



NOTICE

**TO ALL
HOUSING AUTHORITY CITY OF KENNEWICK (KHA)
HOUSING PROGRAM RESIDENTS
(Public Housing & Housing Choice Voucher programs)**

**“KHA BOARD PARTICIPATION”
RESIDENT DIRECTLY-ASSISTED BOARD COMMISSIONER**

September 29, 2015

KHA Public Housing Residents and Housing Choice Voucher (Section 8) Participants:

Kennewick Housing Authority (KHA) is seeking resident participation. The federal requirement of Section 505 of the Quality Housing & Work Reform Act (QHWRA) of 1998 requires Housing Authorities to seek input from our residents in management of our programs. Although KHA is not mandated to have a Resident Directly-Assisted Commissioner on our Board, KHA Commissioners and KHA Management desire to have a KHA-assisted participant to serve on our Board of Commissioners.

A Resident Directly-Assisted Commissioner takes an active part in the Housing Authority's decisions related to policy for administration, operation and management of the federal Public Housing Program, Housing Choice Voucher tenant-based and project-based assistance programs, as well as our other programs. The Resident Directly-Assisted Commissioner shall abstain from voting on any item that would directly impact their housing assistance.

Interested residents or participants who wish to apply or would like more information on KHA's Resident Directly-Assisted Commissioner position may do so by contacting Lona Hammer, KHA's Executive Director at 586-8576 ext. 103. An application for KHA's Resident Directly-Assisted Commissioner position is available at KHA's Administration Office, 1915 W. 4th Place, Kennewick, WA 99336, Monday- Thursday, 9:00 am – 12:00 pm, 12:30 – 6:00 pm or on-line at www.kennewickha.org. All applications should be submitted to the Executive Director.

The Resident Directly-Assisted Commissioner's position will be selected through the official application and selection process by KHA's Board of Commissioners in conjunction with KHA Management.

Kennewick Housing Authority (KHA)

KHA Resident Directly-Assisted Commissioner

Position Description

Basic Functions:

The Resident Directly-Assisted Board Commissioner must be vested in positively advancing the interests of the Housing Authority and, in so doing, improving the lives of KHA participants, KHA employees, and the community served by the Housing Authority.

The Commissioner, along with other Commissioners appointed to the Board, sets the overall mission, vision and direction of the agency and is not responsible for day-to-day management activities of the agency. Day-to-day management of the agency resides with the Executive Director, the only direct employee of the Board of Commissioners.

Commissioner Ideals:

- Communities and the people living in those communities can be transformed for the better.
- The creation and maintenance of affordable decent, safe, sanitary and housing is important for families' at all economic levels.
- Housing Authorities, although primarily responsible for the provision and maintenance of physical dwellings, may influence the quality of their clients' lives through resident services opportunities and development of housing in areas of opportunity.
- Commissioners must stay current on significant legislative and programmatic changes in the affordable housing arena to remain an active member of the Board of Commissioners.
- Networking and training/educational opportunities are critical to a Commissioner's success as an active member of the Board of Commissioners.
- Commissioners must assure the Housing Authority operates within the parameters of the law of the law, in conjunction with the Executive Director.
- As representatives of the Housing Authority, Commissioners are ambassadors to the larger community and, therefore, must act as committed advocates for low and moderate -income families and housing programs in the local community.
- The Resident-Assisted Commissioner must serve as a role model for all other residents and participants in Housing Authority programs and must, at all times, abide by the rules and regulations of the program in which he/she participates.

Essential Duties of Commissioners:

1. Hire and supervise a qualified Executive Director to manage the day-to-day operations of the Housing Authority.
2. Work collaboratively with other Board Commissioners and the Executive Director as a cohesive, positive, effective team to further the goals of the Housing Authority.
3. Provide leadership for the Housing Authority through ongoing development and review of the vision, mission, and goals for the Housing Authority, based upon an assessment and prioritization of local needs.

4. Once specific goals to move the Housing Authority towards its vision and mission are established, monitor progress and hold Executive Director and his/her staff accountable for timely achievement of those goals.
5. Set policies that govern the operations of the Housing Authority that chart its direction in current and future programs and are consistent with the vision and established mission, and goals.
6. Advocate for public and affordable housing throughout our local community and with city, county, state and national entities to increase affordable housing development opportunities and additional services for residents.
7. Ensure, through independent reviews and audits Housing Authority operates within the law and according to HUD regulations.
8. Through the Executive Director, work to obtain and manage monies that support Housing Authority's operations.
9. Critically review, approve, adopt, and monitor Housing Authority's operating budget(s).
10. Establish policies to ensure Housing Authority acts legally and with integrity in its daily operations and specifically prevent fraud, abuse, mismanagement, and discrimination.
11. Serve as a member of the Resident Services Committee and attend Resident Council meetings on a regular basis during the months Councils are in session.

Qualifications and Abilities:

The Commissioner must possess the ability to:

- Read and understand financial statements, reports and budgets.
- Analyze, understand, and act upon written reports, correspondence, and regulations.
- Make sound decisions based upon sufficient input.
- Select an effective Executive Director and supervise.
- Meet with the public and other governmental officials and groups.
- Understand ethical behavior and recognize and avoid conflicts of interest or the appearance of unethical behavior or a conflict of interest.
- Understand the community which the Housing Authority serves and assess and prioritize local needs.
- Assist in the development of the vision and mission to accomplish local needs.
- Favorably influence the community with regard to the prioritization of local resources for the housing authority.

Education:

There are no specific educational requirements for the Commissioner, but he/she should have sufficient education to read and understand basic written materials and financial statements. Since Commissioners are political appointees, they may come from any type

of cultural, professional or a vocational background. A Commissioner who is appointed and finds their skills are insufficient for the requirements of the position should be proactive in pursuit of that knowledge which will make them proficient.

Experience:

The Commissioner should be knowledgeable about his/her community and its needs. If not well-versed in the field of affordable housing, the Commissioner should seek to become so at the earliest opportunity. The Commissioner should have good people skills and an understanding of both individual and group dynamics. The Commissioner should be a mature, benevolent individual, capable of putting the needs and interests of others above his/her own.

Compensation:

The Commissioner serves as a volunteer and receives no salary for his/her work. The Commissioner must be prepared to accept, as his/her sole compensation, his/her contributions toward creating and promoting affordable housing and making the community a better place for low - and moderate - income families to live.

I have read, fully understand and will uphold the position description for the appointed Resident Directly-Assisted Commissioner for the Kennewick Housing Authority (KHA).



Print First & Last Name



Signature of KHA Board Commissioner



Date

APPLICATION FOR
“KHA RESIDENT DIRECTLY-ASSISTED BOARD COMMISSIONER”
POSITION

Date: _____

First and Last Name: _____

Address: _____ Unit #: _____

Home Telephone Number (#): _____ Cell Phone Number (#): _____

E-Mail Address: _____

Length of residence in KHA’s jurisdiction: _____

Length of housing participation with KHA: _____

Which housing program are you currently being assisted through KHA (check appropriate housing program)
 Public Housing HCV/Section 8 (Tenant-Based) HCV/Section 8 (Mitchell Manor)

Occupational/Employment Status and History Background: (Describe your current and past occupational - employment history)

1. _____

2. _____

3. _____

Educational Background: List the last three (3) schools attended, starting with the most recent:

School (Name & Address)	Number of Years Completed (Dates of Attendance)	Degree or Diploma	Major

Community Related Activities/Organization Affiliations: (Describe your current & past community activity and/or organization affiliations)

Volunteer Experience: (Describe past & current volunteer participation and experience)

Skills & Special Interests: (Describe any special skills or interests you have)

Experience related to position you are applying: (Describe any experience you have that may assist you in performing and carrying out the duties for the position - i.e., training, certifications, licenses, etc.)

Why are you seeking appointment to KHA's "Resident Directly-Assisted Board Commissioner" position and why you should be appointed to the position:

To the best of your knowledge, would any conflict of interest be created as result of your appointment?:
(Describe and explain in full detail)

List any additional information you would like KHA & Board of Commissioners to consider in your application:

Personal References: (Must provide at least two (2) "Personal References", individuals not related to you)

First & Last Name: _____ Relationship: _____
Address: _____ Home Phone Number: () _____
City, State, ZIP: _____ Cell Phone Number: () _____
*Numbers of years you have known this individual: _____

First & Last Name: _____ Relationship: _____
Address: _____ Home Phone Number: () _____
City, State, ZIP: _____ Cell Phone Number: () _____
*Numbers of years you have known this individual: _____

Applicant Statement:

I certify that all information I have provided in order to apply and/or be appointed to KHA's Resident Directly-Assisted Board Commissioner position is complete, true and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration for the position, or immediate discharge/removal from the position, whenever it is discovered. I understand applying for the position, I authorize KHA to verify any personal information about me including but not limited to criminal history, drug screening test, law enforcement, employment, schools, community affiliation, etc. prior and during my application process and appointment.

If I am approved, offered and appointed to the position, I understand that I am free to resign at any time, with issuing KHA a thirty day (30) day written notice. KHA reserves the right to terminate/remove my appointment from the position any time, with or without cause and without prior notice to the appointed Resident who is holding the position/appointment.

This application does not constitute a contract for employment in any manner with KHA. Position is a voluntary resident participant position on KHA's Board of Commissioners.

I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.

☞ _____
Print Resident/Applicant's "First" & "Last" Name

☞ _____
Resident/Applicant's Signature

Date

*Housing Authority City of Kennewick (KHA) does not discriminate on the basis of handicapped status in the admission or access to, or treatment of employment, in its federally assisted programs and activities. The Executive Director or designee has been designated to coordinate compliance with nondiscrimination requirements contained in HUD's regulations implementing Section 504: Executive Director, 1915 W. 4th Place * Kennewick, WA 99336, (509) 586-8576, TTY: (509) 586-4460. Housing Authority City of Kennewick (KHA) does not discriminate against any person because of race, color, religion, sex, familial status, national origin, or handicap.*
