

REPORT

DATE: January 5, 2008

REPORT NO.: HCR08-03
For the Agenda of January 10, 2008

SUBJECT: Election of Officers

SUMMARY

Requested Action: Consider the officer and committee structure of the Housing Commission Board, including the potential creation of offices in addition to the Chair and Vice Chair or additional standing committees, and then elect members for the coming calendar year for each vacant position.

Staff Recommendation: That the Housing Commissioners elect officers for all vacant positions.

DISCUSSION

Housing Commissioners have been discussing succession planning for both staff and board members as part of its responsibilities in overseeing Commission operations. It is appropriate in that context to hold an annual election of officers for the calendar year beginning in January 2008.

To date, the Commission has chosen to have board officer positions of a Chair and Vice Chair. Currently, Sal Salas is serving as Chair and Commissioner Yip was elected Vice Chair. If Commissioners desire to create additional board officer positions, this would be an appropriate time to consider it.

In addition, the Housing Commission has a standing Audit Committee currently comprised of Commissioners Yip and Gloria; composition of that committee for 2008 should also be constituted. The Audit Committee participates with the outside auditor in the agency's annual audit, and meets quarterly to review budget and investment reports. In the past, Commissioners have not felt the need for additional standing committees; this is also an appropriate opportunity to consider whether the Commission desires to establish any.

January 5, 2008
Election of Officers
Page 2

Lastly, Housing Authority Chair Peters is forming an ad hoc Selection Committee to work with a recruiting firm to identify candidates for the position of Housing Authority Executive Director. This position also serves as the Housing Commission's President and CEO. Two members of the Housing Commission Board have been invited to sit on this committee along with two members of the Housing Authority and a representative from the Mayor's office. Chair Salas suggests that the board appoint him and Jennifer Adams-Brooks as the Commission's representatives to the Selection Committee.

Respectfully submitted,



Elizabeth C. Morris
President and Chief Executive Officer