



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION
WEDNESDAY, SEPTEMBER 27, 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, September 27, 2023.

1. CALL TO ORDER

Chair Hodge called the meeting of the Board of Commissioners of the Housing Authority of the City of Tacoma (THA) to order at 4:53 pm.

2. ROLL CALL

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

PRESENT	ABSENT
COMMISSIONERS	
Chair Dr. Minh-Anh Hodge	
Vice Chair Derek Young	
Commissioner Stanley Rumbaugh	
Commissioner Michael Purter	
	Commissioner Shennetta Smith
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	

Chair Hodge declared there was a quorum present at 4:54 pm and proceeded.

3. 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, August 23, 2023. Commissioner Rumbaugh moved to adopt the minutes. Commissioner Purter seconded.

Upon roll call, the vote was as follows:

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

Motion approved: September 27, 2023

Dr. Minh-Anh Hodge, Chair

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

There were no committee reports in September.

6. FINANCE REPORT

FINANCE

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

6.1 RATIFYING CASH DISBURSEMENT FOR AUGUST 2023

Section 8 is higher than normal. THA paid 3 months of rapid rehousing, Sal 7 for major water damage, and transferred funds for Children's Savings Account to GET program. Salary disbursements were over \$200k higher due to wage increase.

Cash Position is at \$44.3M, up \$2.2M from prior month. MTW Cash dropped \$977k while Housing and Urban Development (HUD) held reserves is up \$1.3M. Unrestricted is at \$23.5M, up \$3.18M.

Commissioner Rumbaugh moved to ratify the payment of cash disbursements totaling \$7,669,150 for the month of August 2023. Vice Chair Young seconded.

Upon roll call, the vote was as follows:

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

Motion approved: September 27, 2023

Dr. Minh-Anh Hodge, Chair

7. AGENCY MONTHLY REPORT

7.1 DISCUSS A CHANGE TO THE OCTOBER MEETING DATE

According to Executive Director (ED) Black, four leadership staff will be at the Council of Large Public Housing Authorities (CLPHA) meeting the week of October 23 and suggested to cancel the October Board meeting and keep November to discuss the 2024 budget and payment standards. The Board unanimously approved cancelation of the October Board meeting.

7.2 FINALIZE 2023 AGENCY GOALS

In addition to THA's mission to provide high-quality housing and supportive services to low-income people, staff set goals, metrics, and strategies to support four 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 program, culture, and priorities.
4. Make THA a great place to work.

7.3 MONTHLY REPORT

IT and all departments are working closely with the Yardi conversion and working through the bugs daily. The first payment to landlords will be in a day or two. Staff are also collecting rent through a new payment system. Each tenant will receive an individual code to go into the tenant portal.

8. NEW BUSINESS

8.1 EXTENSION OF PROPERTY-BASED SUBSIDY CONTRACT: MARKET STREET PROPERTY OWNER, LLC

RESOLUTION 2023-09-27 (1)

Extension of Property-Based Subsidy Contract: Market Street Property Owner, LLC

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 Market Street Property Owner, LLC's property KOZ on Market since 2020; and

WHEREAS, KOZ on Market provides housing for low-income families in the community; and

WHEREAS, the contract will expire on January 1, 2024; 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 THA's Executive Director to negotiate an extension of THA's Property-Based Subsidy Contract with Market Street Property Owner, LLC's property KOZ on Market for up to an additional ten (10) years.

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

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

Motion approved: September 27, 2023

Dr. Minh-Anh Hodge, Chair

8.2 EXTENSION OF PROPERTY-BASED SUBSIDY CONTRACT: DOME PROPERTY OWNER, LLC

RESOLUTION 2023-09-27 (2)

Extension of Property-Based Subsidy Contract: Dome Property Owner, LLC

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 Dome Property Owner LLC's property KOZ at the Dome since 2020; and

WHEREAS, KOZ at the Dome provides housing for low-income families in the community; and

WHEREAS, the contract will expire on January 1, 2024; 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 THA's Executive Director to negotiate an extension of THA's Property-Based Subsidy Contract with Dome Property Owner LLC's property KOZ at the Dome for up to an additional ten (10) years.

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

AYES:	X
NAYS:	X
Abstain:	None
Absent:	X

Motion approved: September 27, 2023

Dr. Minh-Anh Hodge, Chair

8.3 BOARD APPROVAL OF THA'S 2024 MTW PLAN

RESOLUTION 2023-09-27 (3)

Certifications of Compliance

**Annual Moving to Work Plan Certifications of Compliance
U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

Certifications of Compliance with Regulations: Board Resolution to Accompany the Annual Moving to Work Plan

CERTIFICATIONS OF COMPLIANCE

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

OFFICE OF PUBLIC AND INDIAN HOUSING

Certifications of Compliance with Regulations:

Board Resolution to Accompany the Annual Moving to Work Plan

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chair or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the MTW PHA Plan Year beginning (01/01/2024), hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

- (1) The MTW PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the MTW PHA conducted a public hearing to discuss the Plan and invited public comment.
- (2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
- (3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).
- (4) The MTW PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
- (5) The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- (6) The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan.
- (7) The MTW PHA will affirmatively further fair housing by fulfilling the requirements set out in HUD regulations found at Title 24 of the Code of Federal Regulations, including regulations in place at the time of this certification, and any subsequently promulgated regulations governing the obligation to affirmatively further fair housing. The MTW PHA is always responsible for understanding and implementing the requirements of HUD regulations and policies, and has a continuing obligation to affirmatively further fair housing in compliance with the 1968 Fair Housing Act, the Housing and Community Development Act of 1974, The Cranston-Gonzalez National Affordable Housing Act, and the Quality Housing and Work Responsibility Act of 1998. (42 U.S.C. 3608, 5304(b)(2), 5306(d)(7)(B), 12705(b)(15), and 1437C-1(d)(16)). The MTW PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15, which means that it will take meaningful actions to further the goals identified in its Analysis of Impediments to Fair Housing Choice(AI),Assessment of Fair Housing (AFH), and/or other fair housing planning documents conducted in accordance with the requirements of 24 CFR Part 5, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o), and will address impediments to fair housing choice identified in its AI, AFH, and/or other fair housing planning documents associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.

- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975 and HUD's implementing regulations at 24 C.F.R. Part 146.
- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identity, or marital status.
- (10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- (11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 75.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
- (13) The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
- (14) The MTW PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
- (17) With respect to public housing and applicable local, non-traditional development the MTW PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- (18) The MTW PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- (19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (20) The MTW PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 225 (Cost Principles for State, Local and Indian Tribal Governments) and 2 CFR Part 200.
- (21) The MTW PHA must fulfill its responsibilities to comply with and ensure enforcement of Housing Quality Standards, as defined in 24 CFR Part 982 or as approved by HUD, for any Housing Choice Voucher units under administration.
- (22) The MTW PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
- (23) All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its Plan and will continue to be made available at least at the primary business office of the MTW PHA.

MTW PHA NAME

MTW PHA NUMBER/HA CODE

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Dr. Minh-Anh Hodge

Chair

NAME OF AUTHORIZED OFFICIAL

TITLE

September 27, 2023

SIGNATURE

DATE

* *Must be signed by either the Chair or Secretary of the Board of the MTW PHA's legislative body. This certification cannot be signed by an employee unless authorized by the MTW PHA Board to do so. If this document is not signed by the Chair or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.*

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

AYES: X
NAYS: X
Abstain: None
Absent: X

Motion approved: September 27, 2023

Dr. Minh-Anh Hodge, Chair

8.4 UNARMED SECURITY CONTRACT

RESOLUTION 2023-09-27 (4)

(Approval to Execute a New Unarmed Security Contract)

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

WHEREAS, Tacoma Housing Authority issued a Request for Proposal (RFP) for unarmed security services on July 18, 2023; and

WHEREAS, THA received and scored seven (7) proposals; and

WHEREAS, The top 3 proposers were interviewed in person; and

WHEREAS, The top proposers were interviewed virtually; and

WHEREAS, After the final interview process, Pacific Security was the overall top scoring responsive proposer; and

WHEREAS, THA has provided budget authority within each of the Projects to allow for unarmed security services; 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 negotiate and, if those negotiations are successful, to award a contract to Pacific Security for unarmed security services at THA's housing developments in an amount not to exceed \$200,000. If those negotiations are not successful, the Executive Director is authorized to negotiate and, if those negotiations are successful, to award a contract to the next proposer in turn as reflected in the RFP evaluation process.

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

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

Motion approved: September 27, 2023

Dr. Minh-Anh Hodge, Chair

9. EXECUTIVE SESSION

The Board went into executive session at 5:38 pm for 30 minutes 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 6:08 pm.

10. COMMENTS FROM COMMISSIONERS

Commissioner Purter thanked staff, ED Black, and the Commissioners for all their hard work. Commissioner Rumbaugh endorsed those comments and added that he will be attending the CLPHA meeting with ED Black in October, which is always informative.

11. ADJOURNMENT

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

APPROVED AS CORRECT
Adopted: November 8, 2023



Dr. Minh-Anh Hodge, Chair