



## BOARD OF COMMISSIONERS MEETING MINUTES

### REGULAR SESSION WEDNESDAY, JUNE 28, 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, June 28, 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
COMMISSIONERS	
Chair Shennetta Smith	
Vice Chair Dr. Minh-Anh Hodge	
Commissioner Stanley Rumbaugh (left early at 5:30 pm)	
Commissioner Derek Young	
Commissioner Pastor Michael Purter	
STAFF	
April Black, Executive Director	
Aley Thompson, Deputy Executive Director	
Sha Peterson, Executive Initiatives Officer	
Richard Deitz, Finance Director	
Sharrall Madden, Human Resources Director	
Marquis Jenkins, Property Management Director	
Cacey Hanauer, Client Support and Empowerment Director	
	Sandy Burgess, Asset Management and Real Estate Development Director
Adam Ydstie, Policy, Innovation, and Evaluation Director	
Amber Prentice, Rental Assistance Director	
William Morse, Director/CIO	
	Jaime Gomez-Beltran, Property Management Assistant 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, April 26, 2023. Vice Chair Hodge moved to adopt the minutes. 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

Commissioner Rumbaugh had technical issues and could not vote on the minutes.

**Motion approved.**

Chair Smith asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, May 24, 2023. Vice Chair Hodge moved to adopt the minutes. 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

Commissioner Rumbaugh had technical issues and could not vote on the minutes.

**Motion approved.**

### 4. GUEST COMMENTS

None.

### 5. COMMITTEE REPORTS

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

The committee met on Monday, June 26, 2023, and discussed James Center North and funding. They also discussed unit turns. The committee will keep an eye on unit turns and discuss more about them during sub-committee meetings.



#### 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 but hoping to schedule something in July.

#### 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 met yesterday, June 27, 2023, and spent the majority of time reviewing comments and recommended edits and input regarding changes to the By-laws. They also had conversations centered around the roles and responsibilities of the Board of Commissioners, their relationship with staff, and the proper protocol to contact the Commissioners. The By-laws are still in draft form and will be discussed further during the annual Board meeting. The committee also discussed all the DEIB sub-committee work thus far.

## 6. FINANCE REPORT

### FINANCE

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

#### 7.1 RATIFYING CASH DISBURSEMENT FOR MAY 2023

Total Cash Report is consistent with last month. There is no Moving to Work (MTW) cash on hand. Housing and Urban Development (HUD) held cash is up \$800k.

Commissioner Young moved to ratify the payment of cash disbursements totaling \$9,241,138 for the month of May 2023. Commissioner Hodge seconded.

Upon roll call, the vote was as follows:

<b>AYES:</b>	5
<b>NAYS:</b>	None
<b>Abstain:</b>	None
<b>Absent:</b>	None

**Motion approved.**

## 7. PRESENTATION: REVIEW OF 2023 GOALS AND A LOOK AHEAD TO 2024

Executive Director (ED) Black presented the 2023 mid-year goals. The purpose of the review is for staff to use the revised long-term goals to begin setting 2023 short-term goals. The 2023 short-term goals will be used as a basis for creating the 2024 budget. The Board will review and approve the updated goals and budget by the end of 2023.

Review of THA Goals:

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

Next steps include tentatively agreeing on revisions to 2024 agency goals, drafting the 2024 budget using the revised goals, and finalizing the 2024 goals/budget by the end of 2023.

ED Black presented the working draft of the long-term goals and 2024 activities. THA will aim to complete the goals in a manner that is collaborative and inclusive between the respective departments assigned to the work, the Leadership Team, staff, and the Board and staff DEIB steering committees.

*There will be no presentation in July because budget will not be ready.*

## 8. AGENCY MONTHLY REPORT

ED Black presented the agency report for June 2023.

- Housing Hilltop is progressing well with a clean and safe construction site. Security patrols continue. Housing Hilltop was 18% complete at the end of May.
- THA anticipates closing on \$4,850,000 in financing from the State Housing Trust Fund for North Highland Court this month.
- Portfolio occupancy for the month is at 95%.
- Moving to Work (MTW) utilization dipped to 95.8% this month.
- The Client Support and Empowerment team worked together with 11 community partners and local businesses to hold Eastside Connect 2023 at Salishan on May 19<sup>th</sup>.

## 9. NEW BUSINESS

### 9.1 UPDATE TO THE KOZ ON MARKET PROPERTY BASED SUBSIDY CONTRACT

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**, ; Increasing the area median income limits on select units may address leasing concerns; 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 amend the Property Based Subsidy Housing Assistance Payment contract with Market Street Property Owner LLC to increase the AMI eligibility on up to three units.

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

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

**Motion approved:** June 28, 2023

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**Shennetta Smith, Chair**

## **9.2 UPDATE TO THE KOZ AT THE DOME PROPERTY BASED SUBSIDY CONTRACT**

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 at the Dome Apartments since 2020; and

**WHEREAS**, Koz at the Dome Apartments houses low-income households and homeless and near homeless students; and

**WHEREAS**, Increasing the area median income limits on select units may address leasing concerns; 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 amend the Property Based Subsidy Housing Assistance Payment contract with Dome Property Owner LLC to increase the AMI eligibility on up to three units.

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

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

**Motion approved:** June 28, 2023

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**Shennetta Smith, Chair**

**9.3 EXTENSION OF PROJECT-BASED VOUCHER CONTRACT: ELIZA MCCABE TOWNHOUSES**

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

**WHEREAS**, THA has provided project-based voucher assistance to Mercy Housing Washington VI, L.P.'s property Eliza McCabe Townhouses since 2013; and

**WHEREAS**, Eliza McCabe provides housing for low-income families in the community; and

**WHEREAS**, an extension up to 20 years will allow THA and Eliza McCabe Townhouses to continue to provide housing assistance to low-income families in the community; and

**WHEREAS**, Failure to extend this contract would 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 as follows:***

*The Board authorizes an extension of THA's PBV HAP Contract with Mercy Housing Washington VI, L.P. for up to twenty (20) years.*

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

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

**Motion approved:** June 28, 2023

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**Shennetta Smith, Chair**

**9.4 EXTENSION OF PROJECT-BASED VOUCHER CONTRACT: HILLSIDE GARDENS**

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

**WHEREAS**, THA has provided project-based voucher assistance to Mercy Housing Washington VIII, L.P.'s property Hillside Gardens since 2013; and

**WHEREAS**, Hillside Gardens provides housing for low-income families in the community; and

**WHEREAS**, an extension up to 20 years will allow THA and Hillside Gardens to continue to provide housing assistance to low-income families in the community; and

**WHEREAS**, Failure to extend this contract would 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 as follows:***

*The Board authorizes an extension of THA's PBV HAP Contract with Mercy Housing Washington VIII, L.P. for up to twenty (20) years.*

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

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

**Motion approved:** June 28, 2023

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**Shennetta Smith, Chair**

Commissioner Rumbaugh had to leave the meeting early, but had no objections to the four resolutions submitted tonight.

## **10. EXECUTIVE SESSION**

The Board of Commissioners went into executive session at 5:10 pm for 23 minutes to review the performance of a public employee and came back into regular session at 5:33 pm.

## **11. COMMENTS FROM COMMISSIONERS**

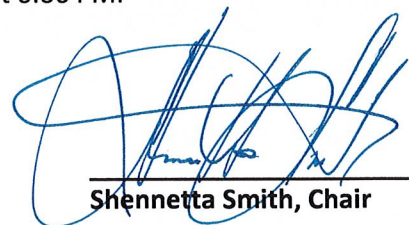
Commissioner Purter thanked everyone for their hard work and for their teamwork. Vice Chair Hodge echoed that and so this Chair Smith.

## **12. ADJOURNMENT**

There being no further business to conduct, the meeting ended at 6:06 PM.

**APPROVED AS CORRECT**

**Adopted:** July 26, 2023

  
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**Shennetta Smith, Chair**