



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION

WEDNESDAY, JANUARY 25, 2023

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, January 25, 2023.

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 4:50 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 (Arrived late at 4:49 pm)	
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	

Vice Chair Hodge declared there was a quorum present at 4:51 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 Wednesday, November 9, 2023. Commissioner Rumbaugh moved to adopt the minutes. Commissioner Young seconded.

Upon roll call, the vote was as follows:

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

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, December 14, 2023. Commissioner Young moved to adopt the minutes. Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

REAL ESTATE DEVELOPMENT COMMITTEE—COMMISSIONER RUMBAUGH, COMMISSIONER YOUNG

The committee did not meet last month. According to Commissioner Rumbaugh the Housing Hilltop groundbreaking celebration had a great turn out.

FINANCE AND AUDIT COMMITTEE—VICE CHAIR HODGE AND COMMISSIONER YOUNG

The committee did not meet last month.

EDUCATION, HOUSING SERVICES AND PARTNERSHIPS COMMITTEE—CHAIR SMITH, VICE CHAIR HODGE

The committee did not meet last month.

COMMUNITY PARTNERSHIPS AND ADVOCACY COMMITTEE—CHAIR SMITH, COMMISSIONER PURTER

The committee met but it turned out to be a moment of comfort from the recent shooting and killing at Salishan. The committee will reschedule the meeting.

DIVERSITY, EQUITY, INCLUSION AND BELONGING COMMITTEE—CHAIR SMITH, VICE CHAIR HODGE

The committee met and heard a brief report by the DEIB committee. Commissioner Hodge is happy to hear the committee extended their membership to 15 people. The group meets once a month for 3 hours. Commissioner Hodge suggested allowing the committee to meet after working hours and offer a stipend or pay people who want to join the committee.

6. JANUARY FOCUS: HUMAN RESOURCES REPORT ON THA STAFFING AND METRICS

Director Sharrall Madden presented the Human Resources (HR) report on staffing and metrics. She started with their area of focus for 2023:

- OPEIU and Trades union contract negotiations
- Increase pay transparency
- Create a new performance evaluation system
- Review and update all HR policies
- Increase employee engagement

Commissioner Rumbaugh inquired about pay transparency and asked if she was referring to new employees. Director Madden responded that THA needs to clearly define its metrics. She continued with the demographics review, tenure review, and turnover review. Commissioner Rumbaugh asked if there is an evaluation in place to compare salary to see where THA is currently. Director Madden stated that THA is doing a compensation study. Vice Chair Hodge asked if HR provides a packet when recruiting with compensation range and benefits. According to Director Madden, people ask for different information. Commissioner Rumbaugh added that 25% turnover last year is unacceptable and asked if THA was tracking the turnover against the vaccine mandate. Director Madden responded that the first reason for the turnover is new job, and vaccine was one of the top three reasons people left in 2022. Commissioner Young liked the data provided but noted that some had percentages and numbers and others didn't. He would have liked to see numbers on all. Commissioner Purter asked for the estimated cost of the survey. Director Madden responded that the contract is for \$32k. HR does have a copy of the Lindsay Group assessment and will consider some of the recommendations provided. Commissioner Purter added that a portion of the reason for the turnover is management. Director Madden clarified that it is partly due to

performance expectations. Commissioner Purter asked if HR will be participating in job fairs to recruit and fill vacancies and a projected date to look at what has been accomplished from today. Director Madden responded, yes and added that retention strategy is a long-term metric. This will be years to come by but she is hoping to see some changes by the end of the year. Executive Director (ED) Black added that THA will look at data every January and will provide concrete data on monthly focuses.

7. AGENCY MONTHLY REPORT

ED Black started by thanking Vice Chair Hodge for her master ceremony at the Housing Hilltop groundbreaking celebration. It was a huge success. Intergovernmental Affairs Manager, Nicholas Carr and Sr. Office Assistant, Stacey Lopez did a great job. It took everybody to arrange a celebration outside. She also thanked Commissioner Purter for attending the celebration as well.

The event followed a sad event. A young man was killed at Salishan in the past week and staff have been providing community support and information about the memorial. Staff have been listening to the community for what they need and are working with the Salishan Association. The Safety Committee and IT will get an automatic function for the front doors at Salishan. Staff will also be providing quarterly meetings to hear from the community and make programming changes based on what they are hearing.

Housing and Urban Development (HUD) is visiting THA tomorrow. HUD Regional Director, Margaret Salazar will focus on Emergency Housing Voucher program challenges; THA's ability to project based; do a walking tour of Housing Hilltop and Hilltop Lofts; and a brief driving tour of part of THA's portfolio.

8. FINANCE REPORT

FINANCE

Finance Department (FD) Interim Director Rich Deitz directed the board to the finance report.

7.1 RATIFYING CASH DISBURSEMENT FOR DECEMBER 2022

Commissioner Young moved to ratify the payment of cash disbursements totaling \$9,159,410 for the month of December 2022. Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

AYES:	4
NAYS:	X
Abstain:	X
Absent:	1

Motion approved.

9. NEW BUSINESS

8.1 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.

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

AYES: 4
NAYS: X
Abstain: X
Absent: 1

Motion approved: January 25, 2023

Shennetta Smith, Chair

8.2 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.

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

AYES: 4
NAYS: X
Abstain: X
Absent: 1

Motion approved: January 25, 2023

Shennetta Smith, Chair

8.3 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.

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

AYES: 4
NAYS: X
Abstain: x
Absent: 1

Motion approved: January 25, 2023

Shennetta Smith, Chair

8.4 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.

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

AYES: 4
NAYS: X
Abstain: X
Absent: 1

Motion approved: January 25, 2023

Shennetta Smith, Chair

8.5 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.

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

AYES: 4

NAYS: X

Abstain: X

Absent: 1

Motion approved: January 25, 2023

Shennetta Smith, Chair

8.6 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.

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

AYES: 4
NAYS: X
Abstain: X
Absent: 1

Motion approved: January 25, 2023

Shennetta Smith, Chair

10. COMMENTS FROM COMMISSIONERS

Commissioner Rumbaugh stated that it was nice to see the cranes in the air at Housing Hilltop. Vice Chair Hodge thanked ED Black and staff for the magnificent event last Friday. It was great to see people coming out and the weather was nice. A lot of work went behind the scenes. Commissioner Purter thanked Vice Chair Hodge for doing an amazing job at the event and thanked staff for moving everything forward.

11. ADJOURNMENT

There being no further business to conduct, the meeting ended at 5:48 pm.

APPROVED AS CORRECT

Adopted: February 22, 2023



Shennetta Smith, Chair