

Housing Authority of the County of Stanislaus

...also serving Alpine ▪ Amador ▪ Calaveras ▪ Inyo ▪ Mariposa ▪ Mono ▪ Tuolumne Counties.

DATE: November 9, 2017

TO: Board of Commissioners

FROM: Barbara S. Kauss, Executive Director

SUBJECT: Action Item #2- Authoring the Executive Director to Designate Signatory in the Absence of the Executive Director

PREPARED BY: Jim Kruse, Deputy Director/ Clerk of the Board

RESOLUTION NO: 17-18-08

RECOMMENDTION:

This action is to allow the Executive Director to designate staff to sign documents in her absence.

SUMMARY

As part of the Executive Director job duties is to sign contracts and or agreements on behalf of the Housing Authority of the County of Stanislaus ("Authority"). Other job duties require the Executive Director to travel away from the office to attend meeting outside of the County and or State.

There have been instances that the Authority has received contracts and or agreements from the U.S. Department of Housing and Urban Development ("HUD"), the Office of Migrant Services ("OMS"), the United States Department of Agriculture ("USDA") the City or County of Stanislaus that require an immediate turnaround time from the Authority. Unfortunately when the Executive Director is away from the office a hardship is placed on the Authority and could result in delay or the loss of funding.

In order to continue with the day to day operations of the Authority and to expedite contracts and avoid delays staff is seeking authorization to allow the Executive Director to appoint a designees as a "Signing Officer" to sign contracts and or agreements for the Authority.

The Executive Director, or her designee will ensure that all Federal, State and Local Regulations and or Laws are followed and appropriate procedures are established for the disbursement of program funds. .

FISCAL IMPACT

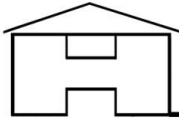
N/A

ATTACHMENT

1. List of Authorized staff
2. Resolution #17-18-08

Authorized Person's for the Housing Authority of the County of Stanislaus:

1. Linh Luong, Director of Finance
2. Jim Kruse, Deputy Director/Clerk of the Board
3. Michele Gonzales, Director of Housing Choice Voucher Program



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RESOLUTION NO. 17-18-08

RESOLUTION APPROVING THE EXECUTIVE DIRECTOR TO ASSIGN SIGNORS FOR THE HOUSING AUTHORITY OF THE COUNTY OF STANISLAUS

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Stanislaus desires to approve the Executive Director to designate signors

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Stanislaus agree to allow the Executive Director to appoint designated staff to sign when the Executive Director is away from the office to prevent delays in day to day operations

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Stanislaus, that:

- 1. Approves the Executive Director to appoint designated signors
2. This resolution shall take effect immediately.

DULY AND REGULARLY ADOPTED by the Board of Commissioners of the Housing Authority of the County of Stanislaus this 9th day of November, 2017

On motion of Commissioner _____, seconded by Commissioner _____, and on the following roll call vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved: _____
Chairman

Attest: _____
Secretary