



Berkeley Housing Authority

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ITEM 7B

ACTION ITEM

October 27, 2022

To: Honorable Chairperson and Members of the Housing Authority
From: Jesy Yturralde, Finance Manager
Subject: Delegation of Authority to Board Chair, Chris Schildt, to execute contracts on behalf of the Berkeley Housing Authority, in the not to exceed amount of \$50,000

RECOMMENDATION

Adopt a Resolution Delegating Authority to Board Chair, Chris Schildt, to execute contracts on behalf of the Housing Authority of the City of Berkeley, in the not to exceed amount of \$50,000.

FISCAL IMPACTS OF RECOMMENDATION

None.

BACKGROUND AND CURRENT SITUATION

The Executive Director is typically authorized to enter into contracts on behalf of the Housing Authority of the City of Berkeley (BHA) in the not to exceed amount of \$50,000. On October 11, 2022, Rachel Gonzales-Levine, BHA's Acting Executive Director, informed the Board that she was resigning from her position with BHA effective October 22, 2022, and seeking work with a new employer.

Until a permanent Executive Director is appointed by the Board of Commissioners, it is critical that the appropriate authorizations be in place to allow BHA to operate efficiently, including the delegation of authority to enter into contracts on behalf of BHA, up to the maximum not to exceed amount of \$50,000. This authority does not preclude the Chair from bringing documents to the Board that require specific approval.

BHA's standard business practice for business accounts which requires two signatures (i.e., the Board Chair and Executive Director (interim or permanent) on all payments (checks) issued on BHA accounts will remain the same.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Jesy Yturralde, Director of Finance, Berkeley Housing Authority, 981-5488

Attachments:

1. Resolution

10.27.22 NEW BUSINESS
Interim BHA Executive Director

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BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 22-_____

DELEGATION OF AUTHORITY TO BOARD CHAIR, CHRIS SCHILDT, TO EXECUTE CONTRACTS ON BEHALF OF THE BERKELEY HOUSING AUTHORITY, IN THE NOT TO EXCEED AMOUNT OF \$50,000

WHEREAS, the Berkeley Housing Authority ("Authority") is a Housing Authority duly created, established and authorized to transact business and exercise its powers, all under and pursuant to the provision of the Housing Authorities Law which is Part 2 of Division 24 of the California Health and Safety Code commencing with Section 34200 et seq.;

WHEREAS, pursuant to the Housing Authorities Law, Authority is authorized to make and execute contracts and other instruments necessary or convenient to exercise its powers;

WHEREAS, on October 22, 2022, the Authority's Acting Executive Director resigned and an Interim Executive Director was appointed by the Board of Commissioners on October 27, 2022 ;

WHEREAS, until a permanent Executive Director is appointed by the Board of Commissioners, it is critical that the appropriate authorizations be in place to allow the Authority to operate efficiently, including the delegation of authority to enter into contracts on behalf of the Authority, up to the maximum not to exceed amount of \$50,000; and

WHEREAS, the Board of Commissioners desires to delegate authority to the Board Chair, Chris Schildt, to execute contracts on behalf of the Authority, in the not to exceed amount of \$50,000, until a permanent Executive Director is appointed by the Board.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Berkeley Housing Authority that the Board of Commissioners hereby delegates authority to the Board Chair, Chris Schildt, to execute contracts on behalf of the Authority , in the not to exceed amount of \$50,000, until a permanent Executive Director is appointed by the Board.

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
Jesusa Yturralde, Secretary Pro Tem

