



# BOARD OF COMMISSIONERS MEETING MINUTES

## REGULAR SESSION WEDNESDAY, JULY 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, July 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 4:47 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 5:01 pm)	
Commissioner Derek Young	
Commissioner Pastor Michael Purter	
<b>STAFF</b>	
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

Chair Smith declared there was a quorum present at 4:48 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, June 28, 2023. Commissioner Young moved to adopt the minutes. Vice Chair Hodge seconded.

Upon roll call, the vote was as follows:

**AYES:** 4  
**NAYS:** None  
**Abstain:** None  
**Absent:** 1 (Commissioner Rumbaugh was not yet in attendance.)

**Motion approved.**

### 4. GUEST COMMENTS

None.

### 5. COMMITTEE REPORTS

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

The committee did not meet.

#### 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 did not meet.

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

The committee did not meet.

## 6. AGENCY MONTHLY REPORT

- The Yardi trainings have commenced. The Yardi team continue to work on critical blockers to figure out what would potentially delay the project.
- Housing and Urban Development (HUD) budget is near flat funding for tenant-based voucher program. This afternoon, the Senate passed their own version of the budget resorting HUD funding over house levels. Executive Director (ED) Black did not see proposed significant cuts to THA's budget. THA has requested funding for James Center North (JC) in the House side and advocating for that to come over in the Senate side.
- HUD added 100 MTW agencies. If the appropriate language passes, HUD would extend the current MTW contract for another fifty (50) years.
- Earlier today, ED Black received a call from the City Manager who reported that they have arrested the drug deal supplier at People's Park. She gave credit to THA staff for being aware.
- Intergovernmental Affairs Manager, Nicholas Carr and ED Black participated on a tour of Hilltop for the National League of Cities.
- National Night Out at Salishan is next Tuesday, August 1<sup>st</sup>. ED Black encouraged the Commissioners to stop by.
- Lastly, THA successfully negotiated a second union contract with OPEIU, which will bring staff not in living wage up to a living wage. This took a lot of efforts with the negotiating teams and Board endorsement from last year.

## 7. FINANCE REPORT

### FINANCE

ED Black presented the financials. THA is significantly under budget. For the May Cash Position, changes are due to received Moving to Work (MTW) reconciliation funds and THA funding of \$1.5M for The Rise restoration which will be reimbursed by insurance. MTW Cash is at \$6.9M, HUD Held Reserves is at \$3.1M, Non-MTW Cash Restricted is at \$23.1M and Unencumbered Cahs is at \$1.6M.

### 7.1 RATIFYING CASH DISBURSEMENT FOR JUNE 2023

Commissioner Young moved to ratify the payment of cash disbursements totaling \$6,952,565 for the month of June 2023. Vice Chair Hodge 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 was not yet in attendance.)

**Motion approved.**

## 8. NEW BUSINESS

### 8.1 RATIFY THE OPEIU COLLECTIVE BARGAINING AGREEMENT

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

**WHEREAS**, the recently negotiated Collective Bargaining Agreement (CBA) between Tacoma Housing Authority and the Office and Professional Employees International Union (OPEIU) was ratified by the bargaining unit employees on July 12, 2023; and

**WHEREAS**, the new CBA is a three-year contract, effective from July 1, 2023, and set to expire on June 30, 2026; and

**WHEREAS**, the CBA has undergone significant changes which include the adoption of gender-neutral language, incorporation of Indigenous Peoples Day to be observed from October 14, 2024, and introduction of comprehensive benefits through the Public Employees Benefits Board (PEBB) program from January 1, 2024; and

**WHEREAS**, the CBA has accommodated Washington State laws, including the Washington Paid Family and Medical Leave and the WA Long Term Care Act, and has enhanced the sick leave benefits based on an employee's length of service; and

**WHEREAS**, a new wage structure for OPEIU employees has been established with the aim to attract and retain employees, thereby increasing the number of employees earning a housing wage; and

**WHEREAS**, OPEIU representatives, Valarie Peaphon and Tara Powell, have confirmed that all queries and concerns from the membership have been addressed during the negotiation process, and the membership, in turn, has voted in favor of the proposed 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 Directors of THA, having reviewed the terms and conditions of 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 and approval.

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

**AYES:** 5  
**NAYS:** None  
**Abstain:** None  
**Absent:** None

**Motion approved:** July 26, 2023

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**Shennetta Smith, Chair**

## 8.2 HR-50.01 EMPLOYMENT SEPARATION POLICY UPDATE

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

**WHEREAS**, the Tacoma Housing Authority values the dedication and loyalty of its employees and seeks to provide fair and transparent benefits policies; and

**WHEREAS**, THA aims to provide fair and equitable benefits to its employees, particularly those separating from employment due to disability or retirement; and

**WHEREAS**, it is deemed necessary to revise the current Employment Separation policy to allow for different levels of sick leave cash out based on the employee's years of service with THA; and

**WHEREAS**, that the policy has been revised to clarify that employees are expected to work their notice period, unless they have previously approved vacation leave or qualifying sick leave reasons as defined by applicable law; now, therefore, be it.

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

1. Employees separating from employment due to disability or retirement and with 20 or more years of service are eligible for a cash out of 100% of their accrued sick leave balance, up to a maximum accumulation of 960 hours.
2. Employees with 10 to less than 20 years of service are eligible for a cash out of 50% of their accrued sick leave balance, up to a maximum accumulation of 960 hours, equivalent to 480 hours paid.
3. Employees with less than 10 years of service are eligible for a cash out of 25% of their accrued sick leave balance, up to a maximum accumulation of 960 hours, equivalent to 240 hours paid.
4. This resolution supersedes any conflicting policies or resolutions previously adopted by the Board of Commissioners.
5. This resolution shall take effect immediately upon its adoption.

Commissioner Rumbaugh motioned to approve the resolution as amended adding:

*Retiring employees that were hired before July 26, 2023, will be paid the greater of 50% of sick leave or the percentage of sick leave they are eligible for based on length of service.*

Commissioner Young seconded the amended motion.

**AYES:** 5  
**NAYS:** None  
**Abstain:** None  
**Absent:** None

**Motion approved:** July 26, 2023

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**Shennetta Smith, Chair**

### 8.3 TIME AWAY FROM THA POLICY UPDATE

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

**WHEREAS**, the Tacoma Housing Authority values the dedication and loyalty of its employees and seeks to provide fair and transparent benefits policies; and

**WHEREAS**, the intention of these amendments is to ensure a supportive work environment, promoting the well-being of its staff; and

**WHEREAS**, it has been deemed necessary to revise the existing "Time Away from THA" policy to incorporate the observation of new holidays, extend the vacation carry-over allowance, expansion of bereavement leave, and establish provisions for potential Rest and Wellness days; now, therefore, be it.

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

1. Indigenous People's Day shall be officially observed, commencing in 2024.
2. An additional Floating Holiday will be accorded, raising the total to three annually.
3. The maximum Vacation Carry Over period shall be increased from 40 days (320 hours) to 45 days (360 hours).
4. Provisions shall be made for Rest and Wellness Days, which the employer can designate across the agency, considering staffing, workload, and other conditions. These days will not accrue or carry over, nor can they be individually rescheduled.
5. An expansion of bereavement leave to 5 days, with the condition that the Employer may request proof of the family or household member's death, which should be provided within 45 calendar days, with the allowance for additional time in extenuating circumstances.
6. This resolution shall take effect immediately upon its adoption.

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

**AYES:** 5  
**NAYS:** None  
**Abstain:** None  
**Absent:** None

**Motion approved:** July 26, 2023

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**Shennetta Smith, Chair**

**8.4 LOW INCOME HOUSING INSTITUTE LINCOLN DISTRICT SENIOR HOUSING BUILDING 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**, LIHI Lincoln District Senior Housing project will provide 78 units of affordable housing; and

**WHEREAS**, LIHI Lincoln District Senior Housing 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 up to twenty (20) HUD-VASH vouchers to Project-Based VASH vouchers at LIHI Lincoln District Senior Housing project.

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

**AYES:** 5  
**NAYS:** None  
**Abstain:** None  
**Absent:** None

**Motion approved:** July 26, 2023

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**Shennetta Smith, Chair**

**8.5 LOW INCOME HOUSING INSTITUTE LINCOLN DISTRICT SENIOR HOUSING-PROJECT BASED VASH VOUCHER AHAP**

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

**WHEREAS**, LIHI Lincoln District Senior Housing project will provide 78 units of affordable housing; and

**WHEREAS**, LIHI Lincoln District Senior Housing 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 Low Income Housing Institute for LIHI Lincoln District Senior Housing Project.

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

**AYES:** 5  
**NAYS:** None  
**Abstain:** None  
**Absent:** None

**Motion approved:** July 26, 2023

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**Shennetta Smith, Chair**

#### 8.6 APPROVAL OF MERCY HOUSING NORTHWEST-PROJECT BASED VOUCHERS COMMITMENT

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

**WHEREAS**, Mercy Housing Northwest will develop up to 150 units of affordable housing at Aviva Crossing/James Center North; and

**WHEREAS**, Mercy Housing Northwest's project will house low income, very-low-income and extremely low-income households in our community; and

**WHEREAS**, THA is committed to providing housing for low income families 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 will award up to 150 Project-Based vouchers to Mercy Housing Northwest's project at James Center North/Aviva Crossing. This award will be contingent upon satisfying requirements related to new HUD HOTMA rules, as well as approval by HUD of an environmental review and subsidy layering review. Commissioner Rumbaugh motioned to approve the resolution. Commissioner Young seconded the motion.

**AYES:** 5  
**NAYS:** None  
**Abstain:** None  
**Absent:** None

**Motion approved:** July 26, 2023

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**Shennetta Smith, Chair**

**8.7 EXTENSION OF PROPERTY-BASED VOUCHER CONTRACT-CAMPBELL COURT APARTMENTS**

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

**WHEREAS**, THA has provided property-based subsidy assistance to Metropolitan Development Councils Campbell Court Apartments since 2020; and

**WHEREAS**, Campbell Court Apartments provides housing for low-income families in the community; and

**WHEREAS**, an extension of 4 years will allow THA and Campbell Court Apartments to continue to provide rental 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 Property-Based Subsidy Contract with Metropolitan Development Council for Campbell Court Apartments for four (4) years.*

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

**AYES:** 5  
**NAYS:** None  
**Abstain:** None  
**Absent:** None

**Motion approved:** July 26, 2023

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**Shennetta Smith, Chair**

**9. COMMENTS FROM COMMISSIONERS**

Chair Smith announced Asset Management and Real Estate Development Director, Sandy Burgess’ retirement from THA. Sandy has been with THA for ten (10) years. She has worked in housing for over forty (40) years. “Congratulations on your retirement,” commented Chair Smith. Commissioner Purter and the rest of the Board of Commissioners congratulated Director Burgess.

**10. ADJOURNMENT**

There being no further business to conduct, the meeting ended at 5:28 pm.

**APPROVED AS CORRECT**

**Adopted:** August 23, 2023

  
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**Shennetta Smith, Chair**