



## Legislation Text

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**File #:** 08-0025, **Version:** 1

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### Resolution to Adopt the FY 2008-2009 Housing and Human Services Advisory Board (HHSAB) Operating Work Plan and Board By-Laws

Attached for your review and action is a resolution to adopt the FY 2008-2009 Housing and Human Services Advisory Board (HHSAB) Operating Work Plan and Board By-Laws. The HHSAB members adopted the Operating Work Plan at the general session held on January 8, 2008. The Board By-Laws were initially adopted by the HHSAB members on October 9, 2007 subsequent to review by the Attorney's Office. The revised format for the Board By-Laws as approved by the Attorney's Office was adopted by the HHSAB members at the general session held on December 19, 2007.

In January 2007, Council passed a resolution, R-228-1-07, to create the Housing and Human Services Advisory Board while dissolving the existing CDBG Executive Committee and Housing Policy Board. The new Housing and Human Services Advisory Board would provide policy recommendations to the City Council and City administration around the housing and human service needs of low income residents of the City. In doing so, the new Board would oversee the citizen participation process; make annual recommendations to City Council regarding funding priorities for federal, state, and City allocations; make recommendations to City Council regarding City-wide housing and human service policies; provide leadership in developing the Consolidated Strategy and Plan and its Annual Plan elements; and develop an annual HHSAB work plan for the implementation of housing and human service policies and programs.

The new Board was directed to develop a 12-month work plan and by-laws within three months of their initial meeting. The Operating Work Plan is a guideline as to the courses of action for the 18-month term from January 1, 2008 to June 30, 2009. The Operating Work Plan serves two important objectives. First, it serves as reference to be used by citizens, interested parties, and elected officials throughout the year to better understand the HHSAB's directives and key goals. Second, the Operating Work Plan is used as a management tool to ensure planned activities are accomplished on time. The proposed Operating Work Plan was designed to be a fluid and evolving policy document which lists by category to City Council the organizational policies and projects that will be undertaken by the Board.

It is recommended that City Council adopt the Operating Work Plan and Board By-Laws for FY 2008-2009 and direct ongoing implementation by the HHSAB.

Prepared by: Damon Thompson, CSA Financial Manager

Reviewed by: Mary Jo Callan, Community Development Director  
Jayne Miller, Community Services Administrator

Whereas, The HHSAB members adopted the Operating Work Plan at the general session held on January 8, 2008;

Whereas, The HHSAB members adopted the revised format for the Board By-Laws as approved by the Attorney's Office on December 19, 2007;

Whereas, In January 2007, Council passed a resolution, R-228-1-07, to create the Housing and Human Services Advisory Board while dissolving the existing CDBG Executive Committee and Housing Policy Board;

Whereas, The new Board was directed to develop a 12-month work plan and by-laws within three months of their initial meeting;

Whereas, The Operating Work Plan is a guideline as to the courses of action for the 18-month term from January 1, 2008 to June 30, 2009; and

Whereas, The proposed Operating Work Plan was designed to be a fluid and evolving policy document which lists by category for City Council the organizational policies and projects that will be undertaken by the Board;

RESOLVED, That City Council adopt the attached FY 2008-2009 HHSAB Operating Work Plan dated January 8, 2008; for a comprehensive policy document for addressing housing and human services needs in the community;

RESOLVED, That City Council adopt the attached HHSAB By-Laws and format as approved by the Attorney's Office; and

RESOLVED, That the City Administrator or his designee, be authorized to take all necessary administrative actions to execute any documents necessary to complete this transaction.