



PIERCE COUNTY HOUSING AUTHORITY

11515 Canyon Road East, Puyallup, WA 98373 | 253-620-5400

MINUTES FOR THE NOVEMBER 20TH, 2024, REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

Date: 20 NOVEMBER 2024
3:30 PM

Location: PCHA Main Campus and
Hybrid over ZOOM

In Attendance: Chairperson Mark Martinez
Commissioner Tausha Blaksley
Commissioner Willie Stewart
Commissioner Scott Winship*

Not In Attendance: Vice Chairperson Narva Walton

Also in Attendance: Jim Stretz, Executive Director
Tamara Meade, Deputy Executive Director
Christina McLeod, Director of Operations
Tammy Moter, Director of Finance
Sean McKenna, Director of Project Management
Victor Lovelace, Director of Maintenance
Riley Guerrero, Planning, Policy, and Community Engagement Manager
Ney Calhoun, Human Resources Manager
Darcy Erwin, Business Development Coordinator
Renée Lacy, Business Services Representative from First Citizen’s Bank

*In Attendance Via Zoom/Phone

CALL TO ORDER

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:30 PM, noting the presence of a quorum.

AGENDA

Chairperson Martinez invited a motion to approve the agenda as presented, with the addition of the 1954 agenda. Commissioner Stewart moved to approve, and Commissioner Blaksley seconded the motion. Chairperson Martinez then inquired if there were any proposed changes to the agenda. Hearing none, a vocal vote was taken with the following result.

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Winship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Chairperson Martinez

The agenda was so approved.

PUBLIC COMMENT

Chairperson Martinez called for public comment. No comment was given. Public comment was thereby closed.

OLD BUSINESS

Chairperson Martinez called for a motion to approve the minutes of the October 2024 Regular Meeting as presented. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion. A vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Winship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The minutes were so approved.

Chairperson Martinez called for a motion to approve the minutes of the November 5th, 2024, Special Meeting as presented. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.

A vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Winship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The minutes were so approved.

Chairperson Martinez entertained a motion to approve the cash disbursements and check register for October 2024. Commissioner Stewart moved to adopt, and Commissioner Blaksley seconded the motion. Chairperson Martinez then requested a recommendation from the Finance Committee. Commissioner Stewart responded and commended the committee for their thorough report. Commissioner Stewart expressed gratitude for the detailed information provided regarding maintenance costs. With no additional comment, a vocal vote was taken with the following result.

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Winship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Chairperson Martinez

The cash disbursements from October 2024 were so approved.

NEW BUSINESS

Resolution 1952

Deputy Director Tamara Meade presented the preliminary operating budget. Deputy Director Meade clarified to Chairperson Martinez that the budget excluded the Orting property, as it is not part of the LIPH program. She outlined the purpose of the LIPH Operating Budget and detailed the included items. Chairperson Martinez asked about the deficit amount, to which Deputy Director Meade explained that the deficit was due to high septic and remediation costs required to prepare the units for sale. She noted that the deficit would be offset by proceeds from property sales and further reduced through asset repositioning fees. With no additional comments, a vocal vote was conducted with the following result.

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Winship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION 1952 was so approved.

Resolution 1953

Chairperson Martinez called for a motion to approve Resolution 1953, to amend the Safety Shoes Policy. Commissioner Stewart moved to approve, and Commissioner Blaksley seconded the motion. Director of Maintenance Victor Lovelace presented the proposed amendment to the Safety Shoes Policy, citing an adjustment for inflation as the last price update was in 2013. Deputy Director Meade added that the resolution would allow reimbursement adjustments to be incorporated into the budget, eliminating the need for board approval each time. Staff proposed setting the reimbursement amount annually to account for inflation. Chairperson Martinez supported the resolution, noting that board action was unnecessary for this cost adjustment. Chairperson Martinez inquired about the rationale for previously addressing this matter in the collective bargaining agreement (CBA). Meade clarified that in the past, the maintenance team included both unionized and non-unionized staff, requiring PCHA to seek board approval to establish a uniform price that applied to everyone. However, this is no longer necessary, as yearly adjustments can now be capped at a specific amount and integrated into the internal budget. With no additional comments, a vocal vote was conducted with the following result.

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Winship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION 1953 was so approved.

Resolution 1954

Chairperson Martinez called for a motion to approve Resolution 1954 to open an account with First Citizens Bank. Commissioner Stewart moved to approve the resolution, and Commissioner Blaksley seconded the motion. Executive Director Jim Stretz presented Resolution 1954, explaining that opening an account with First Citizens Bank was a requirement for securing the loan to purchase the new office space on Canyon Road. He emphasized that the account would be used to facilitate the relationship with First Citizens Bank and that the deposits into the account would not include federal funds. Renée Lacy, a Business Services Representative from First Citizens Bank, attended the meeting to confirm the purpose of the loan and participate in the discussion. With no further comments, a vocal vote was conducted with the following result.

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Winship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXECUTIVE AND DIRECTOR REPORTS

Director of Operations Christina McLeod presented the Affordable Housing Division Report as written on page 100 of the November 2024 Information Packet for the Regular Board Meeting. Director McLeod updated her report, noting that the number of units currently on the market had increased from 13 to 15. Commissioner Stewart asked about the duration of the eviction process. In response, Director McLeod outlined the typical turnaround time, detailed the steps involved in eviction process, and described the current evictions in process. Director McLeod confirmed that eviction proceedings are only initiated when the amount of unpaid rent exceeds a specific threshold. She emphasized that multiple repayment plan attempts are offered before taking this step, reiterating that evictions are always a last resort for PCHA. No additional questions or comments from Commissioners.

Director of Finance Tammy Moter presented the Finance Report as written on page 103 of the November 2024 Information Packet for the Regular Board Meeting. Director Moter provided additional information regarding the LIPH budget, focusing on strategies to mitigate high expenses. She explained that a revised version of the LIPH budget will be incorporated into the overall budget, which is scheduled to be presented to the Board during the December Regular Board Meeting. No additional questions or comments from Commissioners.

Human Resources Manager Ney Calhoun presented the Human Resources Report as written on page 131 of the November 2024 Information Packet for the Regular Board Meeting. Commissioner Stewart asked about current position vacancies, and Manager Calhoun provided a detailed overview of the open positions. Commissioner Stewart then inquired about the exit interview process, to which Manager Calhoun gave a thorough explanation. Commissioner Stewart expressed interest in meeting with Manager Calhoun to review the exit interview data. Manager Calhoun confirmed she would be happy to accommodate the request. No additional questions or comments from Commissioners.

Director Of Maintenance, Victor Lovelace, presented the Maintenance Report as written on page 133 of the November 2024 Information Packet for the Regular Board Meeting. Director Lovelace noted that his report

did not include details of the work completed at the new office location but assured the Board that this information would be provided at the next Regular Board Meeting. Commissioner Stewart asked whether the work referenced in the report was completed internally or with the assistance of external vendors or consultants. Director Lovelace confirmed that all the work was completed internally. No additional questions or comments from Commissioners.

Planning, Policy, and Community Engagement (PPCE) Manager Riley Guerrero presented the PPCE Report as written on page 134 of the November 2024 Information Packet for the Regular Board Meeting. Commissioner Stewart asked whether a consultant had been procured for the office move or if it was being handled internally. Manager Guerrero confirmed that a consultant was hired and confirmed the move date. Commissioner Martinez inquired about purchase of Hidden Firs and whether there is any financial liability. Manager Guerrero confirmed that there is no financial liability at this time. No additional questions or comments from Commissioners.

Director of Project Management Sean McKenna presented the Project Management report as written on page 137 of the November 2024 Information Packet for the Regular Board Meeting. Director McKenna provided an update, noting that the environmental review for Hidden Firs has been delayed by the county, leaving PCHA with limited ability to expedite the process. Commissioner Martinez inquired about the availability of replacement vouchers needed for the LIPH Disposition Project. Director McKenna responded that PCHA is coordinating with the HUD regional office to gain clarity on when the budget can be secured and to receive an updated timeline for voucher issuance. Commissioner Blaksley asked about securing the Polk Street property. Director Lovelace confirmed that the property would be fenced, boarded up, and secured with eco blocks. Director Lovelace and Manager Guerrero added that there is consideration to maintain a presence at the site and explore options for continued occupancy, including discussions with elected officials. Manager Guerrero and Executive Director Stretz additionally noted that there is expressed interest in purchasing the property. Director McKenna Since the Polk Street site is not encumbered by federal funds, it presents an opportunity for PCHA to act quickly and with flexibility. No additional questions or comments from Commissioners.

Deputy Director Tamara Meade presented the Supported Housing Division Report and the Family Self-Sufficiency Program Report as written on page 140 of the November 2024 Information Packet for the Regular Board Meeting, along with the Two-Year Tool as written on page 141. Director Meade highlighted the Division's success in issuing vouchers and noted an increase in the lease-up success rate, indicating that more individuals with vouchers are finding housing. However, Director Meade also cautioned that there is some uncertainty regarding federal funding changes for 2025 due to administrative shifts. Commissioner Martinez asked about the planned changes to payment standards based on zip codes and their impact on participants. Director Meade explained that these changes could help stabilize rents in certain areas by addressing cases where landlords overcharge based on zip code disparities. Commissioner Stewart inquired about PLU's involvement in Housing Mobility Planning. Director Meade outlined the partnership's origins, its status, and its potential to positively impact the community and PCHA's participants. Additionally, Director Meade shared success stories demonstrating how a therapeutic approach has led to significant positive outcomes and discussed future goals to enhance case management and participant stabilization efforts. Director Meade and Manager Guerrero talked about the goals for future partnership with institutions like PLU.



COMMISSIONERS CORNER

Chair Martinez initiated the Commissioners' Corner. The Board of Commissioners confirmed that the December 2024 Regular Board Meeting would be held on December 18th at the Canyon Road location. Executive Director Stretz and Manager Guerrero outlined the goals for the December 18th meeting.

Commissioner Blaksley introduced the resume of an individual she supports for the open seat on the Board of Commissioners. She described the candidate as a former program participant who expressed a strong interest in becoming a Board member. The Board requested details on how individuals can apply for a position on the Board. Manager Guerrero explained the application process and committed to sending the necessary information to the interested individual.

Commissioner Martinez concluded by wishing everyone at PCHA happy holidays.

ADJOURNMENT

Having no further business to come before the Board, Chair Martinez called for a motion to adjourn the Regular Meeting of the Board of Commissioners. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion.

The meeting was adjourned at 4:39 PM.