



# BOARD OF COMMISSIONERS MEETING MINUTES

## REGULAR SESSION

WEDNESDAY, FEBRUARY 22, 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, February 22, 2023.

### 1. CALL TO ORDER

Commissioner Young called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:52 pm.

### 2. ROLL CALL

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

PRESENT	ABSENT
<b>COMMISSIONERS</b>	
	Chair Shennetta Smith
	Vice Chair Dr. Minh-Anh Hodge
Commissioner Stanley Rumbaugh (Arrived late at 5:08 pm)	
Commissioner Derek Young	
Commissioner Pastor Michael Purter	
<b>STAFF</b>	
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	

Commissioner Young declared there was a quorum present at 4:53 pm and proceeded.

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

Commissioner Young asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, January 25, 2023. Commissioner Rumbaugh moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

<b>AYES:</b>	3
<b>NAYS:</b>	None
<b>Abstain:</b>	None
<b>Absent:</b>	2

**Motion approved.**

### 4. GUEST COMMENTS

None.

### 5. COMMITTEE REPORTS

#### REAL ESTATE DEVELOPMENT COMMITTEE—COMMISSIONER RUMBAUGH, COMMISSIONER YOUNG

The committee met right after the January Board meeting and talked about updates to James Center North and crossing and the request for easement adjacent to Bay Terrace. There was a question on how to proceed and the Committee asked staff to discuss it with the owner.

#### FINANCE AUDIT COMMITTEE—VICE CHAIR HODGE AND COMMISSIONER YOUNG

The committee did not meet.

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

The committee met and provided an update on Housing Hilltop and prioritizing hilltop residents.

#### COMMUNITY PARTNERSHIPS AND ADVOCACY COMMITTEE—CHAIR SMITH, COMMISSIONER PURTER

The committee met on February 10 with information regarding Section 3 and resident hiring. The only property with Section 3 is Housing Hilltop. Walsh is on board with the rules and are working with staff making best efforts to recruit residents. Commissioner Purter thanked Executive Director (ED) Black and her staff.

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

The committee met and discussed the recommendations from The Lindsay Group related to changes to the Board By-Laws and executive governance. The committee will have recommendations to the full Board in March or April 2023.

### 6. PRESENTATION: RESIDENT HIRING

Client Support and Empowerment Director, Cacey Hanauer presented to the Board. She is trying to understand THA's responsibility as it relates to Section 3, and it has been complicated due to new rules. An interdepartmental group is learning more about Section 3—one being majority of THA's work does not require Section 3. THA is not technically required to do Section 3 reporting. Housing Hilltop however requires Section 3 reporting to the city. Staff are paying attention to the new rules to meet Housing and Urban Development (HUD) requirements. Walsh is at 17% of new threshold for Section 3, and HUD requires 25% of hours worked to be filled by Section 3 tenants and workers. To date, THA has provided three events and have hired 11 people from those events; more events will be held in a couple of weeks that will be advertised by Human Resources and Property Management. Client Support and Empowerment (CSE) and Property Management (PM) will be providing residents resources to get jobs and pave a pathway to get there. Special thanks to Trisha Mozo for her work on this. Human Resources helps by target hiring and outreach, as well as arrangements for application support and training.

### 7. AGENCY MONTHLY REPORT

ED Black highlighted some sections on the agency monthly report.

A partnership was established with Tacoma Public Utility (TPU) to fund through a grant program installation of an Electric Vehicle (EV) charging station at Salishan. The charging station was vandalized so staff are looking at ways to prevent that. The goal is to augment the number of EV stations and accessibility to THA residents by fostering the relationship with TPU and building new ones with other public agencies.

THA recycled 101,000 pounds of scrap metal from 2019 to date. This is a great opportunity to divert scrap metal from the local landfills to the local recycling centers and reduced THA's operational footprint by 50.2 tons of carbon dioxide equating to 125,351 miles driven by a gasoline-powered vehicle.

THA will begin putting together its Federal Advocacy agenda for this upcoming year and will likely include budget needs for tax credit allocations and bonding thresholds, Moving to Work (MTW) contract negotiations, and the Administration's new tenants bill of rights review. HB 1628 adds an additional tier to the state REET that would impose a 4% tax on land/property sales with values of \$5 million and above.

Hillside 1500 had its first REAC inspection since before the pandemic and scored a 95 out of 100 thanks to the property manager and maintenance team who worked hard to prepare the property for the inspection.

Occupancy is currently at 95%. This trend will continue for a while. The Maintenance team has reorganized into zones instead of the traditional turn team to address turn delays. The team will also be hiring 3 budgeted positions to assist in the zones with turns and overall workflow.

THA intends to open the waitlist this quarter to increase the number of eligible applicants. Staff are getting information out now to people notifying them of when the waitlist will open.

CSE worked hard to put together several events to engage residents throughout the portfolio. These events were requested by residents and have proven to be a great way to engage and connect residents with their neighbors and for staff to provide resources and support.

THA is behind on its occupancy goal for the voucher program, serving slightly over 97% of its goal. Part of the reason is related to getting people screened and in the door. Staff have strategies underway including fully leasing up Hilltop Lofts which is 65% leased but staff are hoping for 100% leased up by the end of the month.

THA is embarking on safety improvement throughout office buildings and completing safety trainings with residents and staff. THA continues to find partnership opportunities with local women owned businesses to address safety, risk, efficiency, and amenities at numerous locations.

As a follow-up to last month's Human Resources (HR) presentation, HR initiated 1 of 2 surveys. The survey will be used as a baseline and HR will conduct the same survey in a year to see if things have changed. Commissioner Rumbaugh asked if HR has identified wage adjustments that will take place at the end of the year to provide staff housing wage. ED Black responded that THA is going through a compensation assessment using a 3<sup>rd</sup> party. Results are expected in March and she and HR will review that against THA goals and will make recommendations with the union. Commissioner Purter inquired about the turnaround time for residents ready for occupancy and the norm for unit to be prepared. Director Marquis Jenkins stated that there are a variety of issues for delay in occupancy—some minor with janitorial needs and others with full shower or window replacement. Some may be hazardous and there is a delay in resolving those types of issues. PM Associate Director Jaime Gomez-Beltran added that there are different levels on how units are left behind and PM categorizes them in 1-3, 3 taking more time to resolve with a higher cost. There are also challenges with materials that are not readily available. Commissioner Purter asked if there is a system in place to oversee maintenance of properties and if there is an uptick in destruction or if it is just the norm. Director Jenkins responded that all five properties have annual inspections and that there was definitely an increase in destruction during Covid time. Commissioner Young asked if destructions are isolated in different properties or if they are across the portfolio. Director Jenkins stated that destructions are more in bigger properties, but they are across all properties.

## 8. FINANCE REPORT

### FINANCE

Finance Department (FD) Director Rich Deitz directed the board to the finance report. He discussed the payment agreements with people with debt. Commissioner Rumbaugh inquired they the debts are still listed, occupying space even with a bad debt. Director Deitz will get back to Commissioner Rumbaugh.

#### 7.1 RATIFYING CASH DISBURSEMENT FOR JANUARY 2023

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$7,943,475 for the month of January 2023. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

<b>AYES:</b>	3
<b>NAYS:</b>	None
<b>Abstain:</b>	None
<b>Absent:</b>	2

**Motion approved.**

## 9. NEW BUSINESS

#### 8.1 2023-02-22 CONTRACT AMENDMENT TO INCREASE PROJECT BASED VOUCHERS AT OLYMPUS HOTEL

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

**WHEREAS**, Korean Women's Association owns Olympus Hotel 8<sup>th</sup> & Pacific in downtown Tacoma. This building has 49 units; and

**WHEREAS**, THA presently subsidizes 26 Project Based Vouchers at the building; and

**WHEREAS**, Korean Women's Association seeks to add twelve (12) additional units to the contract; and

**WHEREAS**, the addition of these units aligns with THA's goal to add 100 additional affordable housing units through partnerships within the community in 2023; 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 a HAP contract amendment to add an additional twelve (12) units to the Korean Women's Association Olympus Hotel Project Based Voucher HAP contract.

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

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

**Motion approved:** February 22, 2023

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**Shennetta Smith, Chair**

**8.2 2023-02-22 CONTRACT AMENDMENT TO INCREASE PROJECT BASED VOUCHERS AT HARBORVIEW MANOR**

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

**WHEREAS**, Harborview Manor LLLP owns Harborview Manor at South 9<sup>th</sup> and Fawcett in Tacoma. This building has 169 units. It houses only elderly residents; and

**WHEREAS**, THA presently subsidizes 147 Project Based Vouchers at the building; and

**WHEREAS**, Harborview Manor, LLLP seeks to add six (6) additional units to the contract; and

**WHEREAS**, the addition of these units aligns with THA's goal to add 100 additional affordable housing units through partnerships within the community in 2023; 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 a HAP contract amendment to add an additional six (6) units to the Harborview Manor, LLLP Project Based Voucher HAP contract.

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

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

**Motion approved:** February 22, 2023

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**Shennetta Smith, Chair**

**8.3 2023-02-22 APPROVAL OF REVISION TO THA'S ADMINISTRATIVE PLAN: LOCAL PREFERENCES**

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

**WHEREAS**, the Administrative Plan related to administration of THA's housing programs 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**, Foundational Community Supports providers support low-income Medicaid eligible households with housing stability and other supportive services; and

**WHEREAS**, THA seeks to take referrals from Foundational Community Supports providers for its housing programs; and

**WHEREAS**, Changes to the Administrative Plan must be approved by THA Board of Commissioners; now, therefore, be it

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

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

**Motion approved:** February 22, 2023

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Shennetta Smith, Chair

## 10. COMMENTS FROM COMMISSIONERS

Commissioner Purter thanked his fellow Commissioners for stepping in and ED Black and the entire THA staff for their hard work. Commissioner Young echoed the thanks to staff for their hard work. "There's a lot of visibility on what we are doing, and people are happy with what they are seeing," he noted. "Awesome work," added Commissioner Rumbaugh.

## 11. ADJOURNMENT

There being no further business to conduct, the meeting ended at 5:59 pm.

**APPROVED AS CORRECT**

**Adopted:** March 22, 2023

  
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Shennetta Smith, Chair