AGENDA
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
PERSONNEL COMMITTEE

DATE:        Monday, May 16, 2011
TIME:        9:30 a.m.

PLACES:     Central Office
            123 Rico Street
            Salinas, CA  93907

1. CALL TO ORDER (Pledge of Allegiance)

2. ROLL CALL
   Tom Espinoza, Chair
   Andrew Jackson
   Kevin Healy

3. COMMENTS FROM THE PUBLIC  (Limited to three minutes per speaker.)

4. MINUTES
   A. Approval of the Minutes of the Personnel Committee Meeting held
      April 18, 2011

5. NEW BUSINESS
   A. Revised Job Description-Family Self-Sufficiency (FSS) Specialist
   B. Board Meeting Scheduled for July 25, 2011
   C. Alternative Work Schedules – Information Only

6. INFORMATION
   A. Human Resources Report
   B. Housing Programs Report
   C. Ad Hoc Committee Executive Director Search - Update

7. FUTURE AGENDA ITEMS

8. COMMISSIONER COMMENTS

9. ADJOURNMENT

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This agenda was posted on the Housing Authority Bulletin Board and the Staff Bulletin Board at 123 Rico Street, Salinas, CA. The Personnel Committee will next meet on Monday, June 20, 2011 at 9:30 a.m. in Conference Room A.
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ACTION
MINUTES OF THE PERSONNEL COMMITTEE MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD ON MONDAY, APRIL 18, 2011

Chair Espinoza called the meeting to order at 9:31 a.m. Present: Commissioners Tom Espinoza and Andrew Jackson. Absent: Commissioner Kevin Healy. Also Present: Jean Goebel, Acting Executive Director; Lynn Santos, Director of Finance; Joni Ruelaz, Housing Programs Manager; and Pat Wyatt, Interim Human Resources Manager. Recorder: Sandy Tebbs

Chair Espinoza stated regarding the Washington, DC trip that there have been some thoughts that it might be more productive to meet locally with our representatives but there is some value for the Commissioners to go to the Legislative Conference at least once. He stated to put a face to a name is helpful. He suggested that Commissioner Jackson consider it next year.

Chair Espinoza noted for the record that the Committee knew that Commissioner Healy would not be at today’s meeting, but he will be attending the Board meeting.

COMMENTS FROM THE PUBLIC: None

MINUTES

A. Approval of the Minutes of the Personnel Committee Meeting held March 14, 2011

Commissioner Espinoza requested that the first sentence of his Commissioner Comment end at mother and baby were fine.

A motion was made by Commissioner Jackson, seconded by Commissioner Espinoza, to approve the minutes of the March 14, 2011 Personnel Committee meeting with correction. Motion carried.

NEW BUSINESS

A. Amend Conflict of Interest Code

A motion was made by Commissioner Espinoza, seconded by Commissioner Jackson, the Committee recommends the Board approve the Amended Conflict of Interest Code. The Committee further recommends this item be placed on the Consent Agenda on the Board agenda. Motion carried.

B. Ratification of Past Minutes

A motion was made by Commissioner Espinoza, seconded by Commissioner Jackson, the Committee recommends the Board ratify the past minutes of September 24, 2007, November 7,
2007, July 15, 2008, and July 21, 2008. The Committee further recommends this item be placed on the Consent Agenda on the Board agenda. Motion carried.

INFORMATION

A. Human Resources Report

Ms. Wyatt reported the Housing Management Manager (HMM) position has been put on hold to save money; there is a good team in place that can support that position. Ms. Goebel stated that HACM received a letter from HUD regarding our troubled financial status and one of the things HUD recommends is to increase our cash position in order to make our score better and not hiring the HMM position is one way to do that. Ms. Wyatt noted there was one added workers’ comp claim that came in last month after her report had been submitted.

Ms. Wyatt further reported that due to employee interest for a 9/80 work schedule, a survey was conducted with HACM employees. The survey was returned with an overwhelmingly favorable vote; some of the comments received were that it would provide time for errands and medical appointments and save on employee leave time. It also would save on child care and gas costs. This work schedule would also benefit HACM and reduce overhead by having the agency closed one day out of the two week period. A benefit for our customers would be that the longer work days would allow clients to come after work.

Ms. Goebel emphasized that this 9/80 would not reduce the number of hours worked, it would only be changing the schedule. She stated that staff would list the potential cost benefits for the full Board’s information. She further noted that this 9/80 schedule could be a morale boost for our employees. Ms. Goebel stated that it is her view that if we do this 9/80, it should be agency-wide.

No action required.

B. Housing Programs Report

Ms. Ruelaz reported that Staff continues to try to get the lease-up rate up; they are in the process of completing the 98 unit Gabilan conversion project. She stated with the continuing resolution, there will be about an 8% cut in our Section 8 admin fees in 2011 so we are looking at ways for working differently and working smarter to save money.

To Committee query on the HCV Monthly Activities Completed and Submitted to PIC items, Ms. Ruelaz explained the New/Change of Unit Item indicates any new people that were added to the program or have moved; Annuals processed are the re-certifications completed per month; Interims are any changes to household size or anything different that affects the tenant rent portion; End of Participation are terminations; there were 242 Inspections conducted; and Intake is the number of vouchers received. Commissioner Espinoza congratulated Ms. Ruelaz on the 99% submission rate.
Ms. Ruelaz further reported that the goal is to lease up as many of the 140 families by June 30th. Ms. Santos further explained that our admin fees are dependent on the number of vouchers we have leased. It is important to look at the whole picture because if your admin fees are being cut, that doesn’t necessarily mean you want to reduce staff because it is important to keep a balance with all of the components.

Ms. Goebel explained that if you don’t lease up to the maximum that you can, then HUD is going to say we don’t need the money and take it away which then means we will be leasing up fewer units in the future. Keeping a balance of all the parts is important. Ms. Santos commented that lease-up is also affected by the market conditions, availability of units, and client history. Ms. Goebel reminded that 95% is the benchmark to be a high performer in this category in SEMAP; that is our goal.

Ms. Santos stated that in this Housing Programs Report there are calendar year and fiscal year calculations and that is how HUD measures us in terms of meeting our percentages; HUD had previously told us that our 2011 funding would be based on calendar year 2010 and on Friday HUD told us they changed their mind and now they will be measuring us on the federal fiscal year which is October through September of last year. HUD changes the benchmarking period to fit their needs and the money that is available. Ms. Goebel reminded that HUD has many housing authorities with different benchmarking periods but federal fiscal year works better for them because that’s their budget period. To Committee query, Ms. Goebel responded that HUD uses our fiscal year for our SEMAP scoring period.

No action required.

C. Ad Hoc Committee Executive Director Search - Update

Ms. Goebel reported she didn’t have anything to add to this report and she doesn’t know how many applications were received by the deadline last Friday; at the time of this report it was 17. Typically many applicants wait until the last minute to submit an application so there could be more applications received than stated in this report.

Commissioner Espinoza stated that the publishing seemed to be very thorough with it going to 270 Housing Authority Executive Directors and Executives throughout the State and in selected regions.

Information only.

**FUTURE AGENDA ITEMS**

Ms. Goebel suggested that the 9/80 Survey issue be included for future items.
COMMISSIONER COMMENTS

Commissioner Jackson commented that he liked the way things were running smoothly.

Commissioner Espinoza thanked everyone for their reports and their hard work

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 10:04 a.m.

_____________________________
Chairman

ATTEST:

_____________________________
Secretary

_____________________________
Date
MEMORANDUM

TO: Board of Commissioners
THRU: Jean Goebel, Acting Executive Director
FROM: Joni V. Ruelaz, Housing Programs Manager
RE: Revised Job Description- Family Self-Sufficiency (FSS) Specialist
DATE: May 6, 2011

In April 2011 HACM received notification from HUD of the approval of the FSS Coordinator funding for 2011. HACM was approved for the ongoing full-time position and the addition of a new part-time position.

The requested action being brought forth this month is for the approval of the updated job description. The job description for the FSS Assistant has been updated and includes the title change from FSS Assistant to FSS Specialist.

The FSS Specialist position will be part-time, temporary based on available funding. This position will report to the Housing Programs Manager.

ACTION: Approve changes to the FSS Specialist job description to reflect the updated duties and the name change in the title.
FAMILY SELF-SUFFICIENCY SPECIALIST  
Effective: 6/1/2011

DEFINITION/PURPOSE:

Perform a variety of client-service tasks in the development, implementation, and delivery of housing services to new and continuing Family Self-Sufficiency (FSS) Program participants. Provides support and resources for FSS families receiving rental assistance to assist them in becoming economically self-sufficient.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Housing Programs Specialist by the requirements to work with clients in the day-to-day administration of the Housing Choice Voucher (HCV) FSS Program. In addition, work involves providing programs that will develop their educational, employment and economic opportunities. The work also involves ensuring full occupancy by qualified tenants, performing reexaminations for FSS participants and performing administrative tasks involved in the review and maintenance of the FSS caseload.

SUPERVISION RECEIVED AND EXERCISED:

Receives daily direction and guidance from the FSS Coordinator and supervision from the Housing Programs Manager.

This classification exercises no supervision over other Authority employees; however, may give lead direction to assigned clerical employees.

ESSENTIAL JOB FUNCTIONS: Duties may include, but are not limited to, the following:

- Assist in the implementation of Authority goal, objectives, policies and procedures regarding agency’s FSS Program.
- Assess qualifications, skill level and job-readiness of FSS program participants.
- Verify and document information provided by prospective and current tenants for certification. Determine income and allowances; compute total tenant payment; determine appropriate rent and send out notices of approval/disapproval. Explain methodology to participants.
- Counsel tenants on unit affordability and the maintenance of decent, safe, and sanitary housing. Advise and counsel clients and landlords concerning housing situations and problems. Motivate clients to meet program goals. Explain program procedures and objectives to program participants at assigned briefings.
- Review, interpret, implement, and keep updated on all rules and regulations concerning HCV programs, as well as applicable local, State, and Federal laws, regulations, and codes, and Authority rules, regulations, and administrative plan.
- Interact with and counsel participants on a variety of potentially intense life situations, and advise on the challenges of program participation. May prepare individual contracts for program participation. Work closely with family members. Provide participant access to a variety of low-income housing-related support services.
- Coordinate activities with various HCV Special Programs (Family Unification; VASH; Home Ownership etc.).
- Solicits the support and participation of resident, public, private and community based organizations in the accomplishment of established goals and objectives.
- Mail out and receive verifications of information used for determination of continuing eligibility/rent changes, etc. for entire caseload. Request, receive, interpret, and distribute INS and criminal background checks.
- Determine termination of participants from housing program assistance. Notify both participants and landlords.
- Calculate money owed to the Authority, set up repayment schedules, monitor payments, and terminate program participants in cases of fraud or other misconduct.
- Mediate disputes between tenants and landlords to resolve claim charges resulting from inspections. Make judgments on evidence submitted.
- Research and compile information and data for statistical and financial reports. Maintain a variety of statistical records and check and tabulate data.
- Input necessary data into the Authority computer system. Maintain an accurate and comprehensive program database for statistical and reporting purposes.
- Advise and implement portability opportunities and coordinate with other housing authorities to insure effective and efficient transfer of tenants.
- Respond to written and telephone requests and inquiries from the general public concerning programs. Prepare necessary correspondence.
- Schedule all tenant/landlord appointments. Also, respond to walk-ins who request unscheduled face-to-face meetings. Conduct periodic meeting with clients to provide extensive counseling and updating of required self-sufficiency plans.
- Conduct preliminary investigations of fraud, illegal drugs, controlled substance activity, violent criminal activity, destruction of property, neighborhood disturbance. Take authorized action as a result of findings.
- Maintain a professional and cordial attitude towards clients, co-workers and community partners.
- Maintain consistent and regular attendance.
OTHER JOB FUNCTIONS:

- Attend a variety of Housing Authority meetings.
- Prepare files and present information for program hearings.
- Represent the Authority and its programs to community groups, businesses, and governmental agencies.
- Assist in marketing plan for FSS Program including recruitment and outreach.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – The eligibility requirements and the administrative requirements of a variety of available public housing programs. Methods and techniques of client interviewing and counseling. Local social services agencies and appropriate contacts. Sensitivity to ethnically and culturally diverse individuals, communities, agencies and organizations which compromise the constituency of HACM. The local housing market.


Ability to – Effectively interview and gather, record, and correctly evaluate data. Correctly interpret rules and regulations for recipients, landlords, prospective landlords, and the general public. Appropriately advise, motivate, and assist program participants. Initiate and answer correspondence independently. Organize and prioritize work effectively, meet required deadlines, and accommodate change. Work under pressure.

Maintain accurate and systematic records. Make complex mathematical computations. Maintain confidentiality. Effectively, sensitively, and patiently relate to clients, landlords, the general public, and coworkers. Function effectively in diverse cultural settings. Make independent analyses, make clear judgments, and take appropriate action. Maintain a sense of surroundings to assure personal safety. Communicate clearly and effectively both orally and in writing. Operate a personal computer using various Windows-based applications programs. Maintain the mental capacity to make sound judgments and the physical capacity to effectively perform the duties as assigned.

Physical Abilities and Work Environment – Sit and stand for lengthy periods of time in both indoor and outdoor environment. Drive an Authority owned automobile between properties in neighborhoods featuring a variety of cultural influences. Climb stairs, walk over uneven ground, stoop, and bend. Have manual dexterity enabling manipulation of a telephone and operation of keyboard equipment and other office machines. Lift or carry up to 25 lbs.
**Licenses and Certificates** - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority’s insurance carrier. Possession of a FSS Specialist or Housing Specialist Certificate is desirable.

**Other** - Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Bilingual skills in English and Spanish are desirable, however may be required in some positions.

- Be insurable by the Housing Authority’s insurance carriers.

**EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

**Experience** – Three (3) years of responsible experience in the provision of direct social, community, or housing services in a multi-cultural environment and dealing with different socioeconomic levels.

**Education** – Graduation from an accredited high school, or possession of an equivalent certificate or diploma recognized by the State of California (e.g. G.E.D.), supplemented by courses in social sciences. Possession of an Associates Degree, or two full academic years of training, from an accredited college or university with a major in social sciences, or related field is desirable.
TO: Board of Commissioners

THRU: Jean Goebel, Acting Executive Director

FROM: Sandy Tebbs, Clerk of the Board

RE: Board Meeting Scheduled for July 25, 2011

DATE: May 6, 2011

It has come to my attention that there will be two Commissioners not available for the July 25, 2011 Board meeting.

The Commission will need a confirmation of a quorum for July 25, 2011 or the Commission may wish to change their currently scheduled meetings for July.

ACTION: As deemed appropriate by the Board of Commissioners.
MEMORANDUM

TO: Board of Commissioners

THRU: Jean Goebel
       Acting Executive Director

FROM: Pat Wyatt
       Acting Human Resources Manager

RE: Alternative Work Schedules – Information Only

DATE: May 12, 2011

Attached is the information received from Housing Authority Legal Counsel regarding a 9/80 work schedule.

ACTION: Information only.
May 10, 2011

Elizabeth Williams
Thomas Espinoza, Esq.

Re: Alternative Work Schedules

Dear Liz and Tom:

Enclosed find a memo addressing the 9/80 work schedule that was discussed at the last board meeting.

If you need any additional information on this subject prior to the next board meeting, please advise.

Regards,

GRUNSKY, EBAY, FARRAR & HOWELL

[Signature]

Thomas N. Griffin

TNG:hp
Enclosure
HACM182891-Client051011
MEMORANDUM

TO: HACM
FROM: Tom Griffin
DATE: May 10, 2011
RE: HACM (Personnel File)

ALTERNATIVE WORK SCHEDULE

Some HACM employees inquired about the possibility of an alternative work week, defined roughly as a "9/80" work week. California law permits alternative "work week arrangements" which are defined as any regularly scheduled work week requiring an employee to work more than 8 hours in a 24-hour period. Employees working under this type of alternative work week must be paid an overtime rate of compensation at no less than 1-1/2 times their regular rate of pay for any work in excess of the regularly scheduled daily hours established by an alternative work week arrangement up to a maximum of 12 hours, and for any work in excess of 40 hours per work week.

Although not defined, I assumed the 9/80 work week referred to a schedule where in each two-week pay period an employee would be scheduled to work 9 hours 4 days and 8 hours 1 day, for 44 hours of work in one five-day work week, and the following week scheduled for four 9-hour days, for a total of 36 hours, with three days off. In each two-week pay period, the employee would have worked 80 hours. Under such a schedule, HACM would be required to pay each employee on the alternative work week 1-1/2 times their base hourly salary for the 4 hours of work in excess of 40 in the work week containing 44 hours. In addition to the overtime costs, HACM would incur an increase in payroll tax and any other costs, based on the employees’ salary.

Any proposed alternative work week schedule must be submitted by the employer to the employees in writing. The employer must designate a regularly scheduled alternative work week in which the specified number of work days and work hours will be shown and this schedule must be maintained on a regularly fixed basis. Employees must vote on a proposed alternative work schedule in a secret ballot by "work units". The election must be held during regular working hours at the employees' work site. The employer must bear the cost of conducting the election. Before the secret ballot, the employer must make a disclosure in writing to the employees on the effect of the proposed arrangement on the employees' wages, hours and benefits. The disclosure must also include a noticed meeting, held at least 14 days before the vote, wherein the employees can discuss the effects of the alternative work week schedule.
The alternative work week must be approved by secret ballot by at least two-thirds of the affected employees in a work unit in order to be implemented. The results of all elections must be reported by the employer to the Division of Labor Statistics and Research. The report must include a final tally of the votes, the size of the unit, and the nature of the employer's business.

Of course, HACM may not reduce an employee's regular rate of hourly pay as a result of the adoption of an alternative work week schedule. In other words, you cannot readjust the employee's pay to recapture the four hours of premium pay each employee would earn under such a modified work schedule. In addition, the employer must make reasonable efforts to find a work schedule that will not exceed 8 hours in a work day to accommodate affected employees who, although eligible to vote in a secret ballot election, are unable to work the alternative schedule. Lastly, employers must make available "reasonable alternatives" to accommodate beliefs or observances of affected employees that would conflict with an alternative work week schedule.

I do not believe the last point would be much of an impact on HACM, in that HACM is not proposing that employees work on a Saturday or Sunday. In order to comply with the requirement the schedule be regularly occurring, there will be challenges to make sure that all HACM positions are properly staffed on Fridays and Mondays, as those are the days most employees would probably request to not be scheduled on their four-day work week. There also may be some supervision issues that would be a problem in order to accommodate that on most days the majority of employees would be working a 9-hour shift.

The modified work schedule would also have to be in compliance with the current agreement between HACM and SEIU which is in place through August 31, 2012. Article 11 of that agreement addresses hours of work and overtime. Section 11.4 provides as follows:

Alternative work schedules, such as a 9/80 pay period or the 4/10 work week may be considered during the life of the agreement. The alternative work schedule will be by work group and administered in accordance with California law.

This paragraph in the SEIU-HACM agreement permits HACM to propose an alternative work schedule and, if approved, implement the alternative schedule; however, to the extent, in SEIU's opinion the implementation did not fully comply with California law regarding alternative work schedules, it would be subject to grievance.
MEMORANDUM

TO: Board of Commissioners

THRU: Jean Goebel
Acting Executive Director

FROM: Pat Wyatt
Acting Human Resources Manager

RE: Human Resources Report – May 2011

DATE: May 6, 2011

1. Recruitment and Staffing
   a. Position Revisions/Reclassifications
      ▪ None
   b. Recommended New Positions
      ▪ Family Self Sufficiency Specialist
   c. Vacant Positions/Active Recruits
      ▪ Executive Director – Executive Search
      ▪ Housing Management Manager – On hold till further notice
   d. New Appointments/Staff
      ▪ None
   e. Terminations
      Voluntary
      ▪ 1
      Involuntary
      ▪ 1
      Layoff
      ▪ None
   f. Acting Capacity/Working Out Of Class
      ▪ Jean Goebel – Acting Executive Director
   g. Temporary Staff
      ▪ Pat Wyatt – Acting Human Resources Manager
   h. Interns
      ▪ None
   i. Cal-Works/Work Alternative
      ▪ 1 Cal-Works
      ▪ 2 Work Alternative

Recruitment Summary:
No current activity other than Executive Director.
II. Safety Issues as of April 28, 2011

Workers' Compensation Reportable Injuries

a. New Claims
   - 1

b. Closed Claims
   - 0

c. Open Claims
   - 1 (1999)
   - 1 (2000)
   - 1 (2003)
   - 1 (2005)
   - 1 (2006)
   - 2 (2007)
   - 3 (2008)
   - 1 (2010)
   - 2 (2011)

d. First Aid/Information Only
   - None

e. Auto Accidents/Incidents
   - None

Safety Summary: No new information.

III. General Information

- Confidentiality Agreements from all employees are being updated.
- All jobs that qualify for Bilingual Pay are being audited to make sure they are being paid appropriately.
- Safety Committee is being reformed to help plan safety training schedule for the rest of the year for all departments.
- HACM Health Club (final name to be determined) is being formed to offer events and information to HACM employees to encourage healthy lifestyle choices.
MEMORANDUM

TO: Board of Commissioners

THRU: Jean Goebel
Acting Executive Director

FROM: Joni V. Ruelaz
Housing Programs Manager

RE: Housing Programs Report

DATE: May 6, 2011

WAIT LISTS

Housing Choice Voucher 4838
Shelter Plus Care 9
Family Unification 6
VASH Program 19
Project Based Salinas 1348
Project-Based South County 1879
Project-Based Peninsula 651

Total Waiting List of All Programs 8750

HOUSING CHOICE VOUCHER PROGRAM

HCV Funding:

Total HAP funding received (calendar YTD): $ 8,184,067
Total HAP Paid: $ 7,281,204
Percent of funding Utilized 89%

Total HAP funding received (fiscal year – SEMAP) $ 24,344,756
Total HAP Paid: $ 22,393,473
Percent of funding Utilized 92%

Admin Fee (calendar YTD) $ 885,583
Admin Fee (fiscal YTD) $ 2,615,603
HCV Total Utilization:

- Units Allocated (Average fiscal YTD) 39,474
- Units under lease (Fiscal YTD) 35,110
- Percentage Utilized 89%

Program utilization within the HCV:

- Welfare to Work Voucher units under lease 131
- Family Unification Leased: 40
- Portable Vouchers 25
- Shelter Plus Care 14
- VASH 50

HCV Monthly Activities completed and submitted to PIC:

- New/Change of Unit: 40
- Annuals processed: 288
- Interims: 161
- End of Participation: 10
- Inspections: 195
- Intake: Families attended briefing- 34

- All housing authorities are required to submit electronically all the data collected on subsidized families and must maintain a minimum of 95% of data submitted to HUD by way of the Form HUD-50058. This month the submission rate is at 100%.

**FAMILY SELF-SUFFICIENCY PROGRAM**

- Number of Mandatory FSS Slots 41
- Number of current FSS Slots 200
- Number of Current Participating Households 134
- Number of Clients Currently with Escrow Accounts 73
- Number of Clients that completed Program Successfully 192
- Number of Clients in Home Ownership Program 7

Current FSS Participant Final Goal Progress Report:

- Working on GED 29
- Preparing for Home Ownership 22
- Actively searching for employment 24
- Maintaining employment 24
- Attending Community College 18
- Attending four year university 4
- Attending ESL classes 2
- Attending vocational training 4
- Self-employed 7

Total number of current clients 134

FSS:

1. Four FSS participants completed applications for HAI Group/Resident Scholarships
2. Eight FSS participants participated in the Community Foundation Focus Group on 4/26

Community Outreach:

1. HP Manager and FSS Coordinator attended the YWCA Open House on 4/11

Other:

1. Family Unification Program meeting with Department of Social Services on 4/1
2. HP Manager participated in the Housing Work Group for the Monterey and San Benito Counties 10-Year Plan to End Homelessness on 4/26
MEMORANDUM

TO: Board of Commissioners

THRU: Jean Goebel
       Acting Executive Director

FROM: Sandy Tebbs
       Clerk to the Board

RE: Ad Hoc Committee – Executive Director Search - Update

DATE May 11, 2011

The Ad Hoc Committee will be meeting with Avery Search Firm Representative on May 13, 2011.

ACTION: For information only.