



Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
WOODLAND, CA 95695

Woodland: (530) 662-5428
Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext. 626

BOARD OF COMMISSIONERS

Duane Chamberlain
Marlene Garnes
Michael H. McGowan
Jim Provenza
Matt Rexroad
Helen M. Thomson
Bernita Toney

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 TENANT COMMISSIONER RECRUITMENT, APPOINT THE TENANT COMMISSIONERS SELECTION AD HOC SUBCOMMITTEE AND EXTEND APPOINTMENTS OF MARLENE GARNES AND BERNITA TONEY**

RECOMMENDED ACTION:

That the Board of Commissioners:

1. Approve the Tenant Commissioner Recruitment;
2. Appoint a Tenant Commissioner Selection Ad Hoc Subcommittee; and
3. Extend the appointments of Commissioners Marlene Garnes and Bernita Toney until successor tenant commissioners are appointed.

BACKGROUND / DISCUSSION:

Under both federal and state law, Yolo County Housing is required to have two tenant commissioners. State law requires that one of the two tenant commissioners be at least 62 years of age. The current two-year term appointment for Marlene Garnes expired November 30, 2010 and Bernita Toney's appointment expires December 31, 2010. Those vacancies must be filled through the recruitment and selection process.

The proposed recruitment and selection process is as follows:

- Appoint the Tenant Commissioner Selection Ad Hoc Subcommittee consisting of two Commissioners. The Executive Director will work with the Ad Hoc subcommittee.
- Recruit for tenant commissioner vacancies through various locations and forums including the YCH website, YCH public housing complexes, and mailing/outreach to public housing and HCV residents.
- Send the letter, application and supplemental questionnaire to interested applicants. Proposed deadline for submission is January 18, 2011.
- Tenant Commissioner Selection Subcommittee reviews submitted applications, resumes, and supplemental questionnaires between January 19 and January 25.

- Top candidates are invited for an interview with the Selection Subcommittee between January 31 and February 2, 2011.
- The Board of Commissioners reviews the recommendations of the Selection Subcommittee for the appointment of two tenant commissioners at its regularly scheduled meeting in March or April.

Staff recommends that the appointments of Tenant Commissioners Toney and Garnes be extended through March 31, 2011 or until the recruitment and selection process has been completed as described above.

FISCAL IMPACT

There will be minimal fiscal impact associated with the copying and postage. There would be an unknown negative financial impact to the agency due to non-compliance with federal and state regulations if Tenant Commissioners are not recruited appropriately and appointed to the Board.

CONCLUSION

Based on the foregoing, staff recommends that the Board approve approve the Tenant Commissioner Recruitment, appoint a Tenant Commissioner Selection Ad Hoc Subcommittee and extend the appointments of Commissioners Marlene Garnes and Bernita Toney.

Attachments: YCH Tenant Commissioner Application Package



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(Insert Date)

(Insert Name & Address)

Dear (Name):

Thank you for your interest in becoming a Tenant Commissioner for the Yolo County Housing Board of Commissioners.

In order to apply, you must be a Yolo County Housing program participant in good standing and be at least 18 years of age. Tenant Commissioners represent participants in the Housing Choice Voucher Program or Public Housing Program.

In order to get a more complete understanding about your qualifications and commitment, you are asked to provide the following information to the Commissioner Screening Subcommittee:

- 1) Complete the enclosed application;
- 2) Complete the enclosed supplemental questionnaire; and
- 3) Provide us with a copy of your resume; or a detailed list of your educational background, employment history and volunteer activities.

Please submit all documents to the Yolo County Housing office located at 147 W. Main Street, Woodland, CA 95695 by **5:00pm, January 18, 2011**. If YCH does not receive all documents by that deadline, then we will assume that you are no longer interested in becoming a Tenant Commissioner and your name will be withdrawn from consideration.

If you have any questions, please contact me at 530-669-2211.

Thank you once again for your time, commitment, and participation.

Sincerely,

Janis Holt
Resource Administrator



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APPLICATION FOR TENANT COMMISSIONER

Name: _____ Phone: Home: _____
Address: _____ Work/Cell: _____
City, Zip: _____ Email: _____

Are you currently serving on a board/commission/committee/council? Yes__ No__

Time available (days, evening, etc.) _____

Background (attach additional sheets as necessary or include resume)

Employment experience: _____

Community and organization volunteer experience: _____

Education: _____

Other experience or training: _____

TENANT COMMISSIONER QUALIFICATIONS AND REQUIREMENTS

Tenant Commissioner appointments to the Yolo County Housing Board of Commissioners have certain statutory and regulatory qualifications and requirements that must be met by candidates. These qualifications and requirements include:

1. Must be a tenant of Yolo County Housing or Housing Choice Voucher recipient
2. One Tenant Commissioner must be at least 62 years of age

Please indicate if you are:

Resident of Yolo County: Yes__ No__
Tenant of Yolo County Housing: Yes__ No__
Housing Choice Voucher Recipient: Yes__ No__
At least 18 years of age: Yes__ No__
At least 62 years of age: Yes__ No__

Certification: I certify that all of the above statements made on this application are true to the best of my knowledge. I understand that any incorrect statements made may disqualify me from appointments to the Yolo County Housing Board of Commissioners.

Signature _____ Date _____

Thank you for your application. Applications are only good for one year. Your application will be considered by the Yolo County Housing Board of Commissioners if a vacancy exists and you meet the requirements. **Please mail or deliver your completed application to Yolo County Housing, 147 W. Main Street, Woodland, CA 95695.**

Working together to provide quality affordable housing and community development services for all



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SUPPLEMENTAL QUESTIONNAIRE FOR TENANT COMMISSIONER

Name: _____ Phone: Home: _____
Address: _____ Work: _____
City, Zip: _____ Email: _____

Please answer the following questions (use additional sheets, if necessary):

Describe why you are interested in becoming a Tenant Commissioner:

Describe some of the issues facing Yolo County Housing and indicate how you would address them.

Certification: I certify that all of the above statements made on this supplemental questionnaire are true to the best of my knowledge. I understand that any incorrect statements made may disqualify me from appointments to the Yolo County Board of Commissioners.

Signature _____ Date _____

Thank you for completing the supplemental questionnaire. **Please mail this document and your résumé (or a detailed list of your educational background, employment history, and volunteer activities) or hand deliver to Yolo County Housing, 147 W. Main Street, Woodland, CA 95695.**