



TACOMA HOUSING AUTHORITY

RESOLUTION 2010-12-15 (1)

Date: December 15, 2010

To: THA Board of Commissioners

From: Michael Mirra
Executive Director

Re: Amending THA Policy G-05 Exercising and Delegating Executive Director Authority

Background

THA has a policy governing the Executive Director's exercise and delegation of his or her authority. THA Policy G-05. This policy states the authority of the Executive Director; it authorizes him or her to delegate his authority; and it states how THA can make a decision in the rare instance when the Executive Director is not available. Funders and other financial partners have sometimes required us to send them a copy of this policy when we have asked them to rely on signatures other mine.

This is a good time to refresh and update this policy. I attach a redlined copy of the policy showing the changes I ask the Board to adopt. There are two changes:

- One change would add the Director of Real Estate Development to the succession of directors who can act in narrow circumstances during those rare instance when the Executive Director is not available to make a decision.
- Another change would update the title of Director of Finance and Administration and the title of the Director of Real Estate Management and Housing Services.

Recommendation

I recommend that the Board adopt this resolution.



TACOMA HOUSING AUTHORITY

RESOLUTION 2010-12-15(1)

AMENDING THA POLICY G-05 PERTAINING TO THE EXERCISE AND DELEGATION OF THE EXECUTIVE DIRECTOR'S AUTHORITY

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma

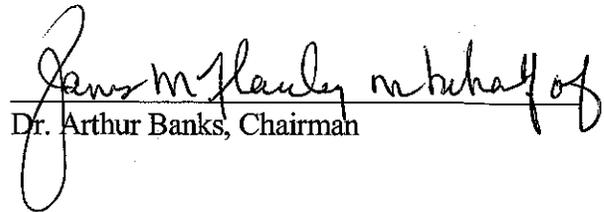
Whereas, THA Policy G-05 governs the Executive Director's exercise and delegation of authority.

Whereas, this policy needs some updating in the manner set forth in the attached redlined version. These changes add the Real Estate Development Director to the succession of directors who can act for the Executive Director in narrow circumstances when he or she is not available. The changes also update the titles of the Director of Finance and Administration and the Director of Real Estate Management and Housing Services.

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:

1. THA Policy G-05 is amended in the manner set forth in the attached redlined version.

Approved: December 15, 2010


Dr. Arthur Banks, Chairman



TACOMA HOUSING AUTHORITY

Policy No.	G-05
Policy	Exercise and Delegation of Executive Director Authority
Date	August 22, 2007December 15, 2010

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

[none]THA Resolution 2010-12-15(1)

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.

~~In the absence of express delegation, the Finance Director or, in his or her absence, the Director of Housing Programs, is authorized to exercise or perform the powers and duties of the Executive Director if the Finance Director, (or in his or her absence, the Director of Housing Programs,) determines that all of the following are true:~~

If the Executive Director is not available and in the absence of his or her express delegation, the Director of Finance and Administration, 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:

- (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.