



BOARD OF COMMISSIONERS MEETING MINUTES

REGULAR SESSION
WEDNESDAY, FEBRUARY 28, 2024

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, February 28, 2024.

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 4:49 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 (arrived late at 5 pm)	
	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 4:50 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, January 24, 2024. Commissioner Rumbaugh moved to adopt the minutes. Vice Chair seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

Chair Hodge asked for any corrections to or discussion of minutes for the Special Session of the Board of Commissioners for Monday, February 5, 2024. Vice Chair Young moved to adopt the minutes. Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

4. GUEST COMMENTS

None.

5. COMMITTEE REPORTS

There were no committee reports for the month of February 2024.

6. FINANCE REPORT

FINANCE

Finance Department (FD) Director Rich Deitz directed the board to the finance report. Disbursement is over \$8M. Moving to Work (MTW) paid annual fees for Yardi \$400K+, Section 8 paid 3 months rapid rehousing so it is a bit high, and Support Services is exactly where they are suppose to be.

Cash Position is over \$37M from the months before. Cash Held by Housing and Urban Development (HUD) has a decrease. Non-MTW Restricted dropped by \$500k which is more than normal due to rental assistance reserves. Total THA Unencumbered is at \$12.8M.

Administrative Salaries is one that really impacted the budget. This is always lower. Commissioner Rumbaugh asked what portion is for vacancies. According to Deitz, they change allocations for some positions. Housing Assistance Program (HAP) is over budget for the year. Overall, THA ended the year in a pretty spot.

6.1 RATIFYING CASH DISBURSEMENT FOR JANUARY 2024

Vice Chair Young moved to ratify the payment of cash disbursements totaling \$8,026,886 for the month of January 2024. Commissioner Rumbaugh seconded.

Upon roll call, the vote was as follows:

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

Motion approved.

7. AGENCY MONTHLY REPORT

7.1 PRESENTATION: CONTRACTING AND RESIDENT HIRING

Director of Policy, Innovation and Evaluation Adam Ydstie presented to the Board. Ydstie thanked Finance Specialist Hannah Carlson for her work on the data for payment activities. Goals relevant to contracting and resident hiring are to increase percentage of Minority and Women-Owned Business Enterprises (MWBE) receiving contracts or direct purchase requisitions with Tacoma Housing Authority (THA) or projects paid by THA and increase the number of THA residents and low-income individuals hired into THA jobs.

Plans to increase MWBE include:

- Analyze new contract requests to see if it is feasible to divide the scope to include Minority/Women-owned Business Enterprises (MWBE) vendors.
- Created a new RFP template, in collaboration with Priya, the DEIB Strategic Advisor, that is more inclusive and removes previous requirements that may have been barriers.
- Begin posting RFPs on the OMWBE website to reach a larger audience.
- In the RFP evaluation criteria, THA will create a preference for MWBE business.
- Created a new Self-Attestation form for MWBE vendors that are not certified by the state and have included this in the new RFP template.
- Worked with PM (Facilities) to identify routine scopes of work.

THA will revise its procurement policy and practices to make them more equitable and accessible. THA will maintain a 90% on time payment rate to make it easier to do business with THA and reduce barriers to disadvantaged business enterprises. At least 25% of new hires on Housing Hilltop will be THA

residents and/or low-income individuals. Housing Hilltop hiring has fluctuated throughout the months, but Walsh will resolve the data issues and information will include in the next Board report.

7.1 GENERAL AGENCY UPDATES

THA hosted a HUD visit which was an opportunity to invite HUD staff to have lunch with THA staff. They also visited Arlington and toured vacant units and visited Cascade Park for assisted-style living. They ended with a tour of Hilltop. It was a lot of work for THA, but HUD staff were impressed.

Housing Hilltop is still on time and early on the south building. Staff developed a new logo which will be seen on signage and marketing material. The logo was created by Manager of Communications and Marketing Nick Tolley. THA will restart marketing on the south building and will be doing work on marketing material and working with the Black Collective.

Staff are working with Brawner's financial consultant to look at resyndication options for Hillside 300 and financing options for Hillside 1500 to redevelop in the coming years. THA is moving along with Hillsdale Heights and Yardi training. Go live date for Yardi is in April.

THA is in the last few steps of finalizing a project description for the 2024 Accessibility Audit. This project will be a collaborative partnership across all departments with Exec and AMRED leading the work.

We continue to urge our delegation to support a budget that funds our agency and the government, along with the tax extenders package that the House passed last week. THA has been invited to attend a congressional briefing in March to discuss the successes of THA's programs. Congratulations to THA's Intergovernmental Affairs Manager Nicholas Carr on his successful advocacy for changes in the applicant eligibility for the State Connecting Housing to Infrastructure Program (CHIP). This means that when we apply in the fall, we can apply directly instead of through the city.

8. NEW BUSINESS

8.1 AMENDMENT TO INCREASE FUNDS FOR GORDON, THOMAS, HONEYWELL LEGAL CONTRACT

RESOLUTION 2024-02-28 (1)

(Executive Director Approval to Execute a Contract Amendment to Increase Funds for Gordon, Thomas, Honeywell Legal Services Contract)

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

WHEREAS, in compliance with Tacoma Housing Authority's procurement policy, THA issued an RFP for Legal Services; and

WHEREAS, THA issued a Notice to Award to Gordon, Thomas, Honeywell; and

WHEREAS, THA entered into a contract with Gordon, Thomas, Honeywell for \$50,000.00; and

WHEREAS, THA recommends executing a contract Amendment for \$250,000.00 increasing the total value to \$300,000.00; now, therefore, be it

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

Approve THA's Executive Director to execute a contract amendment with Gordon, Thomas, Honeywell for an additional \$250,000.00.

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

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

Motion approved: February 28, 2024

Dr. Minh-Anh Hodge, Chair

8.2 NEW UNARMED SECURITY CONTRACT—SEATTLE'S FINEST

RESOLUTION 2024-02-28 (2)

(Approval to Execute a New Unarmed Security Contract – Seattle's Finest)

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 THA contracted for their services; and

WHEREAS, After onboarding the vendor, Pacific Security is not meeting the unarmed security needs of the agency; and

WHEREAS, THA may terminate its contract and may reach out to the next proposer in turn as reflected in the RFP evaluation process; 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's (THA) Executive Director is authorized to negotiate and, if those negotiations are successful, to award a contract to Seattle's Finest 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.

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

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

Motion approved: February 28, 2024

Dr. Minh-Anh Hodge, Chair

9. EXECUTIVE SESSION

The Board went into executive session at 5:35 pm for 28 minutes to discuss with legal counsel potential litigation and to review the performance of a public employee. They came back into regular session at 6:02 pm.

10. COMMENTS FROM COMMISSIONERS

None.

11. ADJOURNMENT

There being no further business to conduct, the meeting ended at 6:03 pm.

APPROVED AS CORRECT

Adopted: March 27, 2024


Dr. Minh-Anh Hodge, Chair