

Resident Commissioner Information Guide

Notice: 11/17/2015 through 12/17/2015



The Knox County Housing Authority is soliciting letters of interest to fill one (1) position as Resident Commissioner on its Board of Commissioners.

Introduction

The purpose of this guide is to provide you with the information you will need to consider service as a Resident Commissioner on the Knox County Housing Authority (KCHA) Board of Commissioners. The KCHA is responsible for housing over 750 families in public housing units located throughout five (5) developments, via the Section 8 Housing Choice Voucher Program, and the Affordable Housing Program (AHP). All eligible and qualifying residents receiving KCHA assistance with housing have an opportunity to serve in a position as Resident Commissioner on the KCHA Board of Commissioners for a term of five (5) years. The current Resident Commissioner term expires on 06/30/2019.

KCHA Board Duties and Responsibilities

As a KCHA Commissioner, the Resident Commissioner and his or her fellow board members are responsible for the preservation, direction and future of KCHA. This requires that all KCHA Board Commissioners demonstrate leadership, diligence, integrity, and flexibility in guiding the KCHA through many changes. Resident Commissioners have the same authority and perform the same Board duties as other KCHA Commissioners, and are also subject to all of the legal provisions that govern the entire KCHA Board. New Commissioners will receive the requisite training to prepare themselves for a term of continued service. Some of the primary duties and expectations of the Board of Commissioners include, but are not limited to:

- Complete all required reading, research, orientations, and training required to serve the participants of the agency's programs in a competent manner;
- Approve rules, by-laws, and policies for the effective administration of KCHA;
- Make policy decisions;
- Select and hire an Executive Director and to evaluate said job performance on an annual basis;
- Review and approve all contracts for goods or services worth more than \$7,500.00;
- Perform such other functions as needed to ensure quality housing and services to the residents of the housing properties;
- Represent the Knox County Housing Authority professionally and capably in the community served; and
- Engage regularly with members of resident councils, resident leaders and the Resident Advisory Board (RAB).

KCHA Board Composition

The KCHA Board is comprised of seven (7) Commissioners who are committed to improving the quality of life in and around the low income community. All Commissioners must be residents of the Knox County at the time of their appointment and must continue to maintain such residence throughout the term of their office.

All seven (7) Commissioners are appointed by the Knox County Board Chair, and confirmed by a majority vote of the Knox County Board. One Commissioner is required by the Quality Housing and Work Responsibility Act of 1998 to be directly assisted by the Knox County Housing Authority. The Knox County Housing Authority has determined that the process for selecting Resident Commissioners shall be a free, fair and open selection in which eligible candidates will submit letters of interest and interview with the Board of Commissioners prior to recommendation for service and appointment by the Knox County Board.

KCHA Commissioners serve terms of five (5) years. In the event of a Resident Commissioner Vacancy, a special solicitation will be conducted within ninety (90) days of the date of the vacancy. In the event the Resident Commissioner is no longer directly assisted through the agency, such Board member may be removed from the KCHA Board of Commissioners for that cause. Alternatively such Board member may be allowed to complete his/her term as a member of the governing board, but may not be reappointed unless eligible at the time of appointment.

Compensation

Service on the KCHA Board of Commissioners is voluntary and unpaid.

KCHA Board Meetings

The KCHA's Board meetings are generally held in the Board Room located at:

Moon Towers
Board Room #101
255 W. Tompkins St.
Galesburg, IL 61401

- Meetings can also be held at other locations, as designated by the Chairperson of the Board or the Executive Director.
- The Board of Commissioners shall designate the date, time and place of the Annual Meeting.
- Regular meetings are typically held on the last Tuesday of each month at 10:00 AM.
- Special meetings may be called by the Chairperson or the Executive Director to transact urgent business.
- Board meetings are open to the public and subject to the provisions and requirements of the Illinois Open Meetings Act, except for designated executive sessions.

Initial and Continued Eligibility Requirements for Board Members

- Commissioners shall file Statements of Economic Interest with the Knox County Clerk's office on or before May 1st of each year. Failure to comply with this requirement may be grounds for removal from the Board.
- Commissioners shall be subject to KCHA's Standards of Ethical Conduct, including but not limited to the following:
 - Commissioners may not participate in a matter or decision in which the Commissioner has a conflict of interest.
 - Commissioners may not solicit or accept gifts, gratuities or favors of more than a nominal monetary amount from any party or potential party to an Authority contract or subcontract.
- Commissioners are required to attend Board orientations, meetings, and trainings.
- Additionally, the Resident Commissioner must meet the following criteria:
 - Be directly assisted through Knox County Housing Authority programs;
 - Name must appear on a lease or voucher agreement; and
 - Be a minimum of eighteen (18) years of age.

Candidates are urged to familiarize themselves with all legal and regulatory requirements that apply to the position of a Resident Commissioner. Greater detail concerning the Board of Commissioners is contained in KCHA's Board of Commissioner By-Laws, which is an attachment to this guide. For general information regarding Resident Board representation, please see HUD regulations under 24 CFR §964.

Submission

Interested residents should submit a letter of interest to:

Derek Antoine
Executive Director
Knox County Housing Authority
216 W. Simmons St.
Galesburg, IL 61401

Letters may be hand delivered, mailed, faxed, or emailed.

Deadline for submission is December 16, 2015.