



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Department of Housing



**Date:** September 23, 2013  
**Board Meeting Date:** October 8, 2013  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors (Sitting as the Governing Board of Commissioners of the Housing Authority)

**From:** William Lowell, Executive Director, Housing Authority

**Subject:** Board of Directors changes for San Mateo County Housing Authority, Inc.

**RECOMMENDATION:**

Acting as the Governing Board of the Housing Authority of the County of San Mateo, adopt Resolution 2013-06 authorizing the Housing Authority-affiliated not-for-profit San Mateo County Housing Authority, Inc., to change its Board of Directors membership by removing the former Department of Housing Director and adding the Housing Authority's Administrative Services Manager.

**BACKGROUND:**

On May 11, 2010, the Board approved a resolution authorizing the Housing Authority of the County of San Mateo (HACSM) to establish a Housing Authority-controlled instrumentality. This process was completed in order to facilitate the disposition of Midway Village, a former Public Housing property owned by HACSM. As part of the disposition approval by the Department of Housing and Urban Development (HUD), the housing ownership of Midway Village was to be transferred to a not-for-profit instrumentality or another non-profit organization. As a result, HACSM created San Mateo County Housing Authority, Inc., or SAMCHAI, an affiliated not-for-profit entity.

**DISCUSSION:**

As part of its creation, SAMCHAI adopted By-Laws and Covenants in October 2010. According to SAMCHAI's By-Laws, the number of Directors shall be three. Upon creation of SAMCHAI, the following members from the Department of Housing were appointed to the Board of Directors: the Department of Housing Director, HACSM's Executive Director, and HACSM's Fiscal Services Manager. Effective July 1, 2013, there was a change in the Department of Housing Director, leaving a vacant position on the SAMCHAI Board of Directors. Since the actual number of Directors is less than the authorized number, upon approval of this resolution, the Housing Authority's

Administrative Services Manager will be appointed as a member of the SAMCHAI Board of Directors.

County Counsel has reviewed and approved the Resolution as to form.

Approval of this Resolution contributes to the Shared Vision 2025 outcome of a Livable Community by permitting HACSM more flexibility and access to resources to continue its core mission of serving very-low income household efficiently and effectively.

**FISCAL IMPACT:**

There is no Net County Cost associated with this action, nor is there a fiscal impact to HACSM or SAMCHAI associated with the action requested.