



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION
WEDNESDAY, MAY 24, 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, May 24, 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 4:49 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	
Aley Thompson, Deputy Executive Director	
Julie LaRocque, Interim Deputy Executive Director	
Sha Peterson, Executive Initiatives Officer	
Sharrall Madden, Human Resources Director	
Richard Deitz, Finance 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	
Jaime Gomez-Beltran, Property Management Associate Director	
Amber Prentice, Rental Assistance Director	

Vice Chair Hodge declared there was a quorum present at 4:50 pm and proceeded.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Rumbaugh was not in attendance at the April 26th meeting and there are only three commissioners present at this meeting. The April 26 minutes will be presented for adoption at the next Board meeting.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

There were no committee meetings held in May 2023.

6. PRESENTATION

Deputy Executive Director (DED) Aley Thompson and Policy, Innovation and Evaluation Director Adam Ydstie presented the 2023 Spring Payment Standards Analysis to the Board.

The aim is to reduce rent burden, increase housing choice, reduce unplanned relocation, and increase housing success.

It is too early to see the full impact of the January payment standards changes. The recommendation is to make no change to Tacoma Housing Authority's (THA) payment standards. Staff will carefully track HAP expenditures and utilization, reassess in the fall when the impacts of the January 2023 payment standards can be measured and the new FMRs are released, and explore options to streamline how quickly THA can implement a lower payment standard, while providing ample notice to households.

7. AGENCY MONTHLY REPORT

THA added 1,800 applicants to the waitlist opening and staff are already screening for eligibility. T

here were security concerns at Housing Hilltop so Walsh added security cameras and are monitoring to see if it alleviates the problem. Metro Parks also added security. Commissioner Rumbaugh asked for the scope of the problem. According to Interim Deputy Executive Director (DED) LaRocque there are drug activities and there is a general feeling of uneasiness. Director Burgess added that there have been no equipment and material theft. There was a drug dealing and one person drove through the fence. The legislation goes in effect July 1st according to Commissioner Rumbaugh. It is for arrest diversion or incarceration of openly using drugs. He hopes this will reduce these behaviors.

The Client Support and Empowerment team is working on summer programming and partnering with Metro Parks serving meals in the summer and providing programming at the sites. Commissioner Rumbaugh asked if THA provides jobs for these programs. According to Interim DED LaRocque and Director Madden everyone is welcome, and THA is starting to track how many residents apply. DED

Thompson also noted that THA had a job fair which was successful, and staff are developing metrics around that. Commissioner Rumbaugh requested a report on this in the future.

THA hired its new Rental Assistance Director Amber Prentice. Amber has been with THA over ten years and comes to THA with a lot of experience with operations and property management.

8. FINANCE REPORT

FINANCE

Finance Department (FD) Director Rich Deitz directed the board to the finance report. THA had to pay property assessment and paid for soil work in Hosing Hilltop. Total disbursements is at \$6,824,454. Total cash is at \$33.9M. Moving to Work Cash is zero currently and almost \$10.9M held by Housing and Urban Development (HUD). Total unrestricted cash is at \$10.7M.

7.1 RATIFYING CASH DISBURSEMENT FOR APRIL 2023

Commissioner Young moved to ratify the payment of cash disbursements totaling \$6,824,454 for the month of April 2023. Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

9. NEW BUSINESS

8.1 INTERLOCAL AGREEMENT WITH PCHA FOR LEGAL SERVICES

RESOLUTION 2023-05-24 (1)

Interlocal Agreement with Pierce County Housing Authority for Legal Services

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

WHEREAS, Pierce County Housing Authority seeks to secure legal services to assist with employment law; and

WHEREAS, THA followed the Housing and Urban Development (HUD) procurement process 24 CFR 85.36; and THA's Procurement policy in procuring legal services with Gordon Thomas Honeywell, LLP; and

WHEREAS, PCHA wishes to use the services of Gordon Thomas Honeywell; and

WHEREAS, Chapter 39.34 RCW (The Interlocal Cooperation Act) permits public agencies to cooperate and exercise joint powers in carrying out their public purposes, includes the purchase of goods and services; now, therefore be it

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

Tacoma Housing Authority Executive Director is authorized to enter into an Intergovernmental Cooperative Purchase Agreement with Pierce County Housing Authority so that the housing authority may rely on THA's procurement of Gordon Thomas Honeywell, LLP for legal services.

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

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

Motion approved: May 24, 2023

Shennetta Smith, Chair

8.2 PROCUREMENT POLICY RE-WRITE

RESOLUTION 2023-05-24 (2)

Procurement Policy Re-Write

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

WHEREAS, Tacoma Housing Authority re-wrote the current procurement policy in 2016 by resolution 2019-12-14 (10); and

WHEREAS, THA wishes to revise and update THA Procurement Policy PCI-01; and

WHEREAS, THA wishes to seek the legal advisement of Stoel & Rives, LLP; now, therefore, be it

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

Tacoma Housing Authority is authorized to review, revise and update THA Procurement Policy PCI-01.

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

AYES: 3
NAYS: None

Abstain: None
Absent: 2

Motion approved: May 24, 2023

Shennetta Smith, Chair

8.3 RATIFY THE TRADES COUNCIL CONTRACT

RESOLUTION 2023-05-24 (3)

Ratify the Trades Council Contract

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

WHEREAS, on April 28, 2023, the maintenance staff of THA, voted to ratify the newly negotiated Collective Bargaining Agreement (CBA); and

WHEREAS, the revised agreement includes numerous improvements and updates, such as gender-neutral language, a new subcontracting section, a volunteer on-call backup list, updates to state law provisions, revisions to the cashout of accrued sick leave, and a new maintenance specialist wage scale; and

WHEREAS, the new effective date of the negotiated Collective Bargaining Agreement is June 1, 2023; and

WHEREAS, Trades Council Business Representative Manning Webb, after meeting with the membership of THA, has confirmed that all questions and concerns were addressed and that the membership voted in favor of the proposed tentative agreement; now, therefore, be it

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

1. That the Board of Commissioners, having reviewed the new Collective Bargaining Agreement (CBA), hereby ratify and approve the said agreement in its entirety.
2. That the Board acknowledges the collective efforts of all parties involved in the negotiation process, recognizing their commitment to promoting the welfare of the employees and the goals of the organization.
3. That the Board authorizes and the Executive Director to execute and deliver the CBA on behalf of the organization, and to take all necessary actions to implement the terms and conditions set forth in the agreement.
4. That this resolution shall take effect immediately upon its adoption.

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

AYES: 3

NAYS: None
Abstain: None
Absent: 2

Motion approved: May 24, 2023

Shennetta Smith, Chair

10. SPECIAL RECOGNITION

Commissioner Hodge congratulated Interim DED LaRocque on her retirement. She has been with THA for thirteen and a half years and held different positions, most currently THA's Interim Deputy Executive Director. The next chapter for Director LaRocque will be focusing on being a great grandmother. Commissioner Hodge thanked her for everything she has done for THA. "You have just been wonderful, and I am grateful to you," stated Commissioner Rumbaugh. Interim DED LaRocque thanked the Board. "It's not as easy as you think," stated DED LaRocque. "There is a lot of thought and memories that goes with it." Commissioner Young thanked her and stated how she was always tolerant of his questions and always with a smile. DED LaRocque mentioned how THA has a great leadership team.

11. EXECUTIVE SESSION

The commissioners went into executive session at 5:48 pm for 20 minutes to review the performance of a public employee and came back into regular session at 6:09 pm.

12. COMMENTS FROM COMMISSIONERS

Commissioner Hodge thanked the staff for the excellent work they do every day.

13. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:10 PM.

APPROVED AS CORRECT

Adopted: June 28, 2023


Shennetta Smith, Chair