Effective immediately, THA will no longer admit new participants to CHAP. Current CHAP households will no longer be subject to the five-year time limit or non-housing related program requirements.</p> <p>Following the phased implementation plan for converting households with a HOP subsidy to the Housing Choice Voucher program (HCV) (see Chapter 18 PART XXV SUNSETTING THE HOUSING OPPORTUNITY PROGRAM in THA's Administrative Plan), CHAP households who have a HOP subsidy will be transferred to the HCV program when they have a qualifying event that requires THA to end their current HOPP contract (i.e., relocation, move, or port).</p>	<p>Chapter 18 - PART XXV SUNSETTING THE HOUSING OPPORTUNITY PROGRAM (HOP)</p> <p>Chapter 19- COLLEGE HOUSING ASSISTANCE PROGRAM</p>
<p>COLLEGE HOUSING ASSISTANCE PROGRAM REQUIREMENTS</p> <p>Effective immediately, THA will no longer require that participants in the College Housing Assistance Program (CHAP) meet non-housing related requirements for continued eligibility.</p>	<p>Chapter 18 PARTXXIII: FAMILY OBLIGATIONS</p> <p>18-XVI.B. FAILURE TO COMPLY</p>

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

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

Motion Approved: November 9, 2022

Shennetta Smith, Chair

9. COMMENTS FROM COMMISSIONERS

Commissioner Purter commended staff for their hard work. There were a lot of details included in the report, and he appreciates the explanation provided to him. Vice Chair Hodge and Commissioner Young agreed and thanked staff for the report and presentation.

10. ADJOURNMENT

There being no further business to conduct the meeting ended at 5:42 pm.

APPROVED AS CORRECT

Adopted: December 14, 2022

Shennetta Smith, Chair



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION WEDNESDAY, DECEMBER 14, 2022

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session at 902 South L Street, Tacoma, WA 98405 at 4:45 PM on Wednesday, December 14, 2022.

1. CALL TO ORDER

Chair Smith 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
COMMISSIONERS	
Chair Shennetta Smith	
Vice Chair Dr. Minh-Anh Hodge	
Commissioner Stanley Rumbaugh	
	Commissioner Derek Young
	Commissioner Pastor Michael Purter
STAFF	
April Black, Executive Director	
Sha Peterson, Executive Initiatives Officer	
	Julie LaRocque, Interim Deputy Executive Director
Richard Deitz, Finance Director	
Sharrall Madden, Human Resources Director	
Aley Thompson, Interim Rental Assistance Director	
Marquis Jenkins, Property Management Director	
Cacey Hanauer, Client Support and Empowerment Director	
Sandy Burgess, Asset Management and Real Estate Development Director	
William Morse, Director/CIO	
Adam Ydstie, Policy, Innovation, and Evaluation Director	

Chair Smith declared there was a quorum present at 4:48 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Smith asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, November 9, 2022. Commissioner Rumbaugh abstained as he was not in attendance at the November 9th meeting. Approval of the November 9th minutes will be moved to the next Board meeting.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

None of the committees met this month.

6. AGENCY MONTHLY REPORT

The 2023 Board of Commissioners Meeting Schedule motion was presented to the Board.

Commissioner Rumbaugh moved to approve the 2023 Board of Commissioners Meeting Schedule. Commissioner Hodge seconded.

Commissioner Rumbaugh moved to approve the 2023 Board of Commissioners Meeting Schedule. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Executive Director (ED) Black started by thanking Chair Smith and Commissioners Hodge and Rumbaugh for attending the 2022 Employee Appreciation Celebration. It was great to see them there.

THA closed on the financing for Housing Hilltop on November 15 and started construction the next day. Several staff members attended an Amazon meeting where Housing Hilltop was highlighted. ED Black and Intergovernmental Affairs Manager Nicholas Carr attended the County Council meeting to discuss sales tax service. The vote has been delayed until March, but if passed will bring \$20M in housing and services in 2023 and over \$30M thereafter.

There were several celebrations with tenants including tree lighting at Salishan and door contest. Client Support and Empowerment staff are working closely with Property Management to bring in additional resources for tenants. ED Black will share the results of the door decorating contest at the next Board meeting.

7. FINANCE REPORT

FINANCE

Finance Department (FD) Director Rich Deitz presented the 2023 Budget to the Board.

THA Priorities:

1. Increase the amount of available housing for low-income families
 - Housing Hilltop Reserve
 - Development staffing and predevelopment expenses
2. Increase housing access & stability
 - Increased payment standards
 - Higher utilization
3. Embed principles of Diversity, Equity, Inclusion & Belonging (DEIB) in THA's programs, culture & priorities
 - New Diversity, Equity, Inclusion, and Belonging (DEIB) staff position
 - Investment in DEIB consultants and training
4. Make THA a great place to work
 - Moving toward a more livable wage
 - Increased staff training

Changes in Moving to Work (MTW) Housing Assistance Program (HAP):

MTW Recurring HAP Revenue – Increase of \$3.6M

- 2022 Increase was \$1.3M more than budgeted
- 2023 Projection
- *4% Increase over 2022 - \$2.1M*
- *New Increment - \$205K*

MTW Recurring HAP Expense

- Increase of \$3.6M (Excluding Port-in)
- Budgeting to meet STS with payment standards at 100%-105% of the new FMRs

Rational for an MTW Increase of 4%

- Initial signs
- *CLPHA Funding Table – Projected increases of 8.7%-8.9%*
- *2023 FMRs increased by an average of 10.4%*
- *HUD Internal Planning – 7.2% Increase for THA*
- *January and February Budget Authority*
- *Bipartisan omnibus framework agreement includes an 8% increase in non-defense spending*
- Mitigating factors
- *HUD held reserves are projected to be over \$10 million*
- *Historic MTW underspending*

7.1 RATIFYING CASH DISBURSEMENT FOR NOVEMBER 2022

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$7,126,119 for the month of November 2022. Chair Smith seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

8. NEW BUSINESS

8.1 RESOLUTION 2022-12-14 (1)

FISCAL YEAR 2023 ANNUAL BUDGET

WHEREAS, The Housing Authority of the City of Tacoma (“Authority”) intends to incur expenses and other cash outflows for Fiscal Year 2023; and

WHEREAS, Authority staff has prepared and the Board of Commissioners of the Housing Authority of the City of Tacoma as reviewed and provided input to the proposed Fiscal Year 2023 annual budget; now, therefore, be it

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

1. The Board of Commissioners of the Housing Authority of the City of Tacoma adopts the attached FY 2023 Agency wide budget. Expenses and other cash outflows are projected as follows:

Expenses - Operations

Administration	\$ 2,041,864
Client Support & Empowerment	5,202,891
Executive	2,115,520
Finance	2,566,579
Human Resources	1,764,094
Information Technology	3,658,973
Policy, Innovation and Evaluation	2,424,555
Rental Assistance	59,742,017
Property Management Overhead	2,658,127
Property Budgets	<u>3,066,999</u>
Subtotal	85,241,618

<u>Additional Cash Outflows</u>	
Debt Service	263,430
Loan Payoff	3,000,000
Capital Expenditures	4,480,000
Replacement Reserves	<u>184,907</u>
Subtotal	7,928,337
TOTAL APPROVED BUDGET	<u>\$93,169,955</u>

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

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

Motion approved: December 14, 2022

Shennetta Smith, Chair

8.2 RESOLUTION 2022-12-14 (2)

WHEREAS, For THA has to be effective in its mission it must plan its use of financial resources over multi-year periods and have assembled reserves for those purposes; and

WHEREAS, The Authority has assembled adequate reserves for those purposes through its responsible prudent, and patient management and budgeting; and

WHEREAS, The attached Schedule of MTW Reserve Commitments updates Resolution 2022-12-14 (2) and reflects the Authority's current plans for such capital and operational expenditures of THA's reserve's, both MTW and Non-MTW; and

WHEREAS, The Authority has submitted an initial MTW commitment of Reserves in the 2023 MTW plan, and intends to include an updated Schedule of Board Commitments in the MTW annual report, including language that allows for shifting monies between the identified commitments; now, therefore, be it:

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

1. The Board authorizes commitments of the Authority's Reserves as outlined in the attached Schedule of THA Reserve Commitments, subject to adjustment in future budgets and budget revisions.
2. The Board authorizes the Executive Director to include the latest THA Reserve Commitments in the annual MTW Report submitted to HUD.

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

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

Motion approved: December 14, 2022

Shennetta Smith, Chair

8.3 RESOLUTION 2022-12-14 (3)

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

WHEREAS, THA has been providing Property Based Subsidy housing assistance payments to Koz on Market Street Apartments since 2019; and

WHEREAS, Koz on Market Street Apartments houses low-income households and homeless and near homeless students; and

WHEREAS, Failure to extend this contract may lead to a loss of affordable housing units; 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 negotiate, and if those negotiations are successful, to execute an extension to the Koz on Market Street Apartments Property Based Subsidy contract through 2023.

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

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

Motion approved: December 14, 2022

Shennetta Smith, Chair

8.4 RESOLUTION 2022-12-14 (4)

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

WHEREAS, RCW 39.04.280(1)(e) provides that the governing body of a municipality may waive the competitive bidding requirement for a public works project in the event of an emergency; and

WHEREAS, RCW 39.04.280(3) defines "emergency" as unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken; and

WHEREAS, now, therefore, be it that the Board of Commissioners of the Tacoma Housing Authority hereby declares that when an emergency situation exists with the damage to THA property infrastructure or other interruptions to agency essential functions, the Board of Commissioners authorizes the Executive Director, Deputy Executive Director, Asset Manager, Risk Manager, and/or Facilities Manager to waive the competitive bidding process, make a Declaration of Emergency and award all necessary contracts on behalf of the Tacoma Housing Authority to undertake repairs and/or construction.

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

When an emergency situation exists, the Board of Commissioners authorizes the Executive Director, Deputy Executive Director, Asset Manager, Risk Manager, and/or Facilities Manager to waive the competitive bidding process and make a Declaration of Emergency.

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

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

Motion approved: December 14, 2022

Shennetta Smith, Chair

9. COMMENTS FROM COMMISSIONERS

Chair Smith enjoyed her DC trip with ED Black and staff. It was a great opportunity to see the A-Team operate.

10. ADJOURNMENT

There being no further business to conduct, the meeting ended at 5:32 PM.

APPROVED AS CORRECT

Adopted: January 25, 2023

Shennetta Smith, Chair



**Tacoma
Housing
Authority**

Executive Director
April Black

Board of Commissioners
Shennetta Smith, Chair | Dr. Minh-Anh Hodge, Vice Chair
Stanley Rumbaugh | Derek Young | Pastor Michael Purter

Real Estate Development Committee

Commissioner Stanley Rumbaugh
Commissioner Derek Young
April Black
Sandy Burgess
Richard Deitz
Julie LaRocque

Finance and Audit Committee

Commissioner Derek Young
Vice Chair Minh-Anh Hodge
April Black
Jorge Perez
Duane Strom
Julie LaRocque

Community Partnerships and Advocacy Committee

Chair Shennetta Smith
Commissioner Pastor Michael Purter
April Black
Nick Tolley
Marquis Jenkins
Julie LaRocque

Education, Housing, Services and Partnerships Committee

Chair Shennetta Smith
Vice Chair Minh-Anh Hodge
April Black
Katie Escudero
Jess Thompson
Aley Thompson
Julie LaRocque

Diversity, Equity, Inclusion and Belonging Committee

Chair Shennetta Smith
Vice Chair Minh-Anh Hodge
Cacey Hanauer
Sharrall Madden
Marquis Jenkins
Katie Escudero
Jess Thompson
Aley Thompson
Julie LaRocque



TACOMA HOUSING AUTHORITY

JANUARY FOCUS
Human Resources Report on
THA Staffing and Metrics



Human Resources

SHARRALL MADDEN

Introduction

The Human Resources department responsibility is to ensure that all employees feel valued and included in the workplace.

We will briefly review HR's focus this coming year, to work towards a more diverse, inclusive work environment and create a culture of equity and belonging.

2



Agenda

- ▶ 2023 Area of Focus
- ▶ Demographic Review
- ▶ Tenure Review
- ▶ Turnover Review
- ▶ Summary

3



2023 Areas of Focus

4



**OPEIU and Trades
union contract
negotiations**

OPEIU expires: **06/30/2023**

Trades expires: **05/31/2023**



**Increase pay
transparency**



**Create a new
performance
evaluation system**



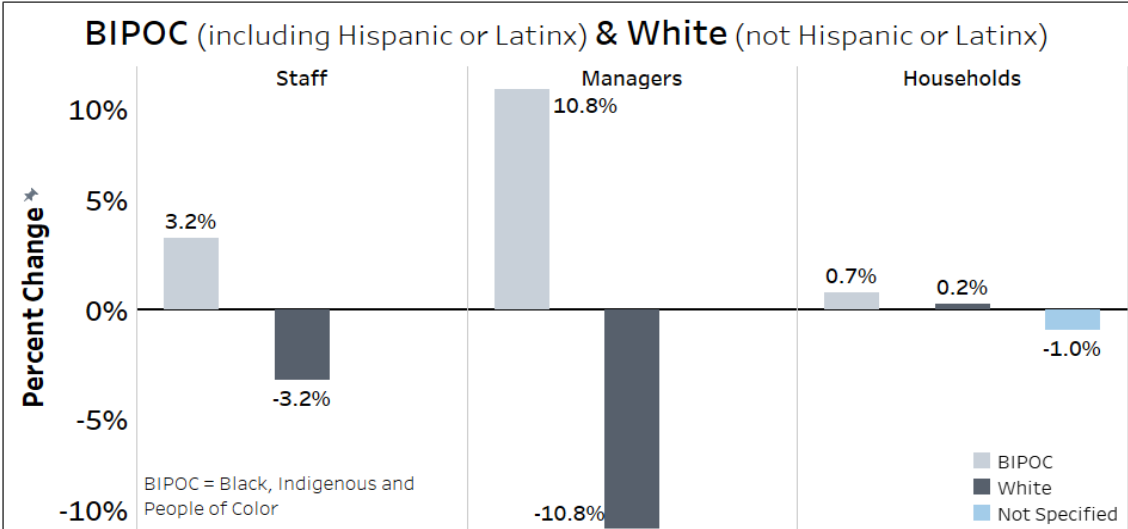
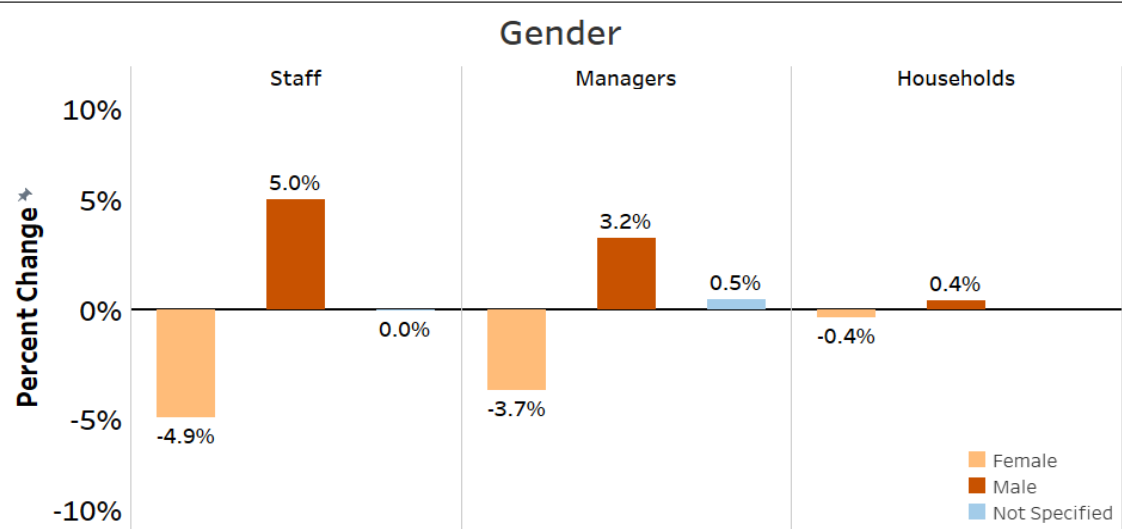
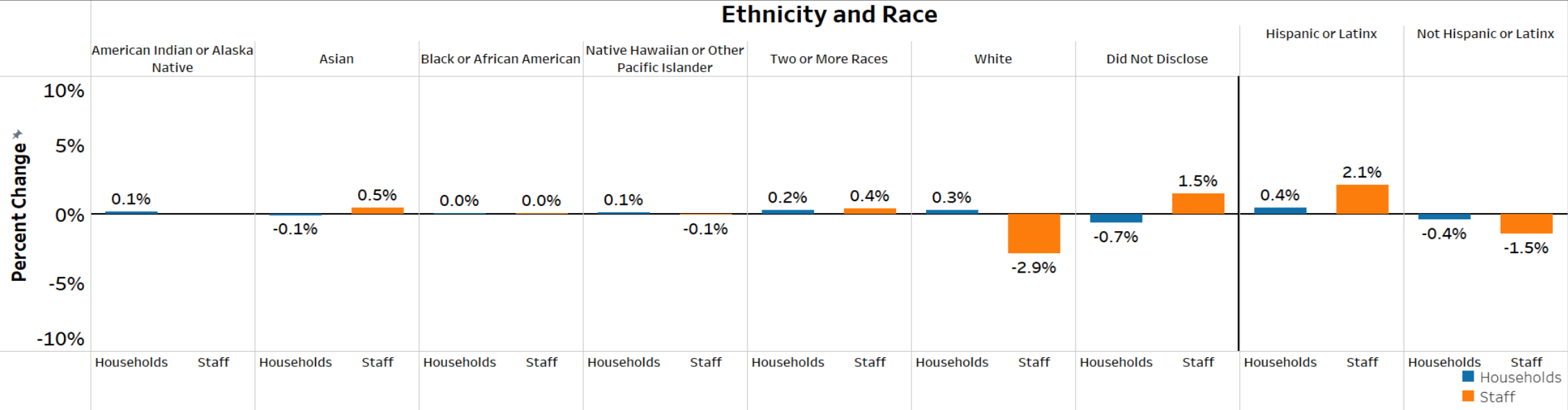
**Review and update
all HR policies**



**Increase employee
engagement**

Demographics Review

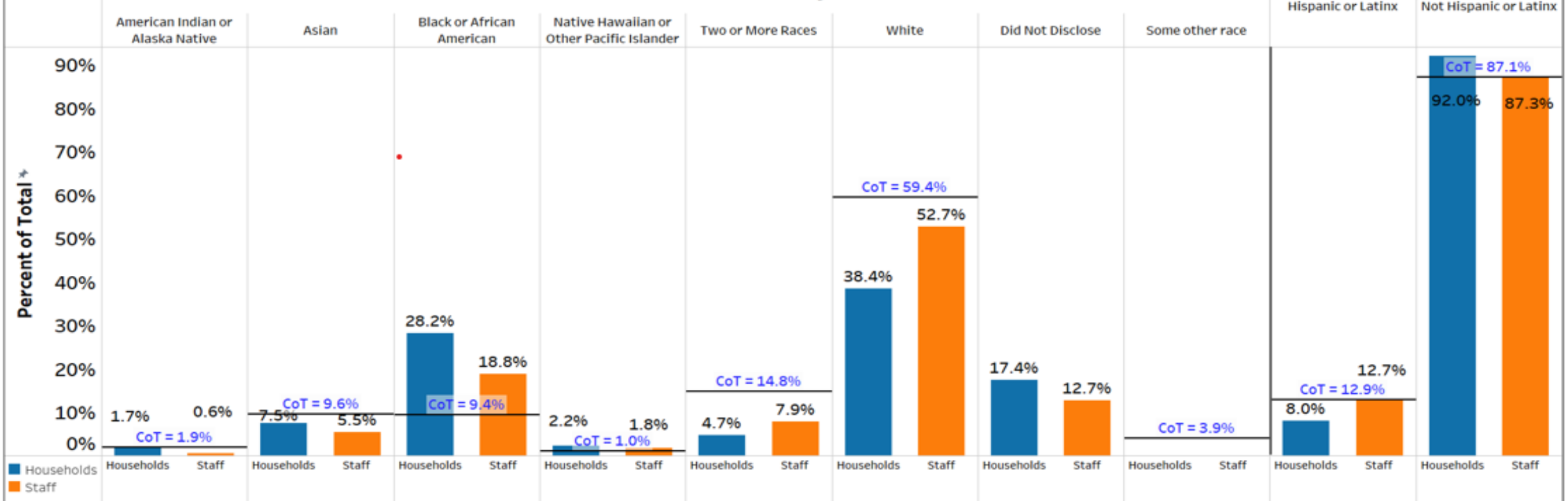
2022-2021 Change in Tacoma Housing Authority Demographic Breakdown Absolute percentage change



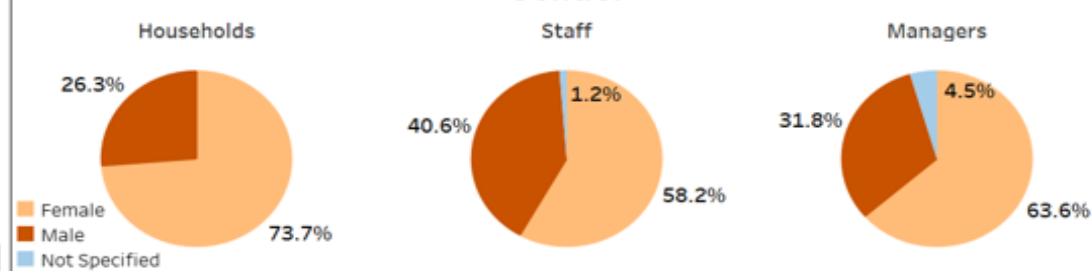
2022 Tacoma Housing Authority Demographic Breakdown As of December 2022

CoT = City of Tacoma, Source: 2021 American Community Survey 1-Year Estimates

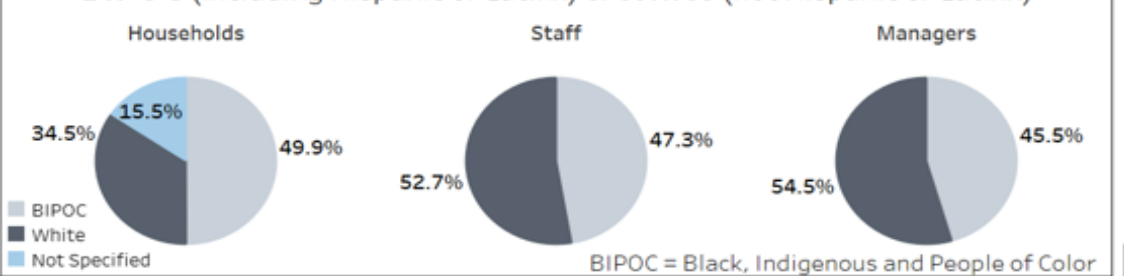
Ethnicity and Race



Gender

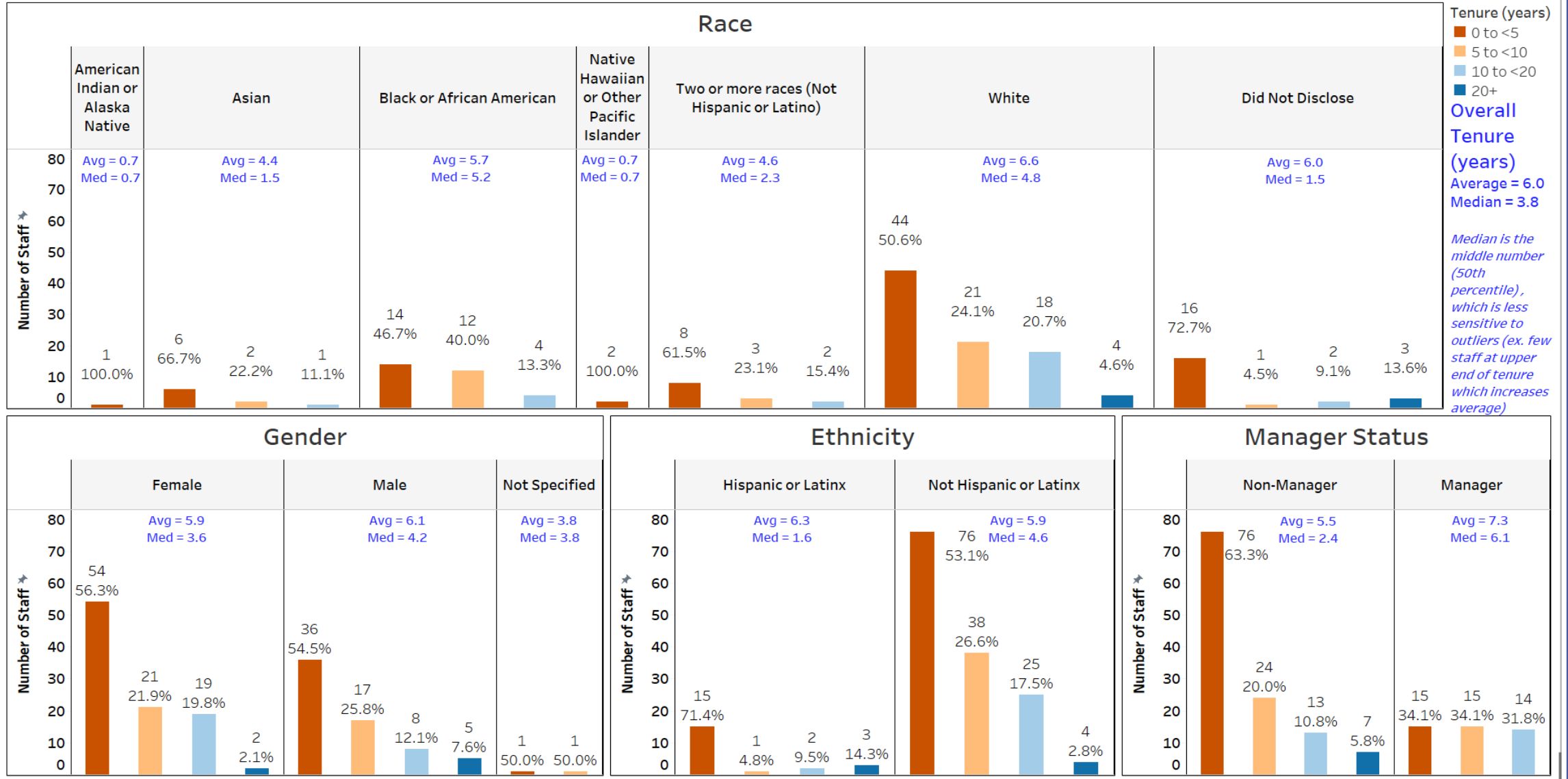


BIPOC (including Hispanic or Latinx) & White (not Hispanic or Latinx)



Tenure Review

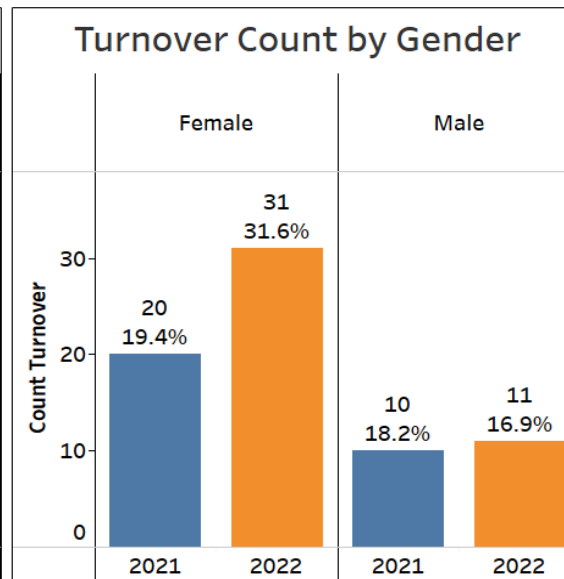
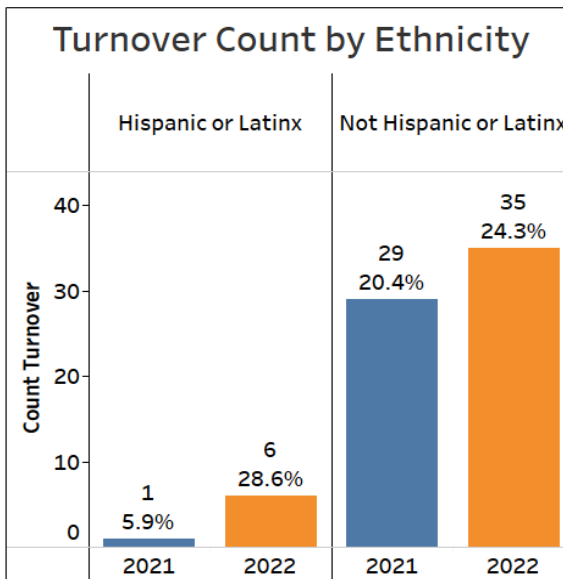
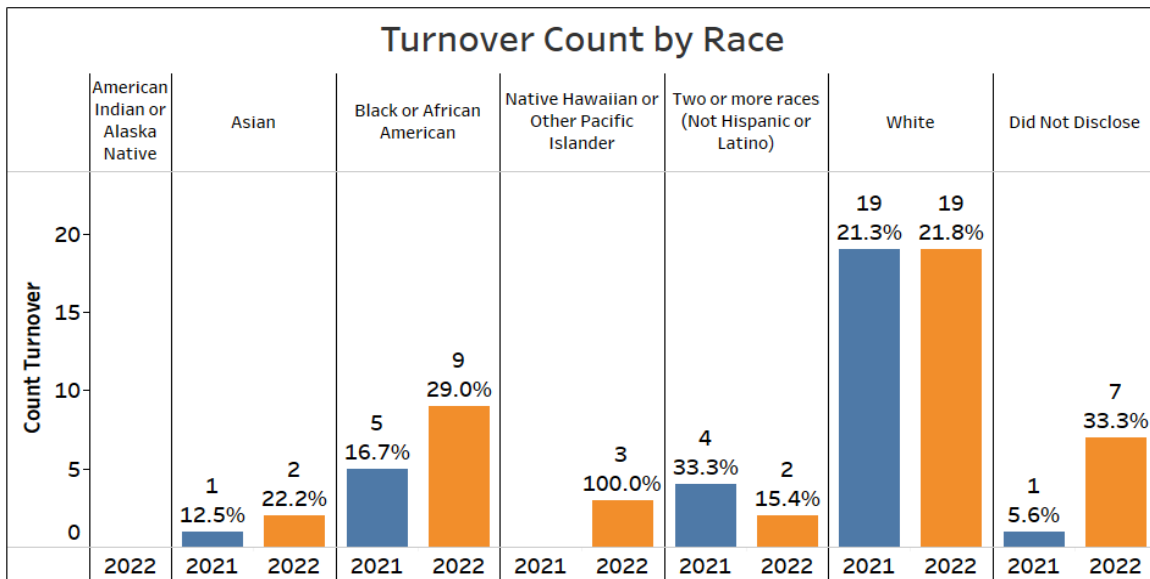
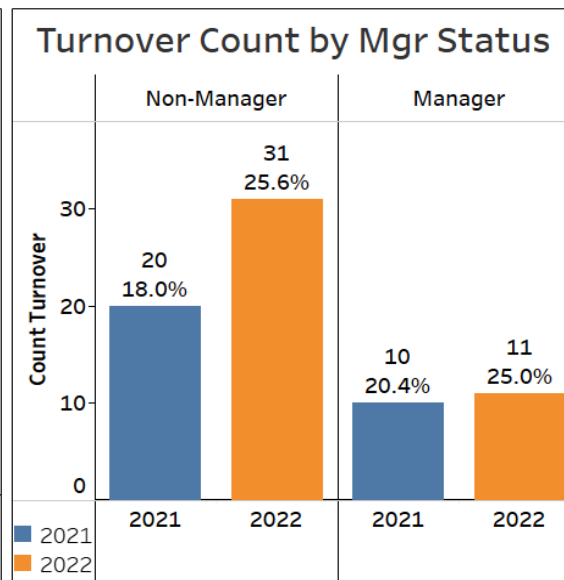
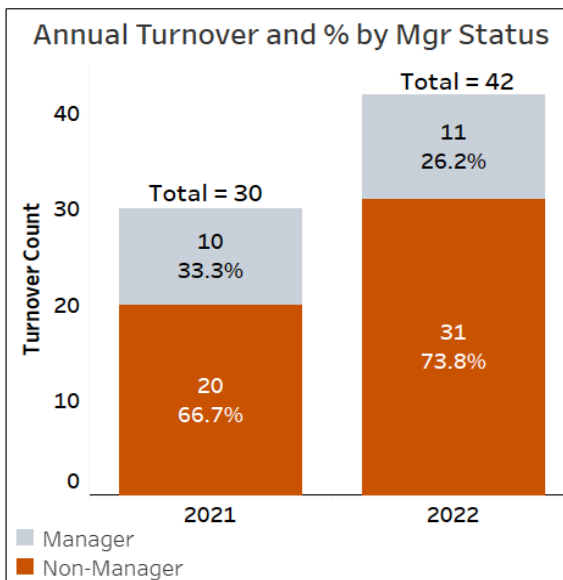
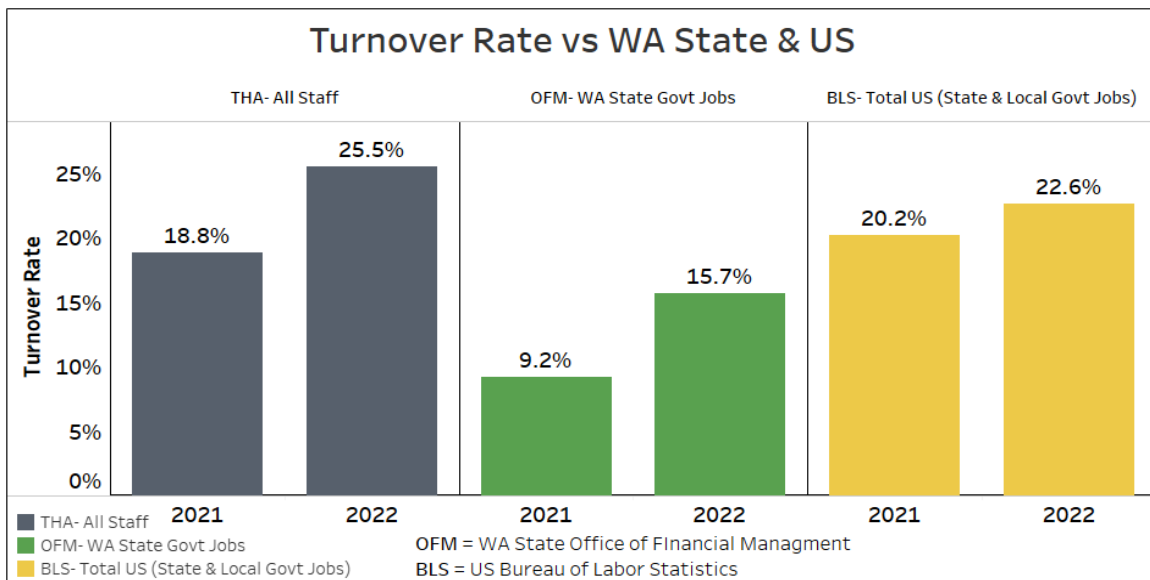
Tacoma Housing Authority Staff Tenure January 2023



Turnover Review

2022-2021 Tacoma Housing Authority Employee Turnover

In *Turnover Count* sheets, n = # group turnover, % = group turnover rate



Summary

We are committed to making THA a great place to work. Implementing a series of changes this next year, is designed to improve the experience of our employees, promote fairness and equity and help achieve our agency wide goals.

I believe that these changes will help to create a more positive and supportive work environment for all our employees.

Thank you





TACOMA HOUSING AUTHORITY

AGENCY MONTHLY REPORT



TACOMA HOUSING AUTHORITY

To: THA Board of Commissioners
From: April Black, Executive Director
Date: January 25, 2023
Re: Agency Monthly Report

THA's Mission

We provide high quality, stable and sustainable housing and supportive services to people in need. It does this in ways that help them prosper and help our communities become safe, vibrant, prosperous, attractive and just.

On the following pages you will find our agency highlights for the month of November. The agency updates are categorized as they relate to our long-term goals:

- Increase the amount of available housing for low-income families
- Increase housing access and stability
- Embed principles of diversity, equity, inclusion and belonging (DEIB) in THA's program, culture, and priorities
- Make THA a great place to work

Every person at THA contributes to our work and is integral to fulfilling our mission. This report represents just a small percentage of the work our team does in service to our community.

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INCREASE THE AMOUNT OF AFFORDABLE HOUSING FOR LOW INCOME FAMILIES

BY 2028, ADD AT LEAST 500 NEW UNITS OF AFFORDABLE HOUSING THROUGH DEVELOPMENT OR PARTNERSHIP

UPDATES

Housing Hilltop is in its third month of construction and we are making great progress. Both Saravida and Key Bank have been demolished and excavation is underway on the South site. The subcontractor is setting forms for the foundation footings, the elevator base, and setting rebar in the footings to receive concrete being poured. The 20-foot-tall foundation for the crane was poured on January 12th and the first tower crane is scheduled to be erected January 26th. In the next two months, this same work will start on the North site.

We also continue working with Mercy Housing NW and their design team, as well as our master plan team on Aviva Crossing. We plan to submit a binding site plan to the City at the end of March, detailing the location of the expanded site Mercy will need if they are to build 150 units instead of the 70 units they had originally planned. We are also wrapping up negotiations with Koz for their acquisition of a parcel fronting Mildred.

Running Total of Units 2022-2028:

Project	Location	Owner	THA's Role	Number of units	Status
Hilltop Lofts	Earnest S Brazill and MLK Way	Horizon Housing	-Land lease -Project Based Vouchers	57	Complete and leased up.
Housing Hilltop	S L St and S 11 th	THA	Owner/Developer	231	Under construction
New Life Housing	S I St between S 12 th and S 13 th St	Shiloh Baptist Church	-Helped secure financing -Project Based Vouchers	60	Fully funded and closing on the financing and construction start is projected for Q3 2023
South 15 th and Tacoma	S 15 th and Tacoma Ave	Korean Women's Association	-Project Based Vouchers	88	Fully funded and closing on the financing and construction start is projected for late Q1 2023
			Total Completed	57	
			Total fully funded	379	

BY 2028, PURCHASE AT LEAST 200 UNITS THAT CAN BE PRIORITIZED FOR VOUCHER HOLDERS

Running total of units purchased 2022-2028:

Project	Location	Number of units
North Highland Court	3015 N Highland, Tacoma	35
	Total	35

BY 2028, REHABILITATE AND OR REFINANCE AT LEAST 100 UNITS OF EXISTING HOUSING TO IMPROVE QUALITY OF LIFE FOR TENANT AND LONG-TERM VIABILITY OF THE PROPERTY

We are working with the Brawner team to scope and plan this project for the resyndication of Salishan 1, 2, 3 and Hillside Terrace. This will be a total of 316 units, and we plan to have the financing together by mid 2024, with rehabilitation of these properties immediately following.

INCREASE HOUSING ACCESS AND STABILITY

MAINTAIN A 98% OCCUPANCY RATE OR HIGHER IN THA'S PORTFOLIO

THA's portfolio occupancy is at 96%. We are currently under our goal, however, we continue to find solutions to turning the units quicker and leasing the units faster as they become vacant.

To better connect with our tenants and community, the Property Managers have started hosting quarterly meetings at their properties. These meetings include community advocates, community builders, risk management, maintenance, and community liaison officers. In these meetings we update residents on building information and listen to community concerns and questions. Including the Tacoma Police Department's Community Liaison Officers (CLOs) has helped, allowing the residents to have a broader conversation around community concerns that we are unable to control within the property. We have hosted 4 of these so far, 6th Ave, Wright, Fawcett, Bay Terrace and will continue to host these for each property quarterly.

The Rise property will be adding a playground as part of a grant from the Greater Tacoma Community Foundation's Todd and Teresa Silver Fund. The property hosted a meet and greet

for the new community builder. We included a playground selection event where the residents were able to decide from two playground designs for the property. Contracting work, ordering and installation will take place soon with hopes of a fully functioning playground in the spring.

The CSE team has welcomed Lancey Dennis as a new Community Advocate supporting the seven mid-rise buildings. To create community and to ensure residents are familiar with the team available to support their needs, Martha, Lancey, and Sylvia are holding meet and greet events on a regular basis. In December, they had events at Ludwig, Wright Ave, and Fawcett, meeting with residents and getting to know more about their needs, hopes and goals. Additionally, Soul Seeds began weekly meditation classes at the mid-rise buildings and fitness classes are being held at those same buildings, as well!

In concert with Property Management and support from throughout the organization, Community Builder Martha Matthias held a door decorating contest at the mid-rise buildings, including the Rise and Bay Terrace. Residents throughout the properties participated, many putting in lots of time and creativity to make their doors as festive as possible. Winners at each building received a basket of goodies.

In Salishan, staff are working closely with Tacoma Public Schools and local families to implement a walking school bus. This will support students who attend Roosevelt Elementary, Lister Elementary and First Creek Middle School, helping them have a safe path to school and support to get to school regularly and on time. Tacoma Online will also be hosting an open house at the FIC, where families who have young people enrolled in online school can get in-person support.

MAINTAIN THA'S MTW REQUIREMENTS TO SERVE SUBSTANTIALLY THE SAME NUMBER OF CUSTOMERS

Utilization is at 97.4%. Rental Assistance met its goal of reaching 56% Emergency Housing Voucher utilization by year end and is on track to achieve its 2023 goal of 90%. Our Mainstream program hit 86% utilization and is on track for 100% utilization in Q1. We continue to issue vouchers to households on THA's waitlist.

This month, the Board will review a resolution that would add up to 19 units to an existing Property Based Subsidy contract. This was a result of a successful and ongoing request for proposals.

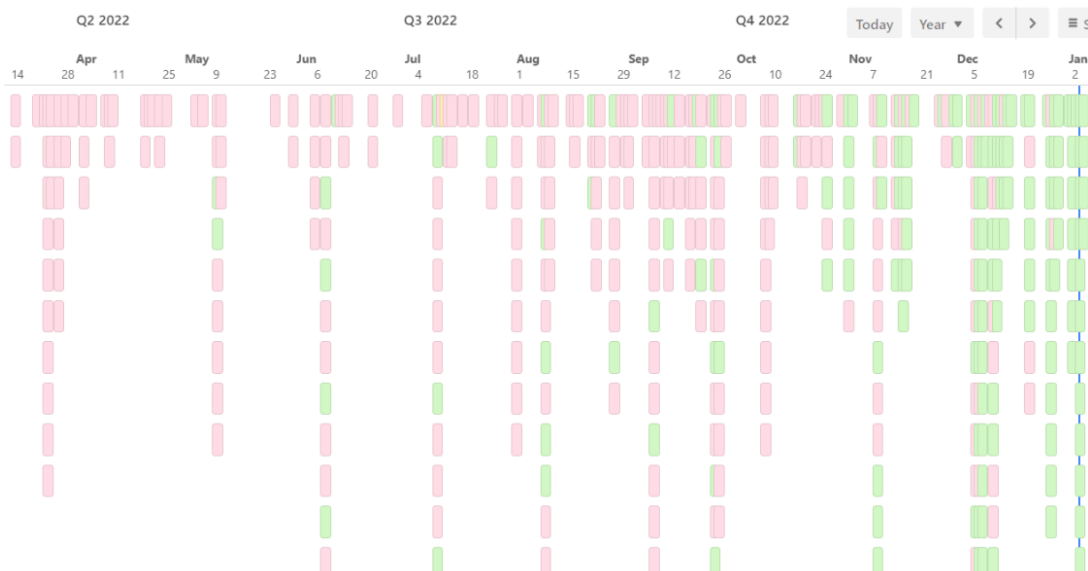
BY THE END OF 2023, DECREASE THE NUMBER OF HOUSEHOLDS ON THA PROGRAMS PAYING MORE THAN 40% OF THEIR INCOME FOR HOUSING

THA's Landlord Engagement Specialist partnered with TPU to educate our housing provider partners about TPU's income qualified rental program. This is a conservation program to upgrade rental properties that have low-income tenants in the TPU service area. The goal of the program is to lower the utility bills for low-income tenants. As a result of THA's lunch and learn, TPU received nearly 40 inquiries from property owners. So far, they've completed 13 energy audits, one duplex has been completed, two more are underway and five are collecting bids. This partnership ultimately helps our clients lower their bills and is a great incentive for housing providers to participate in THA's programs.

BY THE END OF 2024, INCREASE THE PERCENT OF HOUSEHOLDS ABLE TO SECURE HOUSING WITH A VOUCHER FROM 55% TO 60%

Rental Assistance aims to increase its voucher housing success rate by 5%. In 2023, success is defined as households who secure housing within 210 days. In December 2022, 64% of households secured housing within that timeframe. 64% is our baseline for our 2023 goal. By year end we aim to reach or exceed 69%.

THA's Housing Navigator is tracking changing market conditions and the impact of increasing THA's payment standards. The visual below shows the number of vacant unit listings submitted to THA (each bar represents a listing). Red bars are unaffordable units and green bars are affordable units. We've seen a dramatic increase in the number of vacant unit listings and listings at or below the payment standard.



EMBED PRINCIPLES OF DIVERSITY, EQUITY, INCLUSION, AND BELONGING (DEIB) IN THA'S PROGRAMS, CULTURE, AND PRIORITIES

The DEIB Steering Committee is currently recruiting for more members. This Committee is attempting to recruit members from all THA departments so there is representation from across the agency.

BY THE END OF 2025, INCREASE THE PERCENTAGE (BY NUMBER AND DOLLARS) OF MINORITY AND WOMEN-OWNED BUSINESSES RECEIVING CONTRACT OR DIRECT PURCHASE REQUISITIONS WITH THA AND/OR ON PROJECTS PAID FOR WITH THA FUNDS

As noted above, we recently contracted with Dr. Anna Chang to provide accessible fitness classes at THA's mid-rise buildings. This was a direct request from residents, and we are excited to see how this new partnership goes.

MAKE THA A GREAT PLACE TO WORK

THA's Safety Committee is reactivated under our new Risk Manager and its members are meeting monthly. Some initiatives accomplished over the past few months include active intruder drills and training and the selection of a mass notification system for alerting staff to emergency situations.

BY THE END OF 2023, INCREASE THA RETENTION FROM 79% TO 85%

The retention rate in 2021 was 81.2% and decreased to 74.5% in 2022. The Human Resources department is focused on increasing employee engagement and monitoring turnover. Based on our recent demographic reporting, we have learned employees are wanting increase in pay transparency and clearer expectations. In 2023, the Human Resources department will create a new Performance Evaluation system that clearly defines goal, and expectations. In addition, develop an onboarding program that better prepares the employee for their new position.

THA continues to invest in existing staff and we strive to have people grow within the agency. We've had many internal promotions to report this month.

Rich Dietz was promoted to the Director of Finance. Rich started at THA five years ago as a finance manager and, throughout the years, has held various positions within the organization, including interim Director of Finance and Associate Director of Finance. Before joining THA, Rich worked with the Seattle Housing Authority and other public and private entities. Rich is a Certified Public Accountant with an MBA and brings a great deal of finance and accounting

skills. He is also very familiar with THA's accounting systems, our multiple funding sources, and our complicated budgets.

Rental Assistance Property Specialist **Vanessa Mack** was promoted to the role of Compliance Auditor in the Policy, Improvement, & Evaluation Department (PIE). Vanessa will use her leasing expertise to help ensure compliance with HUD and tax credit regulations. In December, Rental Assistance welcomed **Kaisa Nordal-Jonsson** and **Philon Tran** as Housing Specialists. Both have been working at THA as temporary employees since October and we are happy to have them onboard. Additionally, Rental Assistance welcomed two new Office Assistants **Jose Iniguez** and **Priscilla Portugal**.

CSE is excited to announce two new additions and two changes within the department. Regarding the changes, **Kristine Coman** recently shifted roles moving from our 2Gen program into the FSS program and **Gary McCurty** was hired into the Community Builder position supporting the west portfolio. The department also extended offers to **Nary Pung**, and **Arianna Thornton-West**, all of whom will be starting in January.

Property Management welcomes **Reaunda Thomas** as our new Maintenance Specialist. Property Specialist, **Trish Bowlby** was promoted to Compliance Auditor in PIE and will be bringing with her a deep knowledge base to help bolster our Compliance efforts.

The Yardi project has seen a few transitions this last month. **Amber Terrasas**, who has led the project since the start, is transitioning to part time. She will continue to be the project lead in collaboration with William Morse, THA's CIO. To backfill Amber, **Gil Gonzalez**, who started at THA as a Yardi project Senior Office Assistant, has been promoted to Project Manager and will oversee both the Yardi configuration meetings and training efforts. To date, the Yardi project remains on-time and under budget for an October 1, 2023 go-live.

BY THE END OF 2023, INCREASE THE NUMBER AND HOURS WORKED OF THA RESIDENTS AND LOW-INCOME TACOMANS HIRED INTO THA JOBS AND THA-FUNDED WORK

The Human Resources department will be increasing their outreach efforts in the community to advertise employment opportunities to the public.

An interdepartmental group has been working to better understand Section 3 regulations and to develop strategies to meet those goals. Within the last year, HUD changed their Section 3 hiring rules and expectations. The implications for THA are quite nuanced, but state that when we use certain pots of money to build, rehabilitate or demolish properties, 25% of the time worked on that job site needs to be held by Section 3 workers. This is quite different than

resident hiring, which is not, technically, section 3, and deserves its own focus. Resident hiring is our focus on supporting our residents and voucher holders who are looking for housing wage jobs in any sector, including at the Housing Authority. The interdepartmental group is working on strategies for both pieces. More to come at the February meeting.

BY THE END OF 2023, INCREASE THE NUMBER AND PERCENTAGE OF THA STAFF EARNING A HOUSING WAGE

In 2023, the Human Resources department will be completing a compensation study that will evaluate all positions against the current market rate, evaluate our current pay structure and ensure pay equity. This includes ensuring employees our earning a living wage. This study will develop a custom program that will meet our current and future needs.

BY THE END OF 2024, DEVELOP A STRATEGY FOR MEASURING STAFF SATISFACTION AND PUBLISH BASELINE DATA

The Human Resources department will continue to track turnover and retention rates and conduct an employee engagement survey.

A LOOK AHEAD: NOVEMBER BOARD FOCUS

Our February Board meeting will be focused on THA's contracting and resident hiring.

ADVOCACY ITEMS

Below is our State Advocacy Agenda for 2023.

INCREASE THE CONSTRUCTION AND REHABILITATION OF AFFORDABLE HOUSING

- Fully fund the Housing Trust Fund (HTF) at a minimum of \$400,000,000 for FY23-25
 - Support the Governor's proposal to present a \$4 billion housing bond referendum to Washington State's voting public
- Modify and expand the Real Estate Excise Tax (REET) to include another graduated tier of value at the state level and a local option targeted for affordable housing
- Support transit-oriented development by creating Housing Benefit Districts (HBD) to increase targeted construction of diverse and dense housing near transit corridors
- Support zoning and permitting policies that address the historic disparity in access to housing by making it easier to construct all housing types

PRESERVE EXISTING AFFORDABLE HOUSING STOCK

- Expand the Multi-Family Tax Exemption (MFTE) program to include exemptions for the purchase and preservation of affordable housing
- Support increased and more flexible acquisition funding through the HTF
 - Including reappropriation of the Rapid Capital Acquisition program to allow more diverse agencies and partners to utilize acquisitions at the speed of the market

INCREASE AFFORDABLE HOUSING ACCESS AND STABILITY

- Support robust increases in funding levels for supportive services in both Permanent Supportive Housing (PSH) and other affordable housing developments
- Support policies that allow greater opportunity to preserve manufactured home communities and longer community closure notices if sold to another entity
- Support investment in the state's youth, by creating the Washington Future Fund to facilitate homeownership, entrepreneurial endeavors, or post-secondary educational attainment

ON THE HORIZON: THA PROJECTS AND PRIORITIES

- Arlington Drive: Office of Homeless Youth (OHY) Ongoing Services Budget
 - \$4.25M
 - Retention of remaining proviso funding (and future allocated funding) into the Fund 10B - Home Security Account for continued use past biennium limitations
- Aviva Crossing Sewer Infrastructure Direct Appropriation (Trudeau/Fey prime sponsors)

- \$2.2M for planning and construction of increased sewer capacity for 400-700 additional housing units
- DCYF-Housing Authorities-Judiciary MOU and operating budget to support Foster Youth
 - \$17.2M for supportive services provided by DCYF to house and support foster youth and their families using federal vouchers



TACOMA HOUSING AUTHORITY

FINANCE REPORT



MOTION

Date: January 25, 2023

To: THA Board of Commissioners

MOTION

Adopt a consent motion ratifying the payment of cash disbursements totaling \$9,159,410 for the month of December 2022.

Approved: January 25, 2023

Shennetta Smith, Chair

TACOMA HOUSING AUTHORITY
Cash Disbursements for the month of December 2022

		Check Numbers				
		From	To	Amount	Totals	
A/P Checking Accounts						
Accounts Payable Checks	Check #'s	96,206	-	96,282		
Accounts Payable ACHs	ACHs	1,643	-	1,738		
Business Support Center				1,725,414	Program Support	
Moving To Work Support Center				145,980		
Moving To Work Buildings (used by Support Center)				61,607		
Tax Credit Program Support Center				54,450		
Section 8 Programs				106,124	Section 8 Operations	
Arlington Crisis Residential Center				4,100	Properties	
Alberta J Canada Bldg				36,961		
Hillsdale Heights				20		
Highland Crest Apts				46,619		
Hilltop Lofts				5		
James Center				27,787		
KeyBank Building				1,299		
North Highland Court Apts				23,452		
Outrigger				22,881		
Prairie Oaks Operations				12,511		
Salishan 7				83,608		
Saravida Building				652	Development	
James Center				2,145		
Hilltop Redevelopment				25,001		
Hillsdale Heights				475		
Bus Development Activity				1,213	Client Support	
CS General Business Activities				117		
SAFE/TRAC				466		
Department of Commerce Funding for Crisis Residential Center				139,567		
Community Services MTW Fund				19,962	Public Housing	
Education Private Grants (Gates, etc.)				4,400		
Education-Local Gov't Grants (County, City)				4,560		
AMP 6 - Scattered Sites				785		
AMP 9 - HT 1500 - Subsidy				1,861		
THA SUBTOTAL				2,554,020		
Hillside Terrace 2 & 1500				47,886	Tax Credit Projects - Reimbursable	
Bay Terrace I & II & Community Facility				158,919		
Alberta J Canada				11,024		
Arlington Youth Campus				125,475		
Court F (The Rise)				45,679		
Renew Tacoma Housing				321,108		
Salishan 1 - Salishan 6				478,114		
TAX CREDIT SUBTOTAL (Operations & Development - billable)				1,188,206		3,742,227
Section 8 Checking Account (HAP Payments)						
SRO/HCV/VASH/FUP/NED	Check #'s	486,349	-	486,442	150,858	
	ACHs	25,722	-	26,666	3,838,959	\$ 3,989,817
Payroll & Payroll Fees - ADP						\$ 1,427,366
TOTAL DISBURSEMENTS						
						\$ 9,159,410

TACOMA HOUSING AUTHORITY

CASH POSITION - Nov 2022

Account Name	Current Balance	Interest
HERITAGE BANK		
Accounts Payable	2,329,283	1.75%
Section 8 Checking	7,699,204	1.75%
THA Affordable Housing Proceeds-Salishan	1,983,491	1.75%
THA Scattered Sites Proceeds	5,921,091	1.75%
FSS Escrows	256,646	1.75%
CSA Escrows	124,078	1.75%
Note Fund Account	103	1.75%
THA Investment Pool	339	1.75%
THDG - Tacoma Housing Development Group	1,148,538	1.75%
Salishan 7 Operations	1,283,167	1.75%
Salishan 7 Security Deposit	30,932	1.75%
Salishan 7 Replacement Reserve	565,076	1.75%
Salishan 7 Operating Reserve	204,852	1.75%
North Highland Operations	52,101	1.75%
North Highland Security Deposit	17,726	1.75%
Highland Crest Operations	813,843	1.75%
Highland Crest Replacement Reserve	351,646	1.75%
Highland Crest Security Deposit	41,276	1.75%
Outrigger Operations	681,542	1.75%
Outrigger Replacement Reserve	293,734	1.75%
Outrigger Security Deposit	24,698	1.75%
Prairie Oaks Operations	266,316	1.75%
Prairie Oaks Replacement Reserve	45,038	1.75%
Prairie Oaks Security Deposit	6,224	1.75%
Payroll Account	14,291	1.75%
HOME STREET BANK		
James Center North Operations	1,527,137	0.00%
James Center North Security Deposit	75,035	0.00%
WASHINGTON STATE		
Investment Pool	\$ 8,306,869	3.80%
1. TOTAL THA CASH BALANCE	\$ 34,064,276	
Less:		
2. Total MTW Cash Balance	\$ 200,224	
<i>Less Minimum Operating Reserves</i>		
2.01 Public Housing AMP Reserves (4 months Operating Exp.)		
2.02 S8 Admin Reserves (3 months Operating Exp.)	726,000	
2.09 Less Total Minimum Operating Reserves	\$ 726,000	
2.1. MTW Cash Available (Lines 2-2.09)	\$ -	
3. MTW Cash Held By HUD	\$ 8,954,751	
4. Non MTW Cash Restrictions/Obligations		
4.1 Non MTW Operational Restrictions		
4.10 HUD Restricted - Lot and Property Sales	\$ 7,904,582	
4.101 Area 2B Sales Proceeds (Afford Hsg)	1,983,491	
4.102 Scattered Sites Proceeds (Afford Hsg)	5,921,091	
4.20 THA Property Accounts Reserved	\$ 4,293,344	
4.201 Security Deposit Accounts	178,164	
4.202 Highland Crest Operations Reserves	520,000	
4.203 Highland Crest Replacement Reserves	351,646	

TACOMA HOUSING AUTHORITY

CASH POSITION - Nov 2022

4.204 James Center North Operations Reserves (Debt Svc)	1,000,000		
4.205 James Center North Capital	262,686		
4.206 Outrigger Operations Reserve	150,000		
4.207 Outrigger Replacement Reserves	293,734		
4.208 Prairie Oaks Operations Reserves	177,000		
4.209 Prairie Oaks Replacement Reserves	45,038		
4.210 Salishan 7 Operations Reserves	750,000		
4.211 Salishan 7 Replacement Reserves	565,076		
4.30 Rental Assistance Reserves		\$ 935,144	
4.301 Mod Rehab Operating Reserves	152,045		
4.302 VASH, FUP, FYI, NED, EHV & MAIN HAP Reserves	402,375		
4.303 FSS & CSA Escrows	380,724		
4.40 Prepaid Grants		\$ 1,855,936	
4.401 TPS Interlocal (CS-2017-011)	223,070		
4.402 Balmer Foundation - Education Prog (CS-2020-005)	189,241		
4.403 College Spark (PI-2018-005)	52,848		
4.404 GTCF Grant (PI-2019-005)	157,796		
4.405 Kresge Foundation - CHAP Program (RA-2019-009)	34,444		
4.406 Ballmer Foundation - COVID Rent Assist (RA-2020-003)	50,000		
4.407 THDG	1,148,538		
4.60 Total - Non MTW Cash Restrictions (4.10+4.20+4.30+4.40+4.50)		\$ 14,989,007	
4.70 Agency Contracted or Budgeted Commitments Remaining		\$ -	
	-		
	-		
4.99 Total Non MTW Cash Restrictions/Obligations (Lines 4.60+4.70)		\$ 14,989,007	
5. THA UNENCUMBERED (Non-MTW) CASH (Lines 1-2-4.99)		\$ 18,875,045	
6. Development Advances - Project Reimbursement upon closing/draw		\$ -	



TACOMA HOUSING AUTHORITY

NEW BUSINESS

Resolution 1



RESOLUTION 2023-01-25 (1)

Date: January 25, 2023

To: THA Board of Commissioners

From: April Black
Executive Director

Re: 2023 Contract with Pierce County Rapid Rehousing Homeless Housing Program

This resolution would approve a new contract with Pierce County Human Services for Homeless Rapid Rehousing Housing Programs.

BACKGROUND

In 2013, Tacoma Housing Authority (THA) began its investment into the Pierce County Rapid Rehousing system through two contracts with Pierce County: (1) housing for homeless families with children and (2) housing for homeless young adults aged 18-24. Under the contracts, THA invested \$1.288 million annually. \$1 million of the funds were in the Family contract while the remaining \$288,000 were in the Young Adult contract. At the time, THA recognized that its mainline programs were mostly inaccessible to households experiencing homelessness so it sought out ways to bolster and invest in more immediate housing solutions for this population, leading to this partnership.

The contracts have been amended multiple times over the history of the investment and in 2020, the two contracts were combined into one and the overall investment was increased to \$1.3 million per year. Since 2013, THA has increased its capacity to serve households experiencing homelessness through dedicated voucher subsidies and the creation of housing units designated for this population. During the 2022 contract negotiation process, THA committed to considering a reduction in its investment in the County's homelessness system by 50% for the 2023 calendar year. After further review and the development of the 2023 agency budget, we recommend maintaining our investment in the homelessness system and reducing that investment by only 15% to match the actual contract spending over the past few years.

This resolution will allow staff to negotiate a new agreement with Pierce County Human Services to continue the investment. The contract will continue to dedicate THA's investment to housing for families with children and unaccompanied young adults aged 18-24. Pierce County's use of funding includes rental assistance, minimal administration costs and other types of flexible assistance including Rapid Rehousing, diversion, and prevention. THA will continue to report the outcomes of this investment in its annual Moving to Work (MTW) Report and to the Board upon consideration of the next contract renewal.

RECOMMENDATION

This resolution recommends adopting Resolution 2023-01-25 (1) to allow staff to negotiate and sign a contract for up to \$1.1 million with Pierce County for housing for families and young adults experiencing homelessness.



RESOLUTION 2023-01-25 (1)

(Pierce County Contract for Rapid Rehousing Programs)

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

WHEREAS, THA has been investing in the Pierce County Rapid Rehousing system and homeless housing programs since 2013; and

WHEREAS, A new contract must be executed to serve families and young adults in 2023; and

WHEREAS, The contract will be in effect through 2024; 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, and if those negotiations are successful, and to sign a new Pierce County Human Services contract for up to \$1.1 million for housing for families and young adults experiencing homelessness.

Approved: January 25, 2023

Shennetta Smith, Chair

Resolution 2



RESOLUTION 2023-01-25 (2)

Date: January 25, 2023

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Approval of Property Based Subsidy Contract Additional Units—Crosspointe Apartments

Tacoma Housing Authority (THA) is party to a Property Based Subsidy Housing Assistance Payment (HAP) contract for nineteen (19) units at Crosspointe Apartments. This resolution will add an additional nineteen (19) units to the contract.

BACKGROUND

On November 2, 2022, THA issued a Request for Proposals (RFP) for Property Based Subsidies and Project Based Vouchers. Proposals were scored based on:

- Owner Experience
- Extent to which services for special populations are provided on site
- Extent to which the project deconcentrates poverty and expands housing and economic opportunities
- Overall project viability
- Percentage of assisted units in the property
- Additional points were awarded for projects serving households below 30% area median income (AMI), working households and servicing special needs populations.

THA received one application and the RFP review committee recommends awarding Property Based Subsidies to the project.

On March 20, 2019, THA executed a Property Based Local Rent Subsidy Agreement with CWD Investments I LLC and JGD Investments I, LLC. This contract and subsequent amendments stipulate that THA pays Housing Assistance Payments (HAP) for 19 covered units at Crosspointe Apartments. The tenants are not THA program participants, but they realize affordable rents because of THA's subsidy. The property has a total of thirty-eight (38) units.

The owners seek to add up to nineteen (19) additional units to the Contract. When all nineteen (19) units are added, THA will subsidize the entire property (thirty-eight (38) units). The units will be added if eligible households presently occupy them or at unit turnover.

The units will be leased to an eligible household with a household income at or below 30% of area median income.

With approval of this resolution, THA will amend the contract with CWD Investments I LLC and JGD Investments I, LLC to permit the addition of up to nineteen (19) covered units.

RECOMMENDATION

Approve Resolution 2023-01-25 (2) authorizing THA's Executive Director to amend the Property Based Subsidy (PBS) Housing Assistance Payment (HAP) contract with CWD Investments I LLC and JGD Investments I, LLC at Crosspointe Apartments to add up to nineteen (19) units for a total of up to thirty-eight (38) covered units.



RESOLUTION 2023-01-25 (2)

(Approval of Property Based Subsidy Contract Amendment—Crosspointe Apartments)

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

WHEREAS, Tacoma Housing Authority (THA) has held a competitive process for Property Based Subsidies and Project Based Vouchers; and

WHEREAS, CWD Investments I LLC and JGD Investments I, LLC. was the highest scoring respondent; and

WHEREAS, THA has been providing Property Based Subsidy housing assistance payments for 19 units at Crosspointe Apartments since 2019; and

WHEREAS, Crosspointe Apartments houses low-income households and homeless and near homeless students; and

WHEREAS, adding up to nineteen (19) units to this Contract will make more units affordable to low-income Tacomans; 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, and if those negotiations are successful, to execute an amendment to the Crosspointe Apartments Property Based Subsidy contract to add up to nineteen (19) units.

Approved: January 25, 2023

Shennetta Smith, Chair

Resolution 3



TACOMA HOUSING AUTHORITY

RESOLUTION 2023-01-25 (3)

Date: January 25, 2023

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Korean Women's Association—Project Based HUD-VASH Vouchers

This resolution would award fifteen (15) Project-Based HUD-VASH vouchers to KWA's 15th & Tacoma Senior Housing project and authorize Tacoma Housing Authority's (THA) Executive Director to execute an Agreement to Enter into a Housing Assistance Payment Contract (AHAP) contract between Tacoma Housing Authority and Korean Women's Association (KWA).

BACKGROUND

The Department of Veterans Affairs American Lake Division and Tacoma Housing Authority (THA) signed a letter of support to Project-Base fifteen (15) HUD-VASH vouchers at the Korean Women's Association (KWA) 15th & Tacoma Senior Housing project.

KWA's 15th & Tacoma Senior Housing project will provide 86 units of affordable housing in downtown Tacoma. The project will include 47 studio units and 39 one-bedroom units with on-site services and programs. All units will be leased to families and individuals with incomes at or below 50% of area median income (AMI). The project will begin construction March 1, 2023.

This partnership will set aside deeply affordable housing units for chronically homeless aging Veterans who will have supportive services provided by KWA and VA Puget Sound HUD-VASH Case Managers. The project will set aside 15 units for this Veteran population.

This partnership aligns with THA's long term goal to add additional affordable housing units through development or partnerships within the community.

RECOMMENDATION

Approve Resolution 2023-01-25 (3) authorizing THA's Executive Director to execute an Agreement to enter into a Housing Assistance Payment (AHAP) contract with Korean Women's Association (KWA).



RESOLUTION 2023-01-25 (3)

(Approval of Korean Women's Association—Project Based HUD-VASH Vouchers)

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

WHEREAS, KWA's 15th & Tacoma project will provide 86 units of affordable housing; and

WHEREAS, KWA's 15th & Tacoma project will house very-low-income and extremely low-income households in our community; and

WHEREAS, THA has underutilized HUD-VASH vouchers available; and

WHEREAS, THA is committed to providing housing for homeless veterans in our community; and

WHEREAS, THA and the Department of Veterans Affairs Puget Sound Health Care System (American Lake Division) agree that these HUD-VASH vouchers will provide an additional housing option for many homeless veterans in our community; 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 execute an Agreement to enter into a Housing Assistance Payment (AHAP) contract with Korean Women's Association (KWA) for its 15th & Tacoma project.

Approved: January 25, 2023

Shennetta Smith, Chair

Resolution 4



RESOLUTION 2023-01-25 (4)

Date: January 25, 2023

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Korean Women's Association 15th & Tacoma Senior Housing—Conversion of HUD-VASH Vouchers to Project Based VASH Vouchers

This resolution authorizes the conversion of fifteen (15) Housing and Urban Development-Veterans Affairs Supportive Housing (HUD-VASH) vouchers to project-based VASH vouchers at the new Korean Women's Association (KWA) 15th & Tacoma Senior Housing project.

BACKGROUND

KWA's 15th & Tacoma Senior Housing project will provide 86 units of affordable housing in downtown Tacoma. The project will include 47 studio units and 39 one-bedroom units on site services and programs. All units will be leased to families and individuals with incomes at or below 50% of area median income. The projected completion date is May 1, 2024.

The Department of Veterans Affairs American Lake Division strongly supports this project and THA's commitment to convert 15 tenant-based HUD-VASH vouchers into Project-Based HUD-VASH vouchers for this project.

HUD approval is not required for this conversion. However, a letter of support from the Department of Veterans Affairs Puget Sound Health Care System (American Lake Division) is needed prior to this action, stating it is in support of the decision and committing to continued provision of care management services. On May 11, 2021, THA received letter of support from the VA, meeting HUD's only requirement for conversion of these vouchers (see Exhibit A). THA and the VA have a strong working relationship, which will streamline

the referral of households to occupy the fifteen (15) Project Based VASH units set aside at KWAs 15th and Tacoma senior housing project.

RECOMMENDATION

Approve Resolution 2023-01-25 (4) authorizing the conversion of fifteen (15) HUD-VASH Vouchers to Project-Based VASH Vouchers at KWA's new 15th & Tacoma Senior Housing project.



RESOLUTION 2023-01-25 (4)

(Korean Women's Association 15th & Tacoma Senior Housing—Conversion of HUD-VASH Vouchers to Project Based VASH Vouchers)

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

WHEREAS, KWA's 15th & Tacoma project will provide 86 units of affordable housing; and

WHEREAS, KWA's 15th & Tacoma project will house very-low-income and extremely low-income households in our community; and

WHEREAS, THA has underutilized HUD-VASH vouchers available; and

WHEREAS, THA is committed to providing housing for homeless veterans in our community; and

WHEREAS, THA and the Department of Veterans Affairs Puget Sound Health Care System (American Lake Division) agree that the conversion of these HUD-VASH vouchers will provide an additional housing option for many homeless veterans in our community; 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 approve the conversion of fifteen (15) HUD-VASH vouchers to Project-Based VASH vouchers at KWA's new 15th & Tacoma development.

Approved: January 25, 2023

Shennetta Smith, Chair

Resolution 5



RESOLUTION 2023-01-25 (5)

Date: September 25, 2023

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Authorize Investment Institutions and Authorized Signers

This resolution would update the institutions we conduct financial transactions with, along with the signers for the Tacoma Housing Authority.

BACKGROUND

Tacoma Housing Authority's (THA) Director of Finance left THA November 18, 2022. A successor was named in December of 2022. This change necessitates a resolution that authorizes the successor's signatures for the financial institution accounts of the Tacoma Housing Authority.

The resolution replaces Resolution 2022-09-28 (2), which had authorized the staff members as signers for the bank and investment accounts of the Tacoma Housing Authority and identifies the new ones, as well as the authorized THA staff members.

RECOMMENDATION

Approve Resolution 2023-01-25 (5) replacing 2021-09-28 (2) authorizing the signers for the financial institutions.



RESOLUTION 2023-01-25 (5)

(Authorized Signers for Financial Institution Accounts)

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

WHEREAS, The prior Director of Finance left Tacoma Housing Authority in November 2022, and a replacement was named in December 2022. With this staffing change, THA needs a resolution changing the authorized signatures for its accounts at its various financial institutions; and

WHEREAS, This resolution does that and replaces Resolution 2022-09-28 (2), which had authorized previous officers as signers; and

WHEREAS, The Board of Commissioners needs to formally authorize the financial institutions and the authorized signers on the accounts; now, therefore, be it

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

The funds of THA are hereby authorized by the laws of the State of Washington and the regulations of the Department of Housing and Urban Development to be utilized, held, and invested and that said funds may be deposited with any or all of the following institutions:

BANK OF AMERICA
BANNER BANK
HERITAGE BANK
KEY BANK
J.P. MORGAN CHASE BANK
U.S. BANK
THE BANK OF NEW YORK MELLON TRUST CO.
WASHINGTON STATE INVESTMENT POOL

Or such other institutions as may be found to provide the highest interest rate and/or are beneficial to THA's operational goals.

Be it further resolved that any of the below designated individuals are authorized to enter into any and all transactions relating to the above-mentioned institutions as they exist now or may be created in the future upon signature of any two (2) of the following designated individuals:

Shennetta Smith

Chair _____

Dr. Minh-Anh Hodge

Vice Chair _____

April Black

Executive Director _____

Richard Deitz

Director of Finance _____

Duane Strom

Comptroller _____

Be it further resolved that this resolution replaces any and all previous resolutions designating authorized financial institutions.

Be it further resolved that the authorized signers acknowledge and accept Heritage Bank's policy of accepting any check with one authorized signature.

Approved: January 25, 2023

Shennetta Smith, Chair

Resolution 6



RESOLUTION 2023-01-25 (6)

Date: January 25, 2023

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Implement Recommended COVID-19 Vaccination Policy

This resolution would sunset the current mandatory COVID-19 vaccination policy and implement a recommended vaccination policy instead.

BACKGROUND

Effective January 31, 2023, the Tacoma Housing Authority (THA) is rescinding the COVID-19 Vaccination Policy issued on November 21, 2022, which required all THA employees to be vaccinated or receive an approved exemption. Since this policy was issued, the safety and health risks posed by COVID-19 have changed as reflected by the Governor's decision to end the State of Emergency effective October 31, 2023. COVID-19 still however remains present in our community. Recent guidance from the Centers for Disease Control and Prevention (CDC), states the initial vaccine loses protection over time and anyone infected with COVID-19 can spread it, regardless of vaccination status.

While the THA mandatory vaccination policy will be rescinded effective 01/31/2023, the THA is strongly encouraging employees to continue to receive COVID-19 vaccinations to promote a safe and healthy work environment. Staff are also encouraged to consult with their medical providers with questions or concerns regarding the COVID-19 vaccine and boosters. Useful information may also be found on the Tacoma-Pierce County Department of Health and CDC websites.

RECOMMENDATION

Authorize THA's Executive Director to sunset the Mandatory COVID-19 Vaccination Policy and implement the Recommended COVID-19 Vaccination Policy.



RESOLUTION 2023-01-25 (6)

(Recommended COVID-19 Vaccination Policy)

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

WHEREAS, the pandemic is no longer considered a state of emergency. The agency now wants to change its approach to strongly encourage the COVID-19 vaccine(s); and

WHEREAS, the policy and accompanying documents have been shared with both unions who support the Recommended Vaccination Policy; 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 sunset the Mandatory COVID-19 Vaccination Policy and implement the Recommended COVID-19 Vaccination Policy.

Approved: January 25, 2023

Shennetta Smith, Chair



TACOMA HOUSING AUTHORITY

Policy No.	HR-10.45.
Policy	COVID -19 Recommended Vaccination Policy
Date	02/01/2023

1. Purpose

Effective January 31, 2023, the Tacoma Housing Authority (THA) is rescinding the COVID-19 Vaccination Policy issued on November 21, 2022, which required all THA employees to be vaccinated or receive an approved exemption. Since this policy was issued, the safety and health risks posed by COVID-19 have changed as reflected by the Governor's decision to end the State of Emergency effective October 31, 2023.

COVID-19 still however remains present in our community. Recent guidance from the Centers for Disease Control and Prevention (CDC), states the initial vaccine loses protection over time and anyone infected with COVID-19 can spread it, regardless of vaccination status.

While the THA mandatory vaccination policy has been rescinded effective 01/31/2023, the THA is strongly encouraging employees to continue to receive COVID-19 vaccinations in an effort to promote a safe and healthy work environment. Staff are also encouraged to consult with their medical providers with questions or concerns regarding the COVID-19 vaccine and boosters. Useful information may also be found on the Tacoma-Pierce County Department of Health and CDC websites.

2. Sources for Policy

- ▶ Centers for Disease Control and Prevention (CDC)
- ▶ WA State Department of Labor & Industries
- ▶ United States Department of Labor (OSHA)
- ▶ Health Emergency Labor Standards Act (HELSA)

3. Scope of Policy

This policy applies to all Tacoma Housing Authority employees, Board members, temporary hires and temporary workers assigned to THA from employment agencies or labor partners. This policy does not apply to THA tenants or customers.

4. Who is Responsible for Implementing Policy

Who	Responsibilities
Executive Director	Recommend and promote COVID-19 vaccine(s).
Human Resources	Responsible for administering this policy.
Employees	Employees are responsible for reporting all suspected and confirmed COVID-19 illnesses to the Human Resources department

5. Definitions	
No entry.	

6. Forms Associated with this Policy	
<i>HR FORM</i>	<i>COVID-19 Intake Form</i>

7. Policy

In accordance with THA's duty to provide and maintain a workplace that is free of known hazards, we are implementing this policy recommending employee COVID-19 vaccination to safeguard the health of our employees and their families, our clients, residents, guests, and community at large from COVID-19. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC) and state and local health authorities, as applicable.

All employees are encouraged to receive COVID-19 vaccinations to reduce the spread of COVID-19. THA will provide resources to assist employees in finding a location to receive the vaccine(s).

Please note that COVID-19 illnesses and exposures still need to be [reported](#). If you have a confirmed case of COVID-19 or are experiencing symptoms, please complete the COVID-19 intake form and return it to HR@tacomahousing.org. For additional guidance on Isolation & Exposure please use the [CDC calculator](#).

Regardless of vaccination status, employees must continue to abide by THA's safety requirements. Depending on the future risk of contracting COVID-19, safety requirements may include face coverings, physical distancing, and other safety protocols. Employees will be advised of updated safety policies and practices when it is determined that additional safety precautions are needed.

7.1 Time off for Reactions to vaccine(s)

If an employee has an adverse reaction to a vaccination, the employee may continue to use their accrued leave or any local, state & federal leave they may be eligible for.

7.2 Documentation

If deemed necessary, THA may verify employee vaccination status by requesting one of the below items. For example, verifying vaccination status may be necessary to determine applicable quarantine and isolation periods based on a positive test or exposure to COVID-19 according to CDC and health department guidelines

- An employee's CDC vaccination card, or a copy of it
- Documentation from a healthcare provider
- Documentation from the state's online immunization database

Employees are not required to provide any medical or family history information. Any documented vaccine status is treated as confidential medical information and accessed only by the Human Resources Department.

7.3 Unvaccinated Employees

Unvaccinated employees may work onsite. However, unvaccinated employees and employees who choose not to disclose vaccination status must abide by THA's safety requirements, which may include enhanced safety precautions such as face coverings, physical distancing, and other safety protocols.

7.4 Exercise healthy personal hygiene habits for all employees

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. If soap and water are not readily available, use alcohol-based hand cleaners.
- Avoid touching your eyes, nose, or mouth. Germs spread this way.
- Keep your work surfaces, telephones, computer equipment and other frequently touched surfaces and office equipment clean using disposable towels and disinfectants.

7.5 Anti-Harassment and Discrimination

THA does not tolerate harassment or discrimination due to vaccine status or a request for an accommodation that protects employees from COVID-19 exposure. Employees must report concerns or complaints regarding this policy to the Human Resources department.

7.6 Enforcement

If we have reason to believe the information provided to verify vaccine status is untruthful, we reserve the right to request additional proof of vaccination status. Providing false information regarding vaccine status is grounds for discipline, up to and including termination.

THA reserves the right to modify this policy at any time in its sole discretion to adapt to changing local, state, and federal law and business needs, consistent with its commitment to maintaining a safe and healthy workplace.