

MEMORANDUM

TO: Berkeley Housing Authority Board of Commissioners

FROM: Carole Norris, Val Agostino and Dan Rossi, acting as Executive Director Transition Committee

DATE: September 10, 2015

RE: Recommendation for a process to manage the BHA while in transition from current Executive, Tia Ingram to full-time replacement in the future.

The Transition Committee has been meeting by phone during July and August. We have:

- Interviewed the E.D.s of SF Housing Authority and Alameda County Housing Authority
- Sought input from the broader affordable housing community on potential candidates for the position
- Talked with the HUD Regional Director, Ophelia Basqual

The Transition Committee unanimously recommends that we do not hire another full-time employee to replace Tia Ingram as Executive Director. Rather, we recommend that we continue working with the City of Berkeley and with the affordable housing community to identify the role of the BHA in the future prior to hiring a full-time replacement. Our thinking is that the duties of the Executive Director in the future should mirror the role that the BHA plays, which is still evolving.

Our recommendation is that we move quickly to identify candidates to function as Interim Executive Director; that this be on a contract basis and be for the term of nine months, with the possibility of another six month extension. The period of performance would start on November 15, 2015 and run to August 15, 2016. This will ensure adequate overlap from November 15 to Tia's retirement in January 2016. We anticipate the role of this person to be to maintain the High Performing Status of the BHA by managing staff and our Section 8 Housing Choice and Project-based Voucher programs. This person would also assist us in our continuing strategic planning for an enhanced role for BHA in the future.

We ask that the Finance Committee provide us with a recommended salary for this position, based on our current Executive Director's salary and benefits, and taking into concern that this is a temporary position and to be adequately attractive to the candidate we wish to secure, the salary must be competitive.

We also ask that Tia work with us on a job description that can be circulated to potential candidates no later than October 1, 2015.

We hope to be able to bring a candidate to a Special Meeting in late October, but no later than our regular meeting in November.

We ask that the BHA Board authorize the Transition Committee to:

- Continue to reach out to potential candidates, external and internal
- Interview potential candidates and identify a recommended choice to the BHA Board no later than November 12, 2015.

BERKELEY HOUSING AUTHORITY
RESOLUTION NO. ____

AUTHORIZING THE EXECUTIVE DIRECTOR TRANSITION COMMITTEE TO
IDENTIFY AND RECOMMEND A CANDIDATE TO SERVE AS THE INTERIM
EXECUTIVE DIRECTOR

WHEREAS, Tia Ingram, the Authority's Executive Director, has announced her retirement effective January 2016;

WHEREAS, in order to assure a smooth transition and not to disrupt the Authority's operations, the Board of Commissioners authorized its Chair, Carole Norris, to appoint an Executive Director Transition Committee (the "Transition Committee");

WHEREAS, Chair Norris appointed Commissioners Agostino and Rossi and herself as the members of the Transition Committee;

WHEREAS, the Transition Committee recommends that it be authorized to identify and interview candidates and recommend a candidate for the position of Interim Executive Director for approval by the full Board of Commissioners no later than its November meeting;

WHEREAS, the Transition Committee recommends that the Interim Executive Director be hired on a contract basis, with a term of nine months, with the possibility of an additional six month extension;

WHEREAS, the Transition Committee requests the assistance of the Finance Committee in determining a recommended salary for the Interim Executive Director and the assistance of Ms. Ingram to write a job description for the position.

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners authorizes the Transition Committee to identify and interview candidates and recommend a candidate for the position of Interim Executive Director for approval by the full Board of Commissioners no later than its November meeting;

BE IT FURTHER RESOLVED, that the Finance Committee is directed to recommend a salary for the Interim Executive Director;

BE IT FURTHER RESOLVED, that the Executive Director is authorized to assist the Transition Committee in drafting a job description for the position of Interim Executive Director.

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
Tia M. Ingram, Secretary