



# TACOMA HOUSING AUTHORITY

## BOARD OF COMMISSIONERS MEETING MINUTES REGULAR SESSION WEDNESDAY, AUGUST 25, 2021

The Commissioners of the Housing Authority of the City of Tacoma met in Regular Session via Zoom at 4:45 PM on Wednesday, August 25, 2021.

### 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
<b>Commissioners</b>	
	Chair Stanley Rumbaugh
Vice Chair Shennetta Smith	
Commissioner Derek Young	
Commissioner Dr. Minh-Anh Hodge	
	Commissioner Pastor Michael Purter
<b>Staff</b>	
April Black, Interim Executive Director	
Sha Peterson, Executive Administrator	
	Julie LaRocque, Interim Deputy Executive Director
Rich Deitz, Interim Finance Director	
Lorraine Viers, Human Resources Director	
Frankie Johnson, Property Management Director	
Roberta Schur, Interim Real Estate Development Director	
	Sandy Burgess, Administrative Services Director
Aley Thompson, Interim Rental Assistance Director	
Cacey Hanauer, Client Support & Empowerment Director	
Katie Escudero, Interim Policy, Innovation and Evaluation Director	

Commissioner Hodge declared there was a quorum present @ 4:54 pm and proceeded.

### 3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Hodge asked for any corrections to or discussion of minutes for the Regular Session of the Board of Commissioners for Wednesday, July 28, 2021. Commissioner Young moved to adopt the minutes. Vice Chair Smith seconded.

Upon roll call, the vote was as follows:

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

**Motion approved.**

### 4. COMMITTEE REPORTS

***Real Estate Development Committee—Chair Rumbaugh, Commissioner Young***

The committee met but Commissioner Young was unable to attend. Interim Executive Director Black stated that the topic of the meeting was to consider an acquisition, but the committee decided not to pursue it and have informed the owners.

***Finance Committee—Commissioner Hodge and Commissioner Young***

The committee did not meet but had an introductory meeting with the auditors to get things started.

***Education, Housing Services and Partnerships Committee—Vice Chair Smith, Commissioner Hodge***

The committee met on August 17. The committee will have a recommendation in October about different voucher programs.

***Community Partnerships and Advocacy Committee—Vice Chair Smith, Commissioner Purter***

The committee did not meet but will schedule a time to have a conversation.

***Diversity, Equity and Inclusion Committee—Vice Chair Smith, Commissioner Hodge***

The committee met on August 17. The main topic was information that was already presented to the board. The committee also spoke about the RFP for the Diversity, Equity and Inclusion Consultant. Staff did a great job. Interim Executive Director Black reached out to the stakeholders to provide input. The RFP is due September 6. The committee also discussed the ED search and heard concerns for a need for more open and frequent communication, so everyone is on board regarding the status of the search. This has been addressed.



## 5. COMMENTS FROM THE EXECUTIVE DIRECTOR

Interim Executive Director (ED) April Black directed the board to her report. THA issued a Request for Proposal (RFP) for a Diversity, Equity and Inclusion (DEI) Consultant. Proposals are due September 6 and updates will be provided to the board. The DEI committee will be deeply involved with the process. THA is working through the 2022 budget but is not ready to review them yet with the board. The Leadership Team is working on priorities as an agency and departments and will provide this to the board in September and a draft budget later. Staff are tracking the federal budget which looks positive for housing. A bill passed yesterday with additional funding for housing. Interim Rental Assistance Director, Aley Thompson led discussions with Pierce County Housing Authority (PCHA) to share jurisdiction for emergency housing vouchers. That agreement was signed today. Interim ED Black's report has additional information regarding how THA is investing to emergency housing. Real Estate Development's report includes information on tiny home village at Hillsdale Heights. The city is relocating it to another parcel on the east side that will be vacated. The city is open to hosting temporary shelter or micro home village at THA's bullpen site. The site was showed to the city last week and they are interested. The site can hold 16 households for the winter. THA provided a draft lease so the city can do community outreach and fund a service provider. The final Arlington Drive tour is scheduled for September 8.

## 6. ADMINISTRATIVE REPORTS

### Finance

Finance Department (FD) Interim Director Rich Deitz directed the board to the finance report. Staff are working on the 2022 budget and the 2020 audit. The auditors started significantly later than they have started in prior years. THA continues to be in good shape. THA Cash is up. The next Cash Report will be in August. Housing and Urban Development (HUD) held is up \$1.8M. THA Unencumbered cash is at \$1M which is up. The increase relates to waterfall payments.

Commissioner Young moved to ratify the payment of cash disbursements totaling \$6,832,864 for the month of July 2021. Vice Chair Smith seconded.

Upon roll call, the vote was as follows:

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

**Motion Approved.**

## **Policy, Innovation and Evaluation**

Policy, Innovation and Evaluation (PIE) Interim Director Katie Escudero directed the board to her report. A new staff member, Christine Nguyen joined PIE early this month. She comes with technical and subject-matter expertise. Since THA's Board took action to impose a moratorium on time limits and non-housing related program requirements, 62 new students have been housed off the waitlist. 85% of current voucher holders are in compliance with program requirements, despite the waiver of non-housing related program requirements and moratorium on time limits. One significant finding is that roughly three quarters of HOP households exit before reaching the five-year time limit. To understand what factors influenced a household's length of stay, PIE staff conducted a review of a random sample of 50% of the households that entered in 2012 and later and exited between 2018-2020. Commissioner Young thinks it's great data. He likes seeing what is going on. Commissioner Hodge asked for deeper demographics of recipients on future reports and to share the screen so people can follow. Vice Chair Smith thanked Interim PIE Director Escudero for a great job.

## **Administrative Services**

Administrative Services (AS) Director Sandy Burgess was not in attendance. AS Department Manager, Karen Bunce addressed the board on her behalf. Per Unit Per Year (PUPY) for the first of 2021 looks good across the portfolio with a few exceptions. Expenses are for Renew Tacoma, Dixon for water damages and elevator work. THA started the elevator work across the portfolio. Bay Terrace continues to run higher on maintenance. Outrigger had plumbing issues. Karen welcomed THA's new Fair Housing Compliance Specialist Julie Nelson. She comes from Fair Housing Center in Washington. Karessa Bowman is working on insurance renewals, which has been strained by Covid, natural disasters and cyberattacks. THA continues to litigate risks. The cost of damages has increased from 2020, mostly related to water damage. THA has been a victim of catalytic converter thefts (5 total this year). The highest incident report continues to be elevators. Sandy Bigelow is busy with contracting, pursuing grant opportunities and a low-cost loan from Amazon Housing Equity Fund. An RFP is out for a banking partner at the Family Investment Center at Salishan.

AS Associate Director and CIO William Morse addressed the board. The Leadership Team chartered a new group called the IT Advisory Committee (ITAC) made of representatives from THA. There are 12 members who meet twice monthly to discuss IT initiatives. Currently the committee is working on OpenDoor Review, Cloud Migration and Security. The ITAC chartered a fit gap report to see if THA needs to purchase Yardi and had IT demos. The demos were well attended and received. There are follow-up demos for deeper dives of the system. With collaborative effort with PIE, ITAC will review all materials in September and target a date recommendation to the Leadership Team as early as October. THA is moving from locally hosted to internet hosted Cloud Migration. AS is working on policies related to security and taking practical steps making sure laptops are encrypted. The team will also be deploying MS security tools and



renewing them in the best way possible, looking at password management and signage sign on.

## **Client Support and Empowerment**

Client Support and Empowerment (CSE) Director Cacey Hanauer directed the board to her report. CSE has a new staff member, Leslie who is from the Korean Women's Association. CSE will also be hiring a new Family Self-Sufficiency staff at the end of the month. CSE staff continue to work with relationship building. Staff are implementing programs like Coffee and Donut in the senior buildings and Movie Night at Salishan. CSE is starting to see an uptick in crisis which is not uncommon for this time of year. Staff are focusing on staff retention and well-being. According to Vice Chair Smith people are going through crisis with the autumn season and asked if THA has a relationship with any mental health organizations to support clients. According to Director Hanauer, THA has several relationships with mental health organizations throughout the city. Different organizations meet different needs. There are a lot of good referrals and resources she added. Staff tend to work one-on-one with residents for the best resource for them. Commissioner Hodge asked if there has been a need to engage interpreters and how clients may access that service. THA departments engage with interpretation services regularly. Director Hanauer added that THA has been focusing on hiring multi-lingual individuals.

## **Rental Assistance**

Rental Assistance (RA) Interim Director Aley Thompson directed the board to her report. RA staff continue to be preoccupied with Emergency Housing Voucher (EHV). The waitlist that Pierce County is operating is live as of two weeks ago with 40 people. Kudos to Amber Prentice who is leading the work and maintaining strong relationship with partners. RA staff worked overtime to continue to get rent increases processed. The inspections team is back out in the field and Adam Ydstie received an email from a client that praised THA for its flexibility. Inspectors are also using Facetime to do inspections. Staff are adapting their work to keep them and clients safe. Pierce County continues to administer late rent funds. This will be available for a few years. THA submitted an application for \$3M with a goal of serving 1,500 families. Thanks to Alexis Eykel, THA hosted a landlord symposium in partnership with King County Housing Authority (KCHA), Seattle Housing Authority (SHA), and Renton Housing Authority (RHA). Vice Chair Smith stated that it is good to know that staff was able to contact landlords to get them together. She has known that it has been hard to find housing with vouchers due to the negative connotations that goes along with having a voucher. Interim RA Director Thompson responded that hiring housing navigator will continue those relationships with landlords. Commissioners Hodge and Young mentioned how a lot of work went into this work.

## Property Management

Property Management (PM) Director Frankie Johnson directed the board to her report. She focused on the PUPY numbers and emphasized that all properties, with the exception of Bay Terrace were under budgeted amount in actual spending. Bay Terrace had 3 floods that caused significant expenses. Director Johnson gave kudos to her Bay Terrace team for handling the flood and also thanked her whole PM staff on continuing to work on the numbers. PM staff will resume 10% audit which will allow staff to review twice as many files. Two years ago, PM talked about installing fire stops to avoid the significant amount of expense due to fires. Staff are not seeing as much fire damage. July was a hot month, and PM staff had to work with 90+ heat which really stretched staff. Great job to the PM team! PM will be filling a vacancy after losing Lester Pogue to RED. THA is approaching one year anniversary of the first unit leased at Arlington. Director Johnson invited Sherri Tift and Marquis Jenkins to provide an overview of what they have been doing at Arlington. According to Marquis, there are individuals leasing units for the first time and learning the paperwork process. Staff continue collaboration with YMCA staff to support the households. Sherri noted what a joy it is to work at Arlington; she loves the partnerships with the Y. Arlington had a community block party for the whole Arlington campus in July during a time when Covid was lifting a bit. The event got residents together to remind them of the services available to them and start getting them together as a community. The event turned out well. Director Johnson added that Arlington is a different from other communities managed by THA, but they are doing a great job. Commissioners Hodge and Young thanked and gave kudos to the staff.

## Real Estate Development

Real Estate Development (RED) Interim Director Roberta Schur directed the board to her report. Lester Pogue started a new position with RED. The team had an in-person meeting and was able to meet Les. James Center North has two parcels listed for commercial property. The hope is to get proposals as early as September. The team is doing activation work and there will be a small event on Saturday. Arlington and the Rise have been operation for almost a year now. This past weekend, along with the Hilltop Action Coalition Hilltop had a summer splash. It was a nice event. The RED team is finalizing plans with Hilltop Property to close on that transaction by March or early April.

## 7. NEW BUSINESS

### 8.1 RESOLUTION 2021-08-25 (1) Amendment to 902 1<sup>st</sup> Floor TI Construction Contract

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

**WHEREAS**, Electrical and low voltage code compliance upgrades were discovered during the 902 1<sup>st</sup> Floor construction; and



**WHEREAS,** THA's IT staff determined the installation of new low voltage and server room materials will enhance the service and longevity of the data systems; and

**WHEREAS,** In order to meet code compliance and preserve and enhance data system service; now, therefore, be it

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

Increase the construction contract and budget \$103,000 to a total amount of \$853,000 and bring the overall 902 improvements budget to \$1,603,000.

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

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

**Motion Approved:** August 25, 2021

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Stanley Rumbaugh, Chair

## **8. EXECUTIVE DIRECTOR SEARCH OVERVIEW**

Commissioner Young provided an overview the executive director search process with the consultant:

- The board discussed leadership styles, real estate development experience, and strategic background.
- The consultant recruited the top candidates and received 18 candidates.
- The board reviewed all 18 resumes and of the 18, 8 had no affordable housing experience, and 5 had no leadership experience.
- 5 had HUD or housing leadership experience. Of the 5, one dropped out
- The board decided to interview the 4 remaining candidates.
- The board had a meeting last week to over the candidate qualifications.
- The board will have an executive session today to determine the candidates for the final 2 or 4.
- The process will include staff, the community partners and the full board.
- HR Director Lorraine Viers sent an email to staff with information regarding the townhall event. She also reached out to the unions to invite them to participate.
- At the end of the full board interview, the board will go over the feedback from everybody and go into special session to determine next steps.

- Lorraine Viers is gathering up a list of community partners from the Leadership Team to invite to the townhall. She will send the list to the board to pick who needs to be on the focus Key Partners panel.

## **9. EXECUTIVE SESSION**

The board went into executive session at 6:13 pm for 13 minutes to discuss the ED candidate qualifications and came back into regular session at 6:26 pm.

Based on the qualifications reviewed by the board, Commissioner Young motioned to nominate John Hall from Indianapolis Housing Authority, Brian Gage from the Metropolitan Housing Authority and HUD, and April Black who has been Interim Executive Director for Tacoma Housing Authority to be interviewed. Vice Chair Smith seconded. Unsuccessful candidates have been informed.

## **10. COMMENTS FROM THE COMMISSIONERS**

Commissioner Hodge thanked staff for their work on the ED search.

## **10. ADJOURNMENT**

There being no further business to conduct the meeting ended at 6:31 pm.

**APPROVED AS CORRECT**

**Adopted:** September 22, 2021



Stanley Rumbaugh, Chair