



# BOARD OF COMMISSIONERS MEETING MINUTES

## REGULAR SESSION WEDNESDAY, APRIL 26, 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, April 26, 2023.

### 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 4:50 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
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	

Chair Smith declared there was a quorum present at 4:51 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, February 22, 2023. Commissioner Young moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

<b>AYES:</b>	4
<b>NAYS:</b>	None
<b>Abstain:</b>	None
<b>Absent:</b>	1

**Motion approved.**

### 4. GUEST COMMENTS

None.

### 5. COMMITTEE REPORTS

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

The committee met last week and discussed The Rise. Commissioner Young thanked everyone who helped with The Rise incident. It was a lot of work, but it was amazing to watch and showed everything to the community. The committee also discussed James Center North and Hillsdale Heights updates.

#### FINANCE AND 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 did not meet.

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

The committee met last week where staff presented their updates on projects and funding, including James Center North information. The committee also discussed Housing Hilltop and how the community came together to support The Rise. There was an outpour of love for the residents. Commissioner Purter thanked everyone who participated with assisting The Rise residents.

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

The committee meet on April 20<sup>th</sup> and looked at the Board By-Laws, recommendations by the Lindsay Group, and recommendations by the DEIB sub-committee. There are some additional items to add to the By-Laws including protocol for all staff members to have access to Board members for a way to build more thoughtful and meaningful relationships with Board members and for the Executive Director to address issues of equity and policing within the organization. Final recommendations will be provided to the Board in May. Chair Smith noted the great things the DEIB sub-committee is coming up with. Commissioner Hodge added that the committee wants to understand the roles and responsibilities of the Board.

## 6. AGENCY MONTHLY REPORT

### 6.1 OVERVIEW OF THA'S MOVING TO WORK (MTW) PROGRAM

Policy Manager Katie Escudero presented the Moving to Work program to the Board. There are three objectives: increase housing choice, increase economic independence, and reduce cost and achieve greater cost-effectiveness. THA is part of 39 initial MTW agencies and secured a 10-year contract in 2016 and up for renewal in 2028. Commissioner Young asked how much feedback THA receives during public comment. Not a lot, according to Eskudero but THA receives more feedback when it does targeted comments.

#### **With our regulatory exemptions and single fund flexibility, in 2022, THA:**

- Provided housing assistance to over 4,500 households
- Continued utilizing our efficiencies to serve customers in a more streamlined manner
- Continued to place property-based subsidies in seven different properties – preserving more than 352 affordable housing units.
- Resourced and supported the local homelessness response system
- Strategized new ways to engage landlords and support households in this competitive housing market
- In response to the tremendous impacts of the COVID-19 pandemic and the lifting of the eviction moratorium, THA's Property Management department focused on eviction prevention efforts to help keep residents who are at-risk of eviction housed

### 6.2 AGENCY HIGHLIGHTS FOR FEBRUARY AND MARCH

Executive Director (ED) Black highlighted a few things from the agency report. THA learned yesterday that The Rise construction will be completed by the end of next week, May 5. There are 15 residents who will not return to their units until the elevators are back online. There is not estimated time on when this will be finished. The Emergency Operations Committee will move out of emergency mode and have people return to their normal jobs.

There is a resolution to be presented to the Board tonight regarding the Resyndication of Hillside and Salishan. The team is excited to begin the work. Residents will help consulting. The Board received the summary of data from the waitlist opening. THA received 15k applications, majority from Tacoma and Pierce County. Staff will conduct lottery next Monday. Huge shout out to the team and Project Manager Jess Thompson. Commissioner Young noted that 15k applications is both shocking and depressing.

Client Support and Empowerment staff has been focused on resident engagement including daily activities. THA signed on as a partner with Black Home Initiative which targets the racial inequities at the core of the housing ecosystem in an effort to increase homeownership among black households.

The Washington state legislature session wrapped up last week and THA received \$2M of assistance for capital improvements for James Center North.

## 7. FINANCE REPORT

### FINANCE

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

#### 7.1 RATIFYING CASH DISBURSEMENT FOR FEBRUARY 2023

Commissioner Young moved to ratify the payment of cash disbursements totaling \$6,338,412 for the month of February 2023. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

<b>AYES:</b>	4
<b>NAYS:</b>	None
<b>Abstain:</b>	None
<b>Absent:</b>	1

**Motion approved.**

#### 7.2 RATIFYING CASH DISBURSEMENT FOR MARCH 2023

Commissioner Purter moved to ratify the payment of cash disbursements totaling \$6,736,822 for the month of March 2023. Commissioner Young seconded.

Upon roll call, the vote was as follows:

<b>AYES:</b>	4
<b>NAYS:</b>	None
<b>Abstain:</b>	None
<b>Absent:</b>	1

**Motion approved.**

## 8. NEW BUSINESS

### 8.1 APPROVAL OF ACCOUNTS RECEIVABLE WRITE OFFS

#### RESOLUTION 2023-04-26 (1)

(Approval of Accounts Receivable Write Offs)

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

**WHEREAS**, Tacoma Housing Authority (THA) provided housing assistance payments to property owners in excess to the amount the owner is entitled to receive, and the owner has not repaid this amount to THA; and

**WHEREAS**, each individual included in this property owners write off has been notified of their debt and given the opportunity to pay prior to this resolution; now, therefore, be it

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

Authorizes THA staff to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

#### THA Write offs and Collections

Ledger #	Balance
LD-2018-039935	\$395.00
LD-2017-028837	\$833.00
LD-2017-028606	\$557.00
LD-2017-001253	\$676.00
LD-2017-037406	\$443.00
LD-2017-003388	\$450.00
LD-2017-013444	\$538.00
LD-2019-041984	\$747.00
LD-2017-010976	\$1,557.00
LD-2019-042671	\$966.00
LD-2017-021257	\$620.00
LD-2017-028340	\$1,304.00
LD-2017-006468	\$544.00
LD-2019-043987	\$752.00
LD-2017-028676	\$3,882.00*
	<u>\$14,264.00</u>
<b>Total THA for Write Off</b>	<b>\$3,882.00</b>
<b>Total THA to Collections</b>	<b><u>\$10,382.00</u></b>

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

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

**Motion approved:** April 26, 2023

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**Shennetta Smith, Chair**

## 8.2 SHILOH PBV VASH CONVERSION

### RESOLUTION 2023-04-26 (2)

(Shiloh Baptist S. 13th & S. I street Supportive Housing project -- 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**, Shiloh Baptist S. 13th & S. I street project will provide 60 units of affordable housing; and

**WHEREAS**, Shiloh Baptist S. 13th & S. I street 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 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 twenty (20) HUD-VASH vouchers to Project-Based VASH vouchers at Shiloh Baptist S. 13th & S. I street development.

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

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

**Motion approved:** April 26, 2023

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**Shennetta Smith, Chair**

8.3 SHILOH PBV VASH AHAP

**RESOLUTION 2023-04-26 (3)**

(Shiloh Baptist Church -- Project Based VASH Voucher AHAP)

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

**WHEREAS**, Shiloh Baptist S. 13th & S. I street project will provide 60 units of affordable housing; and

**WHEREAS**, Shiloh Baptist S. 13th & S. I street 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 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 execute an Agreement to enter into a Housing Assistance Payment (AHAP) contract with Shiloh Baptist Church for its S. 13th & S. I street Supportive Housing project.

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

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

**Motion approved:** April 26, 2023

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**Shennetta Smith, Chair**

8.4 BRAWNER AND COMPANY FINANCIAL AND DEVELOPMENT SERVICES FOR ASSET REPOSITIONING SAL 1-3 AND HILLSIDE TERRACE

**RESOLUTION 2023-04-26 (4)**

(Brawner & Company, Financial & Development Services for the Asset Repositioning of Salishan One, Salishan Two, Salishan Three and Hillside Terrace)

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

**Whereas**, THA owns and manages and develops affordable rental housing in Tacoma; and

**Whereas**, THA is committed to developing additional residential housing in Tacoma to meet THA and community goals and need; and

**Whereas**, THA financial feasibility, predevelopment, preconstruction, financing and construction management are important tasks to be completed for all new development, acquisition and redevelopment projects; and

**Whereas**, Brawner & Company was selected through an interlocal agreement with Housing Opportunities of Southwest Washington via THA BOC Resolution 2022-04-27 (6) to provide financial feasibility and real estate development and redevelopment services; and

**Whereas**, the contract costs are paid through the development financing; now, therefore, be it

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

Approve Resolution 2023-04-26 (4) authorizing the execution of a contract with Brawner & Company for a not to exceed amount of \$3,000,000 for the re-syndication of Salishan 1, 2, 3 and Hillside Terrace.

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

<b>AYES:</b>	4
<b>NAYS:</b>	None
<b>Abstain:</b>	None
<b>Absent:</b>	1

**Motion approved:** April 26, 2023

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**Shennetta Smith, Chair**

## 8.5 REVISE THA'S POLICY HR 35.01 TIME AWAY FROM WORK

### RESOLUTION 2023-04-26 (5)

#### **(Revise THA's Policy HR 35.01 Time Away from Work)**

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

**WHEREAS**, THA may have circumstances where employees would prefer to cash out versus use accrued vacation time; and

**WHEREAS**, vacation leave is worth 100% upon an employee's exit from THA; and

**WHEREAS**, there is no financial impact to THA; 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 revise THA Policy HR-35.01 Time Away from Work.

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

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

**Motion approved:** April 26, 2023

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**Shennetta Smith, Chair**

## 8.6 PROVIDE SIX ADDITIONAL "REST AND WELLNESS" DAYS IN 2023

### RESOLUTION 2023-04-26 (6)

#### **(Provide Six (6) Additional "Rest and Wellness" Days in 2023)**

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

**WHEREAS**, THA may provide additional paid time off; and

**WHEREAS**, THA will provide six (6) additional "Rest and Wellness" Days in 2023; and

**WHEREAS**, there is no financial impact to THA; 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 provide six (6) additional "Rest and Wellness" Days in 2023.

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

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

**Motion approved:** April 26, 2023

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**Shennetta Smith, Chair**

## 9. EXECUTIVE SESSION

The Board went into executive session at 5:42 pm for one hour and one minute to discuss with legal counsel representing the agency-on-agency litigation or potential litigation and to review the performance of a public employee. The Board came back into regular session at 6:43 pm.

## 10. COMMENTS FROM COMMISSIONERS

Commissioner Purter thanked ED Black and staff for everything they do. Vice Chair Hodge echoed the thanks.

## 11. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:44 pm.

**APPROVED AS CORRECT**

**Adopted:** May 24, 2023



Shennetta Smith, Chair