**Contingency Plan**

**Executive Director Incapacity Emergency Policy**

**PENDING BOARD APPROVAL: Meeting scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_**

**RESOLUTION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RESOLUTION APPROVING POLICY OUTLINING EMERGENCY ACTION TO BE TAKEN IF THE EXECUTIVE DIRECTOR IS UNABLE TO CARRY OUT HIS/HER DUTIES**

**WHEREAS,** If the services of the Executive Director of the Housing Authority of the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Texas, is no longer available to the Authority on a temporary or permanent situation due to an accident, illness or other incapacity, instant resignation, failure to report for duty, or any other incident or action that may occur, the following actions/procedures will be followed by the Board of Commissioners.

1. Immediately after one or more of the Board of Commissioners or an employee has

 knowledge or is alerted to the fact that the services of the Executive Director is no

 longer available to the Housing Authority in partial or full time condition, the

 Chairman of the Board of Commissioners (or in his/her absence, the Vice-

 Chairman) will be notified.

2. The Chairman or Vice-Chairman will investigate the report and try to determine

 the facts of the case and condition of the Executive Director.

3. If the Chairman or Vice-Chairman determines that the services of the Executive

 Director falls under one of the following conditions he/she will take action as

 Indicated:

1. Temporarily Unavailable – Depending on the seriousness and length of time

 and in his/her judgement the Chairman of Vice-Chairman will:

1. Take no action; or
2. Appoint a qualified person as Acting/Interim Executive Director; and
3. Call a Special Board Meeting (unless the Regular Board Meeting is scheduled in the immediate future), to act on the condition including approval of the appointment; determine the duties, limitation of action, salary, authority, etc., of the Acting/Interim Executive Director.

B. Permanently Unavailable

1. Immediately appoint a qualified person as Acting/Interim Executive

Director; and

1. Call a Special Board Meeting (unless a Regular Board Meeting is

Scheduled in the immediate future) to act on the following agenda:

1. Board Chair/Vice-Chair needs to Notify HUD-Houston Field Office.
2. Approve appointments; determine duties, responsibilities, salary, Authority, limitations on actions, etc., of the Acting/Interim Executive Director.

(b) Make plans and start action necessary for the hiring of a new

 Executive Director.

4. Items of concern for the Chairman and other Board Members shall be:

1. Who has the keys to the office?
2. Who knows combination to safe?
3. Has all rent money collected been deposited?
4. Where is the petty cash fund?
5. Who is available for appointment as Acting/Interim Executive Director?
6. What bills need to be paid and when?
7. What move-ins/move-outs are scheduled and when?
8. How will emergency maintenance items be handled?
9. What reports are due – IRS, Unemployment, etc?
10. What groups are meeting in or using the Community Room?
11. Who signs the checks?
12. What is the status of the HA investments?
13. Who is the HA accounting firm?
14. Are all files secure?