

MINUTES OF THE REGULAR MEETING  
OF THE HOUSING AUTHORITY  
OF THE CITY OF SEATTLE  
DECEMBER 15, 2025

The Commissioners of the Housing Authority of the City of Seattle (Seattle Housing Authority” or “SHA”) met in Regular Session on December 15, 2025, at the Juniper Apartments Community Room (901 South Main Street), as well as via teleconference. Board Commissioner Sally Clark called the meeting to order at 5:03 p.m. Kimberly Garrett then performed a roll call for Board Commissioners currently in attendance. Commissioners present and absent were as follows:

Present: Sally Clark, Chair  
Dr. Paula Houston  
Kristin Ryan  
Twyla Minor  
Rita Howard  
Paul Purcell  
Robert Crutchfield, Vice-Chair

Absent:

Public Comment

No public comments were offered at this meeting.

Consent Agenda

Following an overview from Deputy Director of Asset Management & Development, Sandy Miller, about the Juniper Apartments, Commissioner Clark offered praise for the development and its service to those in the community and Yesler Terrace’s long-term residents.

Commissioner Clark then presented the Consent Agenda, which included approval of minutes for the Regular Board Meeting of November 17, 2025; approval of minutes for the Regular Board Briefing of December 8, 2025; and approval of the Expenditure Certification Report (Authorization to Pay Outstanding Obligations of Salaries and Claims for the Period of November 1 to November 30, 2025).

Commissioner Howard moved to approve the Consent Agenda, with Commissioner Minor seconding. Hearing no further comments, the Consent Agenda was approved by the majority of the members of the Board present at that time (4 yes; 0 no; 0 abstentions).

## Regular Agenda

### State Audit Exit Interview

Commissioner Clark introduced this topic and WA State Auditor's Office Program Manager, Joseph Simmons, as well as Audit Supervisor Sophia Sullam and Audit Lead John Brasseur. Mr. Simmons and Mr. Brasseur described the purpose of the State audit of SHA and noted the scope of the audit as well. Their office examined payroll, accounts payable, treasury activities, open public meetings compliance, and the financial condition of SHA. Mr. Brasseur stated that they found various forms of overtime logs required by SHA were not always filled out and discovered one case where an employee was not correctly paid overtime wages for their overtime hour(s) worked. As a result, they have recommendations for the agency to correct the issue. Commissioner Clark offered that the commissioners would hold their questions until the end of the presentation. Mr. Brasseur shared an online tool with attendees called Financial Intelligence Tool (FIT). This tool can be accessed online and contains financial information about SHA and other housing authorities.

Ms. Sullam continued the presentation, stating that a financial statement and federal grant audit of SHA was performed by CliftonLarsonAllen, CPA (CLA); the State did not find anything about the quality of CLA's work that caused concern, and did not notice any instance in which a material misstatement of the financial statements has or may have resulted from fraud. She also noted that audit reports are published on the website of the State Auditor's Office.

Mr. Brasseur closed the presentation, adding that this was a very smooth process, and thanked specific employees from SHA who were helpful in the audit process. Mr. Simmons opened conversation up to questions from the commissioners.

Chief Financial Officer Jared Cummer explained that this is the end of the 2024 audit that was just completed, and that the 2025 audit is just beginning. He provided

more information about the annual cycle of this audit. Commissioner Ryan asked if CLA does interim audit work in the middle of the year, and Mr. Cummer replied that while they do some interim work, the bulk of it is primarily done at one specific time.

Commissioner Purcell asked if the overtime issue was raised by CLA? Mr. Cummer stated that no, the State reviewed this as a result of a flag that was raised in another process.

Regarding overtime, overtime logging, and supervisor sign-offs, there is a policy that there is a pre-approval of all overtime, and this is done in a log with tracking. Overtime only applies to represented positions. While there are pre-approvals, it is very inconsistent. What the State found is that SHA was doing these things inconsistently and in some areas were unable to produce logs or email records of overtime approval. The one instance where an employee was not paid the right rate for overtime work was a result of cross-referencing two different things in order to find this error. Mr. Cummer stated that SHA spends a lot of time ensuring people are not overpaid, and it needs to do more to ensure they are paid the correct rate, too. There are certain scenarios where blanket approval for overtime can be provided such as after-hours maintenance mechanics, so the agency must document these kinds of instances, then agree on how to log these things. It does look as though the system HR is moving to next year has overtime pre-approval as an option, but in the meantime, directors of departments which have overtime hours have begun meeting to try and address this. He added that he feels confident that this problem can be solved without much difficulty, and that once they work through the details they plan to report back to the Board.

Commissioner Clark asked if there is a sense of whether this has happened elsewhere, and Mr. Cummer replied that this was a simple entry error on the supervisor's part, and normally if someone is underpaid, they let the agency know immediately. There was one overpaid employee that CLA found, as well. In response to a question from Commissioner Purcell, Mr. Cummer stated that this was not an audit finding, it was a management letter. A management letter is not included in the audit report because it is of a lower level of importance than an audit finding. Additionally, there is no requirement for a formal response from SHA to the State Auditor's Office; rather, a verbal response at the start of the 2025 audit process will suffice. In response

to a question from Commissioner Ryan, Mr. Cumber stated that once SHA updates relevant procedures and policies, the agency plans to do a review of those policies and procedures on a more established cadence. He also noted to Commissioner Clark that CLA is especially interested in payroll.

Commissioner Purcell asked if in the middle of changing systems for HR and Payroll, will artificial intelligence affect this system change? When SHA gets the new system in place, will they already be behind the curve in technology? Mr. Cumber replied he is not qualified to provide an answer to that question.

Resolution No. 5305: 2024 Write-offs of Delinquent Accounts

Commissioner Clark called for consideration of Resolution No 5305; Commissioner Purcell motioned, and Commissioner Minor seconded the motion. Mr. Cumber presented the resolution to the Board and recommended adoption of the resolution. He stated that today's resolution is an annual one brought to the board, and that write-offs are up across every portfolio except Housing Maintenance Services (HMS) which have decreased. He added that this write-off amount does not include payment agreements, and he plans to follow up on getting that data to Executive Director Rod Brandon so it can be passed on to the commissioners.

Resolution No. 5305 authorizes SHA to write-off tenant and participant accounts deemed uncollectible. The amount written off for fiscal year 2024 totals \$888,750 for the LIPH/NF housing portfolios, Yesler Redevelopment, HOPE VI, HCV/Section 8, Commercial Leases, and Impact Property Services.

After further comments, Commissioner Clark called for a vote for Resolution No. 5305. The resolution was then approved among the members of the Board present at the time (7 yes; 0 no; 0 abstentions).

Resolution No. 5304: 2026-27 SHA-Teamsters Contract

Commissioner Clark called for consideration of Resolution No 5304; Commissioner Crutchfield motioned, and Commissioner Ryan seconded the motion. Human Resources Director Evelyn Correa and Labor Relations Manager Chip

Weatherbee presented the resolution to the Board and recommended adoption of the resolution.

Resolution No. 5304 authorizes SHA's Executive Director to execute a new two-year contract with Teamsters Local No. 117 effective January 1, 2026, through December 31, 2027.

After further comments, Commissioner Clark called for a vote for Resolution No. 5304. The resolution was then approved among the members of the Board present at the time (7 yes; 0 no; 0 abstentions).

### Executive Director Report

Mr. Brandon followed up on last month's public comment regarding no smoking in SHA units. He stated that there has been constant contact with the resident in question even prior to the public comment regarding him, and some measures have been offered and taken.

Commissioner Howard asked about another public comment that was regarding trash in a neighborhood. Mr. Brandon replied that the previous Executive Director Report included a greater level of detail that addresses the trash and describes a cleanup at the NewHolly neighborhood that occurred. Housing Operations Director Dave Wellings added that in early 2026, the Board will also receive an in-depth report about illegal dumping and offered additional details regarding collaboration with the NewHolly Homeowners Association. Commissioner Howard asked if the recent activity on SHA's part has made the residents of NewHolly happier about how the agency is handling this issue, and Mr. Wellings replied that the level of their satisfaction is unknown, but there has been real progress made in the neighborhood.

Mr. Brandon touched on Jackson Park Village, stating that much of the agency's energy has been focused on this project and moving forward on it in 2026.

Commissioner Purcell asked if the agency is closing with an investor right now, and Mr. Brandon confirmed that is the case.

SHA continues to engage with communities at NewHolly and Rainier Vista regarding public safety as well as unit condition and work order speed. A number of items brought up can be attributed to the age of the developments; if there are things in

severe condition, then they are actually capital budget items and not something that routine maintenance could fix. The Board should expect to hear more about these capital budget items in the future.

Commissioner Purcell asked if we are assured the \$34M deficit will be made up in the 4<sup>th</sup> quarter. Mr. Brandon replied that the agency is as sure as it can be and should be made whole in the 4<sup>th</sup> quarter. Mr. Cummer agreed with that assessment. He offered an additional point that, in 2026, his department will be working to put together a report that separates out internal services fees that will also decrease the differential the board sees in the 4<sup>th</sup> quarter.

Commissioner Clark asked about the internal service fee overage; Mr. Cummer stated that number in particular will be fixed as there was an inaccurate allocation of internal IT service fees assigned there. Additionally, the full expenses of all the internal service fee departments—IT, HMS, HR—are fully reflected on what the Board sees in the current report, but their revenues are backed up because if they counted the revenues in the report the board sees, they would end up being counted twice.

Commissioner Purcell stated that it seems like SHA's revenues and limited partnerships (LPs) should be pretty simple. Mr. Cummer added that the agency is watching LPs closely due to the various points mentioned and the agency is meeting the debt-coverage ratios for LPs by the end of 2025.

Commissioner Howard stated that she read in the report that dwelling rental income was \$1M above budget, but didn't the Board hear recently that there was a deficit in rental collection? Mr. Wellings replied that the "dwelling rental" line is the rent charged and does not reflect collection of rent. "Rent loss" is shown on another line and recorded separately. Commissioner Howard asked if this relationship could be made clearer in the Executive Director Report. Mr. Brandon asked for time to consider how to arrange this, and Commissioner Howard provided her assent.

Mr. Brandon continued, stating that it sounds as though the federal government is working on another package to have a budget put forward for HUD. When SHA has asked around for more information, there is none to be had. It is possible that there will be something put together in January 2026 or that there could also be another Continuing Resolution.

The City of Seattle passed their budget, and \$5M of the \$20M they had promised to SHA's Northgate development is allocated to be received in 2026. Northgate community outreach continues, and Councilmember Juarez has asked SHA about what outreach the agency is doing and is showing an interest in the development.

Mr. Brandon offered his congratulations to Housing Maintenance Services (HMS) on their record turnaround of vacated units, and explained that the amount of time taken to turn a unit has also decreased.

Continuing, Mr. Brandon stated that evictions do seem to be rising. SHA has just under 10,000 public housing units and is up to about 47 evictions from January through October of this year, the majority of which are due to nonpayment. The agency anticipated that nonpayment evictions would increase as it continued to enforce rent payment requirements. Commissioner Ryan asked if SHA has a tracking mechanism for households who live in private units, utilize housing vouchers, and are facing eviction due to nonpayment. Housing Choice Voucher Director Alice Kimbowa replied that the agency largely depends on those individual landlords to issue communications to their tenants, therefore the agency's tracking of it is inconsistent.

Commissioner Howard asked for clarification on what the term "moderate rehabilitation units" means. Ms. Kimbowa explained the term and added that this is a very old program that is slowly going away. Commissioner Howard replied that SHA's vouchers are overutilized to 103% but how is that possible? Isn't there a certain number of vouchers and that's it? Mr. Brandon explained—it isn't that there are a certain number of vouchers, rather it's that there is a certain amount of budget, and the agency has found other sources to cover that 3% overage.

At this point in the meeting, the official recording device lost power and General Counsel Chuck Lind advised that the meeting should close.

Hearing no further comments, Commissioner Crutchfield called for adjournment of the Meeting. It was moved by Commissioner Purcell and seconded by Commissioner Dr. Houston. The December 15, 2025, Regular Session of the Board was then adjourned at 6:23 p.m. as agreed among the members of the Board present at the time (6 yes, 0 no; 0 abstentions.)

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Secretary-Treasurer