



BOARD OF COMMISSIONERS MEETING MINUTES

ANNUAL SESSION
WEDNESDAY, AUGUST 23, 2023

The Commissioners of the Housing Authority of the City of Tacoma met in Annual Meeting at 902 South L Street, Tacoma, WA 98405 at 4:45 pm on Wednesday, August 23, 2023.

1. CALL TO ORDER

Vice Chair Hodge called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:46 pm.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Vice Chair Dr. Minh-Anh Hodge	
Commissioner Pastor Michael Purter	
	Chair Shennetta Smith
Commissioner Stanley Rumbaugh	
	Commissioner Derek Young
STAFF	
April Black, Executive Director	
Aley Thompson, Deputy Executive Director	
Sha Peterson, Executive Initiatives Officer	
	Adam Ydstie, Policy, Innovation, and Evaluation Director
Amber Prentice, Rental Assistance Director	
Cacey Hanauer, Client Support and Empowerment Director	
	Ken Short, Asset Management and Real Estate Development Director
	Marquis Jenkins, Property Management Director
Richard Deitz, Finance Director	
Sharrall Madden, Human Resources Director	
William Morse, Director/CIO	

Vice Chair Hodge declared there was a quorum present at 4:47 pm and proceeded.

3. ANNUAL MEETING

3.1 ELECTION OF OFFICERS

Vice Chair Hodge called for a motion to designate Executive Director April Black to be temporary Chair for the nomination of Chair. Temporary Chair Black called for nominations for the office of Chair of the Board of Commissioners. Commissioner Rumbaugh nominated Vice Chair Hodge to serve as Chair. Commissioner Purter seconded the motion. Vice Chair Hodge accepted the nomination.

Upon roll call, the vote was as follows:

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

Motion approved.

Executive Director Black turned the Chair over to Chair Hodge. Chair Hodge called for nominations for the office of Vice Chair for the coming year. Commissioner Rumbaugh nominated Commissioner Young to serve as Vice Chair. Commissioner Purter seconded the motion.

Upon roll call, the vote was as follows:

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

Motion approved.

3.2 APPOINTMENT TO STANDING BOARD COMMITTEES

The board by unanimous vote appointed the following:

Real Estate Development Committee— Commissioner Smith, Commissioner Rumbaugh
Finance and Audit Committee—Chair Hodge, Vice Chair Young
Community Partnerships and Advocacy Committee—Commissioner Purter, Commissioner Smith
Education, Housing Services and Partnerships Committee—Chair Hodge, Vice Chair Young
Diversity, Equity, Inclusion and Belonging—Chair Hodge, Commissioner Smith

4. REVIEW OF BY-LAWS

4.1 2023-08-23 (1), THA BOARD BY-LAWS-UPDATE

RESOLUTION 2023-08-23 (1)
(THA Board Bylaws Update)

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

WHEREAS, the Tacoma Housing Authority strives to be an equitable organization; and

WHEREAS, the Board bylaws provide clarity about the THA Board of Commissioners; and

WHEREAS, it is deemed necessary to revise the current THA Bylaws to add clarity; now, therefore, be it.

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

1. The THA Bylaws will be revised to include:
 - a. Detailed descriptions of the roles of the Board members and the ways the Executive Director and staff will communicate with the Board;
 - b. Language specifying that any member of the public or staff may attend a regular or special board meeting and clarification that the public and staff will be excluded from Executive Sessions;
 - c. The purpose of Board Subcommittees;
 - d. A commitment to an annual Board self-evaluation; and
 - e. ~~Time limits for Board members.~~
2. This resolution supersedes any conflicting policies or resolutions previously adopted by the Board of Commissioners.
3. This resolution shall take effect immediately upon its adoption.

Comments: According to Commissioner Rumbaugh it is up to the appointing authority to set time limits for the Board of Commissioners. The agency either has an empty seat or wait to fill an appointment. The By-Laws is not exclusively in control of the agency. The appointing authority may have a reason for not moving a seat forward. Chair Hodge added that if the city has a term limit, there is no need to have another document. Her sense is that the committee members feel strongly about this term limit which is why they have it included in the by-laws recommended revision. If the authority does not appoint someone and it is already in writing, there is no need for the by-laws to address that issue. Commissioner Purter stated that the agency is not in a position to overwrite the mayor's authority. The Board asked to strike term language on Section 2.11, page 4 of the revised by-laws. Commissioner Rumbaugh noted that the special meetings language is consistent with RCW 42 and the agency should not change its practice. The Executive Director (ED) is acting as liaison and invites as many staff to meetings and is in the ED's area of responsibility, consistent with THA's current practice.

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

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

Motion approved: August 23, 2023

Dr. Minh-Anh Hodge, Chair

5. COMMISSIONER ANNUAL CERTIFICATION

In accordance with section 5.4 of the By-Laws, Board Secretary and Executive Director Black acknowledged receipt of Conflict of Interest certification from all commissioners in attendance. No conflicts existed in the reported year 2022-2023.

6. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Chair Hodge asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, July 26, 2023. Commissioner Rumbaugh moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

7. GUEST COMMENTS

Katherine Thomas, Salishan Resident

Katherine is a mother of 8 who received an eviction notice on August 10. She feels she is being discriminated against and revictimized. She feels that the eviction is not her fault and asked that THA look into her case to help keep a roof on her head. Her 19-year-old son has been in jail since April for shooting and assault, which did not happen at Salishan. The Salishan property manager informed her that she is being evicted because her son is still on the lease. There has been domestic violence at the residence from her husband. ED Black responded that she has reviewed Ms. Thomas case and staff have provided her with options. ED Black offered Ms. Thomas an opportunity to have a conversation outside of the Board meeting. Assistant Director Nando Ruiz took Ms. Thomas out of the meeting for a one-on-one conversation with her options.

8. COMMITTEE REPORTS

REAL ESTATE DEVELOPMENT COMMITTEE—COMMISSIONER SMITH, COMMISSIONER RUMBAUGH

The committee took a pass on meeting last month but will have a presentation at the next meeting.

FINANCE AND AUDIT COMMITTEE—CHAIR HODGE, VICE CHAIR YOUNG

The committee did not meet.

EDUCATION, HOUSING SERVICES AND PARTNERSHIPS COMMITTEE—CHAIR HODGE, VICE CHAIR YOUNG

The committee circulated an agenda and decided that would suffice and did not meet.

COMMUNITY PARTNERSHIPS AND ADVOCACY COMMITTEE—COMMISSIONER PURTER, COMMISSIONER SMITH

The committee met on August 10 and according to Commissioner Purter it was quite a gathering. The committee provided an update on Section 3 for Housing Hilltop and a brief from Senator Patty Murray's staff.

DIVERSITY, EQUITY, INCLUSION AND BELONGING COMMITTEE—CHAIR HODGE, COMMISSIONER SMITH

The committee did not meet.

9. FINANCE REPORT

FINANCE

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

9.1 RATIFYING CASH DISBURSEMENT FOR JULY 2023

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$7,089,403 for the month of July 2023. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

10. AGENCY MONTHLY REPORT

ED Black provided some highlights. She started with Housing Hilltop which is fully up vertically. The roof membrane will be going on this month. Staff are expecting concrete floor on September 10th. Housing Hilltop is currently on time and on budget, but staff are hearing about possible delays in at least one material to go on the south building. Section 3 labor is on track and 25% of labor hours have been by section 3 qualified workers. ED Black heard positive feedback from County Commissioner Ryan Mello about the newsletter Walsh is providing to the community.

Related to the increasing housing access and accessibility, THA's tenants will be impacted. At the end of last year, the Board approved to pay tenant rent debts from beginning of Covid through April 2022. Some tenants have not paid rent from December through current. Staff sent out notifications of unpaid rents—25 letters per week offering tenants with delinquencies an opportunities to pay or were issued a

30-day notice. 100 30-day notices have been issued. Staff tried to stagger them to be responsive to requests and handle tenant needs. 180 of households agreed to repayment agreements which was \$330k across the portfolio. 70 defaulted on payment agreements, which means their full balance is due immediately. This is \$15k of unpaid rent. This is impacting housing stability for a lot of households. Commissioner Rumbaugh stated that although he has great reluctance to put people out of their homes, THA still has bills to pay. Chair Hodge added that some of these families have children and asked if we provide them resources. According to ED Black, staff refer them for services along the way. Commissioner Purter asked if THA assists with their belongings. ED Black stated that staff follow tenant/landlord laws.

THA set a deadline this past Monday for a go no go decision for Yardi. On Monday, staff decided to go forward with the Yardi conversion. This week THA goes dark, meaning the current system is turned off while data is converted to Yardi. This is really impacting staff. THA had to change office and business hours because trainings impacted staff's ability to do business. ED Black feels confident on where THA is now. Commissioner Rumbaugh asked if the conversion had an impact on the audit. ED Black responded that it will next year. Finance Director Rich Deitz added that it will complicate the 2023 audit but not the one underway. THA's ability to produce data and reports will be challenging.

The monthly agency report included highlights on programs and highlights about hosting the congressional staff last week. THA staff is having robust conversations about affordable housing. THA also received press on the change in hourly wage. ED Black thanked Manager of Communications and Marketing Nick Tolley and staff who spoke to the media. She is hearing of the spreading impact. The county is looking at pulling data to see how many of their staff are earning below \$32 and another housing is in the process of doing a compensation study. ED Black appreciates the Board's support.

11. NEW BUSINESS

11.1 2023-08-23 (2), AUTHORIZE INVESTMENT INSTITUTIONS AND AUTHORIZED SIGNERS

RESOLUTION 2023-08-23 (2) (Authorized Signers for Financial Institution Accounts)

WHEREAS, The Board selects its chair and vice chair at its annual meeting. When these Board officers change, THA needs a resolution changing the authorized signatures for its accounts at its various financial institutions; and

WHEREAS, This resolution does that and replaces Resolution 2023-01-25 (5), which had authorized previous officers as signers; and

WHEREAS, The Board of Commissioners needs to formally authorize the financial institutions and the authorized signers on the accounts; now, therefore, be it

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

The funds of THA are hereby authorized by the laws of the State of Washington and the regulations of the Department of Housing and Urban Development to be utilized, held and invested and that said funds may be deposited with any or all of the following institutions:

**BANK OF AMERICA
BANNER BANK
HERITAGE BANK
KEY BANK
J.P. MORGAN CHASE BANK
U.S. BANK
THE BANK OF NEW YORK MELLON TRUST CO.
WASHINGTON STATE INVESTMENT POOL**

Or such other institutions as may be found to provide the highest interest rate and/or are beneficial to THA's operational goals.

Be it further resolved that any of the below designated individuals are authorized to enter into any and all transactions relating to the above-mentioned institutions as they exist now or may be created in the future upon signature of any two (2) of the following designated individuals:

Dr. Minh-Anh Hodge	Chair _____
Derek Young	Vice Chair _____
April Black	Executive Director _____
Richard Deitz	Director of Finance _____
Duane Strom	Comptroller _____

Be it further resolved that this resolution replaces any and all previous resolutions designating authorized financial institutions.

Be it further resolved that the authorized signers acknowledge and accept Heritage Bank's policy of accepting any check with one authorized signature.

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

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

Motion approved: August 23, 2023

Dr. Minh-Anh Hodge, Chair

11.2 2023-08-23 (3), APPROVAL OF ACCOUNT RECEIVABLE WRITE-OFFS

RESOLUTION 2023-08-23 (3)
(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 services to Public Housing and Housing Choice Voucher participants who discontinued housing assistance with debt owing to THA; and

WHEREAS, Tacoma Housing Authority (THA) provided housing assistance payments to property owners in excess of 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 tenant account 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, that:

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

	Ledger #	Balance
Public Housing Scattered Sites Salishan Seven	LD-2019-044718	\$3,757.93
	LD-2017-036967	\$1,759.43
	LD-2019-042509	\$2,682.75
	LD-2017-033967	\$974.96*
	LD-2017-029995	\$175.00
	LD-2018-041000	\$175.00
	LD-2017-030011	\$578.86
	LD-2017-030002	\$6,029.00
	LD-2017-029935	\$80,793.62
	LD-2017-029972	\$760.29
	LD-2017-029976	\$102.00
THA – 6th Ave Apartments	LD-2018-038877	\$655.96*
		<u>\$98,444.80</u>
Total THA Write Off		<u>\$1,630.92</u>
Total THA to Collections		<u>\$96,813.88</u>

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

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

Motion approved: August 23, 2023

Dr. Minh-Anh Hodge, Chair

12. EXECUTIVE SESSION

The Board went into executive session at 5:49 pm for 15 minutes to review the performance of a public employee and came back into regular session at 6:05 pm.

13. COMMENTS FROM COMMISSIONERS

Commissioner Rumbaugh reminded everyone about the Hilltop Street Fair this weekend. Chair Hodge appreciates staff for their continued great work and their efforts and commitment. Commissioner Rumbaugh and Purter agreed.

14. ADJOURNMENT

There being no further business to conduct at the Board of Commissioners Annual Meeting, Chair Hodge moved to adjourn. All votes were in favor of adjournment.

The Board of Commissioners Annual Reorganization meeting adjourned at 6:07 pm.

APPROVED AS CORRECT

Adopted: September 27, 2023



Dr. Minh-Anh Hodge, Chair