TACOMA HOUSING AUTHORITY

RESOLUTION 2015-3-25 (3)

DATE: March 25, 2015

TO: Board of Commissioners

FROM: Michael Mirra, Executive Director

RE: Revision to THA Policy G-05 Exercise and Delegation of Executive Director Authority

Background:

This resolution would amend THA Policy G-05 governing delegation of the executive director's authority. The changes are necessary to account for THA's recent reorganization that eliminated some positions and created others.

In the event that the Executive Director is unavailable, the Executive Director may delegate to any subordinate Tacoma Housing Authority employee the authority to exercise or perform any of the Executive Director's powers or duties. THA Policy G-05 provides for such a delegation to designated senior staff without the executive director's express authorization in the unlikely event that the executive director is not available when the welfare of the agency requires a decision. The proposed revision removes the Director of Real Estate Management from the delegation list, as that position no longer exists. The revision also adds the Deputy Executive Director and Chief Operating Officer to the delegation list.

Recommendation

Approve Resolution 2015-3-25 (3) revision to THA Policy THA G-05 Exercise and Delegation of Executive Director Authority.

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RESOLUTION 2015-3-25 (3)

Amendment to Policy Governing Delegation of Executive Director Authority

WHEREAS, the Executive Director may delegate authority;

WHEREAS, THA Policy THA G-05 Exercise and Delegation of Executive Director Authority outlines the process for the delegation of the executive director's authority to designated senior staff in the unlikely event that he or she is not available when the agency's welfare requires a decision.

WHEREAS, THA's recent re-organization eliminated some senior positions and created others, requiring a change in the delegation policy.

Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:

THA Policy G-05 is amended in the way set forth in the attached redlined draft.

Approved: March 25, 2015

Stanley Rumbaugh, Chair

TACOMA HOUSING AUTHORITY

Policy No.	G-05
Policy	Exercise and Delegation of Executive Director Authority
Date	~~November 28, 2012~~March 25, 2015

1. Purpose

To state the general authority and responsibilities of the Executive Director and authorize the delegation of this authority to others in the Executive Director's absence.

2. Sources for Policy

THA Resolution 2015-3-25(3)~~[~~

THA Resolution 2012-11-28 (1)

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3. Scope of Policy

This policy pertains to the full range of the Executive Director's authority.

4. Who is Responsible for Implementing Policy

Who	Responsibilities
Executive Director and THA Staff	To comply with all terms of this policy.

5. Definitions

[none]

6. Forms Associated with this Policy

[none]

7. Policy

7.1 Powers and Duties

The Executive Director is responsible, under the general direction of the Board of Commissioners, for the administration of the Tacoma Housing Authority.

7.2 Delegation or Ratification of Authority

The Executive Director may delegate to any subordinate Tacoma Housing Authority employee the authority to exercise or perform any of the Executive Director's powers or duties. The Executive Director may also ratify any such exercise or performance. This delegation or ratification must be in writing or must be pursuant to this policy. Acts performed within such delegation or ratification shall constitute acts of the Executive Director.

If the Executive Director is not available and in the absence of his or her express delegation, the Deputy Executive Director, or, if he or she is not available, the Chief Operating Officer, or, if he or she is not available, - the Director of Finance, or, if he or she is not available, ~~the Director of Real Estate Management and Housing Services, or if he or she is not available,~~ the Director of Real Estate Development, is authorized to exercise or perform the powers and duties of the Executive Director if one of them on such an occasion determines that all of the following are true:

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(i) the welfare of the agency requires the exercise or performance of these powers and duties;

(ii) the Executive Director is not available by phone, email or otherwise either to exercise or perform them or to expressly delegate responsibility to do so within the time required by the circumstances; and,

(iii) there is not a current and contrary delegation of authority.