Office of the Executive Director

To: Honorable Chair and Members of the Berkeley Housing Authority Board

From: Jesy Yturralde, Acting Executive Director

Subject: Compensation of Acting Executive Director

RECOMMENDATION
Approve a Resolution authorizing a 5% salary increase deferential for the Acting Executive Director effective the start of pay period covering August 14, 2019 through such a time that a permanent Executive Director is appointed by the Board.

BACKGROUND
With the August 7 passing of Bill Wilkins, Executive Director, the Board held a Special Board meeting on August 14, during which the Finance Manager was appointed Acting Executive Director, as indicated in the job description of the Finance Manager position. However, no compensation salary increase was discussed.

DISCUSSION
The Local One Memorandum of Understanding has a 5% salary increase allowance for positions that are asked to work at a higher classification. This temporary increase will be retroactive to the start of pay period covering August 14, 2019 and will cease when a permanent Executive Director is appointed by the Board.

FINANCIAL IMPLICATIONS
Depending on the length of appointment of the Acting Executive Director, the expense will be 5% in addition to the Finance Manager salary. Overall, savings in this personnel expense will far exceed costs for provision of a 5% increase, over the expense of an Executive Director salary, plus benefit costs.

CONTACT PERSON
Jesy Yturralde, Acting Executive Director, 981-5488

Attachments:
1. Resolution
BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 19-______

AUTHORIZING A 5% SALARY DIFFERENTIAL TO THE FINANCE MANAGER DURING HER APPOINTMENT AS THE THE ACTING EXECUTIVE DIRECTOR EFFECTIVE THE BEGINNING OF THE PAY PERIOD COVERING AUGUST 14, 2019, UNTIL A PERMANENT EXECUTIVE DIRECTOR IS APPOINTED BY THE BOARD.

WHEREAS on August 14, 2019, Jesy Yturradle, Finance Manager, was appointed by the Board during a Special emergency meeting to be the Acting Director because of the passing of Bill Wilkins and as detailed in the Finance Manager job description; and

WHEREAS Jesy Yturralde is responsible for the finances of BHA including assuming the Accountant position duties upon the recent retirement of V. Ocampo, prior Accountant, as well as continuing in the role of the Finance Manager; and

WHEREAS the Local One Memorandum of Understanding indicates a 5% salary differential to employees working at a higher classification; and

NOW THEREFORE, BE IT RESOLVED, that the Housing Authority Board authorizes a 5% salary increase for Jesy Yturralde in her role as Acting Executive Director effective retroactively to the beginning of the pay period covering August 14, 2019, and until such a time that a permanent Executive Director is appointed by the Board.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on September 12, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: ________________________________
Jesy Yturralde, Secretary