

Yolo County Housing

Lisa A. Baker, Executive Director

147 W. Main Street
Woodland, CA 95695

Woodland: (530) 662-5428
Sacramento: (916) 444-8982

BOARD OF COMMISSIONERS

Duane Chamberlain
Marlene C. Games
Michael H. McGowan
Matt Rexroad
Helen M. Thomson
Steven Tupolo
Mariko Yamada

DATE: September 4, 2008

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Executive Director

PREPARED BY: Janis R. Holt, Resource Administrator

SUBJECT: **Review and Approve Tenant Commissioner Recruitment and Selection Process and Appoint Selection Subcommittee**

RECOMMENDED ACTION;

That the Board of Commissioners approves the Tenant Commissioner Recruitment and Selection Process and appoints a Tenant Commissioners Selection Subcommittee.

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 appointments will be expiring and 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 Subcommittee consisting of two Commissioners and the Executive Director.
- Recruit for tenant commissioner vacancies through various locations and forums including local newspapers, YCH website, YCH public housing complexes, and mailing to public housing and HCV residents.
- Send the attached letter, application and supplemental questionnaire to interested applicants. Proposed deadline for submission is October 9, 2008 at 5:00pm.
- Tenant Commissioner Selection Subcommittee reviews submitted applications, resumes, and supplemental questionnaires.
- Top candidates are invited for an interview with the Selection Subcommittee between October 15 and October 28, 2008.
- The Board of Commissioners reviews the recommendations of the Selection Subcommittee for the appointment of two tenant commissioners at the regularly scheduled meeting on November 6, 2008.

FISCAL IMPACT

There will be minimal fiscal impact including newspaper advertising costs and ancillary costs associated with 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 appointed to the Board.

CONCLUSION

Staff recommends approval of the Tenant Commissioner Recruitment and Selection Process and the Appointment of the Selection Subcommittee.

Attachments: YCH Tenant Commissioner Application Package



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(Insert Date)

(Name)
(Address)

Dear (Insert Name):

Thank you for your interest in becoming a Tenant Commissioner for the Yolo County Housing Commission.

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, the Conventional Public Housing Program and the residents of other YCH owned or managed properties.

In order to get a more complete understanding about your qualifications and commitment, you are asked to provide the following information to the YCH Commission 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, October 9, 2008**. A return envelope is enclosed for your convenience. If the YCH Commission Screening Subcommittee 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 MEMBERSHIP TO THE YOLO COUNTY HOUSING COMMISSION TENANT COMMISSIONER

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

Are you currently serving on a board/commission/committee/council? Yes___ No _____

Time available (days, evening, etc.) _____
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 Commission 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 a Housing Choice Voucher recipient
2. One Tenant Commissioner must be at least 62 years of age

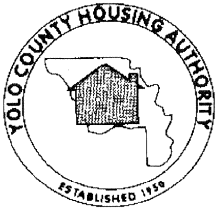
Please indicate if you are:

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 Commission.

Signature _____ Date _____

Thank you for your application. Applications are only good for one year. Your application will be considered by the Yolo County Housing Commission 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.**



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SUPPLEMENTAL QUESTIONNAIRE YOLO COUNTY HOUSING COMMISSION – TENANT COMMISSIONER

Name: _____
Address: _____
City, Zip: _____

Phone: Home: _____
Work: _____
Email: _____

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

Describe why you are interested in becoming a Tenant Commissioner of the Yolo County Housing Commission.

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 appointment to the Yolo County Housing Commission.

Signature _____

Date _____

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