



TACOMA HOUSING AUTHORITY

Policy No.	G-01
Policy	Adoption, Amendment and Promulgation of Policies
Date	February 28, 2007

1. Purpose

This policy describes how THA will adopt, amend and promulgate its formal policies. This policy serves several purposes. **First**, it will help to ensure that policies result from a regular process providing careful consideration. **Second**, it will provide for review, as appropriate, by staff, the Board of Commissioners (BOC), and community stakeholders. **Third**, it provides for the promulgation of policies in ways that make them easily accessible in an authoritative way. **Fourth**, the policy also allows for interim or emergency policies. **Fifth**, it also provides for minor or nonsubstantive changes to policies.

THA policies are meant to make THA more efficient and effective and to insure its compliance with applicable laws. By themselves, policies do not augment or confer any rights or increase THA's legal responsibilities. They are not enforceable against THA.

2. Sources for Policy

- ▶ THA BOC Resolution 0605-04 (June 22, 2005).

3. Scope of Policy

This policy refers to the adoption, amendment and promulgation of THA policies that become formal part of the THA Code of Policies. It does not govern or preclude less formal policies, desk manuals, or other tools that may govern THA activities or operations.

4. Who is Responsible for Implementing Policy

Who	Responsibilities								
THA Policy Committee	<p>The following THA staff shall comprise the THA Policy Committee:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">▶ Finance Director</td> <td style="width: 50%;">▶ Development Director</td> </tr> <tr> <td>▶ Rental Assistance Director</td> <td>▶ Property Management Director</td> </tr> <tr> <td>▶ Human Resource Director</td> <td>▶ Community Service Director</td> </tr> <tr> <td>▶ Executive Administrator</td> <td>▶ Policy, Public Affairs, and Special Projects Officer</td> </tr> </table> <p>The Policy Committee is responsible for the following:</p>	▶ Finance Director	▶ Development Director	▶ Rental Assistance Director	▶ Property Management Director	▶ Human Resource Director	▶ Community Service Director	▶ Executive Administrator	▶ Policy, Public Affairs, and Special Projects Officer
▶ Finance Director	▶ Development Director								
▶ Rental Assistance Director	▶ Property Management Director								
▶ Human Resource Director	▶ Community Service Director								
▶ Executive Administrator	▶ Policy, Public Affairs, and Special Projects Officer								

	<ul style="list-style-type: none"> ▶ being alert to the need for new or amended policies; ▶ drafting policies or their amendment for recommendation to the Executive Director; ▶ in performing its functions, consulting with appropriate stakeholders.
Policy, Public Affairs, and Special Projects Officer	The Policy, Public Affairs, and Special Projects Officer will staff the THA Policy Committee and will be responsible for coordinating implementation of this policy.
Executive Director	<p>The Executive Director is responsible for the following:</p> <ul style="list-style-type: none"> ▶ reviewing all recommendations from the THA Policy Committee and approving all policies; ▶ approving all interim or emergency policies.
BOC Policy Subcommittee	<p>The BOC's Policy Subcommittee will receive and review copies of draft policies or amendments to policies referred by the Executive Director.</p> <p>The Subcommittee will determine if Board review is necessary or useful. Unless the Subcommittee directs further BOC review or unless the law requires express BOC approval, a draft policy will become permanent THA policy without BOC action upon the second regular BOC meeting after the Subcommittee receives the draft policy.</p>

5. Definitions	
THA Code of Policies	The collection of current THA Policies, and accompanying forms.

6. Forms Associated with this Policy	
<i>G-01(1)</i>	<i>Policy Adoption or Amendment Process and Authorization</i>
<i>G-01(2)</i>	<i>Policy Template</i>
<i>G-01(3)</i>	<i>Form Template</i>
<i>G-01(4)</i>	<i>Announcement of New Policies</i>

7. Policy

7.1 When to Have a Policy

THA will devise formal policies when they would be useful or necessary. Deciding this requires some balanced judgment between providing necessary or useful structure and guidance to staff, while avoiding excessive regulation that would inhibit initiative or be too cumbersome. The following factors help to determine whether a policy is necessary or useful on any particular topic:

- ▶ Does the law require a policy or impose risks on us if we lack a policy;
- ▶ Is uniformity of THA's action important? A policy makes uniformity more likely.
- ▶ Would a policy ensure that something gets done? A policy helps to make clear who has responsibility for doing a particular task or fulfilling a responsibility. A policy helps train staff on what to do and how to do it.
- ▶ Is the matter of particular importance so as to benefit from an authoritative and considered agency pronouncement?

The main reason to have a policy is when it would be useful or necessary to make THA's operations and services effective.

7.2 Who must approve or review a policy, or its amendment?

The following persons will participate as indicated in the approval or review of THA's policies. Section 8 below describes the procedure for their participation:

THA Policy Committee	<p>The THA Cabinet constitutes the Policy Committee. The THA Policy Committee has the following responsibilities:</p> <ul style="list-style-type: none">▶ being alert to the need for new or amended policies;▶ drafting policies or their amendment for recommendation to the Executive Director;▶ in performing its functions, consulting with appropriate stakeholders <p>The Policy, Public Affairs, and Special Projects Officer will staff the THA Policy Committee.</p>
Other Stakeholders	<p>THA's Policy Committee will solicit as appropriate the views of persons or organizations who may be affected by significant policy changes or who may have useful and constructive suggestions that can make the policy better. These persons or organizations are listed below. Federal regulation also requires THA to consult with some of them on particular policies, also listed below.</p>

	<ul style="list-style-type: none"> ▶ <i>THA Staff</i> THA Staff can be a primary source of information and advice on policies either because they are the ones to implement or use the policy or because the policies will affect them as THA employees. On these occasions, the Policy Committee should solicit the views of representative staff for significant policy changes. ▶ <i>Union Representative</i> The Policy Committee should consult as appropriate with the union representative of THA staff concerning significant policy changes that affect union members. The method of consultation will normally be through the Labor-Management Committees created by the collective bargaining agreements. In these cases, THA's HR Director will have primary responsibility for this consultation. ▶ <i>Resident/Voucher Councils; Resident Advisory Board</i> Many policies affect the people THA serves. The Resident Councils and the Resident Advisory Board (RAB) have formed under 24 CFR Part 964 and 903.13(b) to represent these clients. In policy matters of significance the THA Policy Committee will solicit the views of the appropriate Council or the RAB. The RAB will be most suitable to consult on policies that affect all clients. The individual Councils will be most suitable to consult on policies that affect only individual communities or the Voucher program. ▶ <i>Public Housing Residents or Voucher Holders</i> On occasion, the THA Policy Council may solicit the views of the affected client population directly. This effort may entail letters, meetings or both. ▶ <i>General Public</i> On occasion, the THA Policy Council may solicit the views of the general public. This effort may entail letters or meetings or both.
--	--

<i>THA Executive Director</i>	<p>THA's Executive Director will receive the written recommendation of the THA Policy Committee. He or she must approve all policies adopted under this policy.</p> <p>The Executive Director is also responsible for determining whether to forward a policy to the Board of Commissioner's Policy Subcommittee. Only policies with substantial impact on the direction of the agency will be forwarded to the BOC Policy Subcommittee for review.</p>
<i>Board of Commissioners Policy Subcommittee</i>	<p>The BOC shall designate one or two Commissioners to constitute its Policy Subcommittee. In the absence of any other designation, the Board's Chair and Vice-Chair will constitute its Policy Subcommittee. Using the procedure set forth in this policy, this Subcommittee will receive and review draft policies referred by the Executive Director. It will determine whether to seek further BOC review of the draft before the draft becomes permanent policy.</p>

Federal law also directs consultation or review with the specific groups listed below on the indicated topics. THA's Policy Committee is responsible for performing this consultation as part of its policy review. The Committee shall consider any comments it receives in response to this consultation or review.

Topic	Required Consultation	
Public Housing Lease <i>See 24 CFR § 966.3</i>	Proposed changes to the public housing lease	<ul style="list-style-type: none"> ▶ provide at least 30 days notice to tenants, Resident Councils and the RAB setting forth proposed changes and providing an opportunity to present written comments.
Public Housing Policies and Charges. <i>See 24 CFR § 966.5</i>	Modifications to schedules of special charges for services, repairs and utilities and rules and regulations that are required to be incorporated in the lease by reference.	<ul style="list-style-type: none"> ▶ 30 day written notice to each affected tenant either <ul style="list-style-type: none"> (a) delivered directly or mailed to each tenant or, (b) posted in at least three (3) conspicuous places within each structure or building in which the affected dwelling units are located as well as in a conspicuous place at the project office, if any, or if none, a similar central business location within the project.

		<p>The notice shall:</p> <ul style="list-style-type: none"> ▶ describe the proposed modification ▶ state the reasons for it; ▶ provide an opportunity to present written comments.
--	--	---

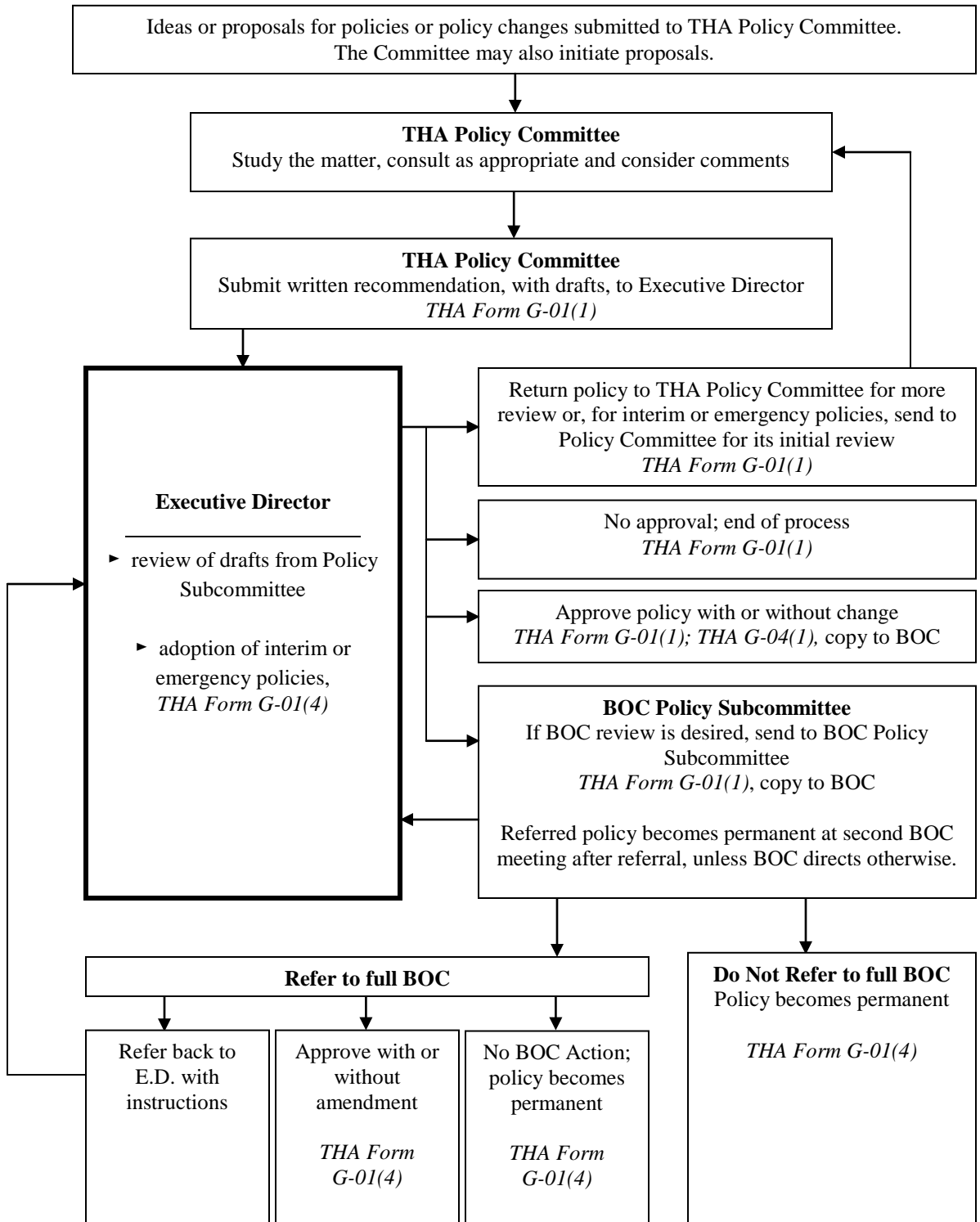
7.3 Minor Amendments to Policies and Any Change to Forms

This policy does not govern minor, nonsubstantive, or any changes to a policy's procedure or forms. The Executive Director may make such changes on his or her own authority.

8. Procedure

8.1 Outline of Procedure for Adopting or Amending Policies

This graphic summarizes the process for adopting or amending a policy. Sections below provide more detail.



8.2 THA Policy Committee

The THA Policy Committee has the following responsibilities:

8.2.1 Be Alert to THA Policy Needs

Members of the THA Policy Committee should be alert for policies that THA should have or that would be useful. When appropriate, it should initiate proposals.

The Policy Committee shall also be available to receive suggestions from others for policies or policy changes.

8.2.2 Study and Consult On Suggested Policies

Either on its own initiative or in response to suggestions from others, the Policy Committee shall study proposal suggestions and draft proposed policies as appropriate, with accompanying forms.

In doing so, the Policy Committee should consult as appropriate or necessary with stakeholders, such as THA staff, union representatives, Resident Councils, Voucher Councils or the RAB, tenants or Voucher holders, or the general public. The Policy Committee should consider any comment it receives as part of this consultation or review.

The Policy Committee should record and document this consultation using *THA Form G-01(1)* for the purpose.

8.2.3 Make Written Recommendations to Executive Director

THA Policy Committee will make written recommendations to the Executive Director, along with draft proposed policies and accompanying forms. It should use *THA Form G-01(1)* for this purpose.

It should use *THA Form G-01(2) Policy Template* and *THA Form G-01(3) Form Template* to draft all policies and forms.

The Policy Committee should also recommend whether the policy or policy change should take effect on an interim or emergency basis.

8.2.4 Staffing

The Policy, Public Affairs, and Special Projects Officer shall staff the THA Policy Committee. The Committee shall also draw upon department staff as necessary or useful.

8.3 Executive Director

8.3.1 Initiating Emergency or Interim Policies

The Executive Director may adopt or amend emergency or interim policies to be effective immediately or on another specified schedule if doing so

would be necessary or useful to THA. He or she may do this on his or her own initiative. He or she shall promulgate the new policy and may use *THA Form G-01(4)* for this purpose.

In this case, he or she should also immediately refer the emergency or interim policy to the THA Policy Committee for its review as set forth in § 8.2. He or she should use *THA Form G-01(1)* for this referral.

8.3.2 *Regular Review Process*

The Executive Director will review all recommendations from the Policy Committee. Upon review, he or she shall direct one of the following actions. He may use *THA Form G-01(1)* for the purpose:

- (a) Disapprove the proposal and end the matter;
- (b) Return the proposal to the Policy Committee for further review or consultation;
- (c) Approve the proposal, with or without amendments,
- (d) If the Executive Director wants review by the BOC, he or she shall send a draft to the BOC Policy Subcommittee, and may use *THA Form G-01(1)* for the purpose. When referring the matter to the BOC Policy Subcommittee, the Executive Director should also include a copy of *THA Form G-01(1)* in the next Board packet.

Only policies with substantial impact on the direction of the agency will be forwarded to the BOC Policy Subcommittee for review.

8.4 **BOC Policy Subcommittee**

The BOC shall have a standing Policy Subcommittee of one or two Commissioners. The purpose of this Subcommittee shall be to receive and review policy proposals upon which the Executive Director seeks BOC review pursuant to this policy.

Upon receiving a policy proposal from the Executive Director, the Policy Subcommittee may respond as follows:

8.4.1 *Board Review*

The Subcommittee may place the proposal before the full Board for its review. The full Board, by motion, may take one of the following actions:

- (a) Refer the proposal back to the Executive Director with instructions;
- (b) Adopt the proposal, with or without amendments.

8.4.2 *Adoption Without Board Action*

Unless the Board Policy Subcommittee directs otherwise, the proposal shall become permanent after the second regular Board meeting following the BOC Policy Subcommittee's receipt of the proposal. The purpose of this delay is to give the Subcommittee that opportunity to review the matter.

The Board's Policy Subcommittee may also inform the Executive Director that it does not intend to seek full Board review. In that event, the policy may take permanent effect immediately.

Nothing in this policy precludes the Board from reviewing any policy at any time.

8.5 Announcement and Promulgation of New or Amended Policies

THA shall promulgate a policy upon its adoption, whether interim, emergency or permanent. It may do this as follows:

8.5.1 *Announcement of New Policy to Staff and Stakeholders*

Prepare and distribute *THA Form G-01(4) Announcement of New Policy* announcing the new policy and explaining its purpose. It should distribute it to the following persons:

- (a) BOC at its next regular Board meeting;
- (b) THA Staff;
- (c) Stakeholders who participated in the review and others as appropriate.

8.5.2 *Publication and Accessibility of Policies and Forms*

A copy of all current policies, with accompanying forms, should be placed in the THA Code of Policies.

Copies of this Code of Policies should be distributed or available appropriately throughout the agency.

8.6 Policy, Public Affairs, and Special Projects Officer

The Policy, Public Affairs, and Special Projects Officer should coordinate THA's implementation of this policy.

He or she should keep the official version of the following material in an orderly manner:

- (a) THA Code of Policies;
- (b) Archives of documents detailing the consideration of each policy, including *THA Form G-01(1)*, comments received from stakeholders, and *THA Form G-01(4)*.
- (c) Archive of past version of policies.