



# Yolo County Housing

**Lisa A. Baker, Executive Director**

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## BOARD OF COMMISSIONERS

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**DATE:** December 9, 2010  
**TO:** YCH Board of Commissioners  
**FROM:** Lisa A. Baker, Executive Director  
**PREPARED BY:** Janis Holt, Resource Administrator  
**SUBJECT:** **Review and Approve Additional Language to be Added to YCH Job Descriptions**

### RECOMMENDED ACTION:

That the Board of Commissioners review and approve the additional language to be added to YCH job descriptions and authorize the Executive Director to implement.

### BACKGROUND / DISCUSSION:

Through a resolution on April 2, 2009, the Board of Commissioners adopted the YCH Risk Control Policy Statement. All staff must abide by this statement, which is posted throughout our offices and shared with our residents, volunteers, visitors and community partners. In an effort to continue to be in conformance with the applicable YCH safety policies and our Risk Control Statement, we recommend that additional language be added to all YCH position descriptions.

Currently the position descriptions state:

Perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to your supervisor or member of the management team, and reporting any safety concerns to your supervisor, member of the management team, or member of the YCH safety committee.

It is recommended that we add the following statement:

Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to your supervisor, a member of the management team, or member of the YCH risk control committee.

This statement will comply with the response that was provided to the Grand Jury on June 30, 2010. Staff recommends the Board approve the additional language in the YCH position descriptions.

**FISCAL IMPACT**

None.

**CONCLUSION**

Staff recommends that the Board approve the additional language in all YCH position descriptions.