

Board/Commission: Housing Authority

Regular Meeting Day and Time: 3rd Thursday of the Month @ 2:30 p.m.

Approximate number of meetings per month: 1 Regular, Occasional Special Meeting

Approximate number of hours involved in service by members per month:
3-4 hours/month 5-6 hours/month for Chairman

Detailed list of duties (please list specific duties): See Attached

Remarks:

Please attach copy of ordinance or resolution which set up board or commission.

The Board of Commissioners is the policy making body of the Local Housing Authority, similar to the board of directors of a private corporation. A Housing Authority Commissioner is a public official of his community and receives no pay. The Board of Commissioners selects and employs the Executive Director of the Housing Authority. The Executive Director is responsible to the Board of Commissioners for the efficient operation of the Housing Authority's business and for carrying out Board policies in accordance with the Local Authority's bylaws and its contracts.

Among the specific functions of and policies established by the Board of Commissioners are the following:

- a) Bylaws of the Local Authority;
- b) Tenant admission policies, maximum income limits for admission and continued occupancy and schedules of rents;
- c) Personnel policy of the Local Authority;
- d) Procurement and contracting policy of the Local Authority;
- e) Authorizing, with the approval from the Local Governing Body, any new applications for financial assistance to develop additional low-rent housing;
- f) Authorizing all major contracts, development and operating budgets and revisions thereto;
- g) Approval of minutes of meetings of the Board of Commissioners.

The Housing Authority is a public agency that provides housing opportunities for lower income households in the community. Decision-making of the Board of Commissioners relates to asset management decisions for 3,600 units of housing.