**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HOUSING AUTHORITY**

**CONTINUITY OF OPERATION PLAN**

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

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

**RESOLUTION APPROVING CONTINUITY OF OPERATION OUTLINE AND POLICY:**

**“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 ( ) are no longer available on a temporary or permanent basis due to accident, illness, resignation, dereliction of duty, death or other issue, the following actions/procedures shall be followed:

1. Immediately after one or more Commissioner or an employee has knowledge of or is alerted to the fact that the services of the Executive Director are no longer available to \_\_\_\_\_, neither on a part-time nor full-time basis, the Chairman and Vice-Chairman of the Board of Commissioners shall be notified.

2. The Chairman and Vice-Chairman shall investigate/consider the information and try to determine the facts of the situation and condition of the Executive Director.

3. If the Chairman and Vice-Chairman determine that the services of the Executive

Director fall under one of the following categories, he/she shall act as indicated:

1. Temporarily Unavailable – Depending on the seriousness of the Executive Director’s condition/situation and anticipated length of absence, the Chairman and/or Vice-Chairman shall:
2. Take no action (if warranted); or
3. Appoint a qualified person as Acting/Interim Executive Director; and
4. Call a Special Board Meeting (unless the Regular Board Meeting is scheduled within 30 days), to approve or change the appointment; determine the duties, limitation of action(s), set the parameters (timeline) of the interim appointment, 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 within 30 days) to act on the following agenda:

1. Notify HUD-\_\_\_\_\_\_\_\_\_\_\_\_ Field Office.
2. Approve or change appointment; determine duties, responsibilities, salary, authority, limitations of action(s), set the parameters/timeline of the Acting/ Interim Executive Director and hiring deadline for a “permanent” hire.

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

Executive Director (preferably within 30-60 days after first advertised). Follow the attached document, entitled, “Board Guidance for Ensuring Continuity of Operation” to facilitate the hiring process and ensure a quality hire.

**4. Items of concern for the Chairman, Vice-Chairman, and other Board Members shall be:**

\* Note: Refer to your “Operating Procedures Guide,” (if applicable), the ACOP, and the Agency/Commissioner’s USB Flash Drive (or binder) for specifics on all documents, policies, and operating procedures. (If you do not currently have a written operating procedures manual, it is highly recommended that you create one, so that the PHA can transition smoothly in an emergency or sudden incapacitation of the Executive Director and/or Admin. Asst. It is also highly beneficial if someone is cross-trained to perform some or most of the critical office duties).

1. **Who has the keys to the office, and what are their personal contact numbers?**
2. \_\_\_\_\_\_\_, Exec. Director …………... ( ) \_\_\_\_\_\_\_ - office, ( ) \_\_\_\_\_\_\_ - cell
3. \_\_\_\_\_\_\_, Admin. Asst. ……………. ( ) \_\_\_\_\_\_\_ - office, ( ) \_\_\_\_\_\_\_ - cell
4. \_\_\_\_\_\_\_, Maint. Foreman ………... ( ) \_\_\_\_\_\_\_ - office, ( ) \_\_\_\_\_\_\_ - cell
5. \_\_\_\_\_\_\_, Maint. Mechanic ………... ( ) \_\_\_\_\_\_\_ - office, ( ) \_\_\_\_\_\_\_ - cell
6. \_\_\_\_\_\_\_, Admin. Clerk ……………. ( ) \_\_\_\_\_\_\_ - office, ( ) \_\_\_\_\_\_\_ - cell

**B. Who knows the combination to the safe?**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_

**C. Has all rent money been collected and deposited?**

Check with Admin. Asst. (or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) to verify and refer to “Operating Procedures Guide for further guidance.”

**D. Where is the petty cash fund?**

In the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**E. Who is available for appointment as Acting/Interim Executive Director?**

Currently, \_\_\_\_\_\_\_\_\_\_\_, or \_\_\_\_\_\_\_\_\_\_\_\_ (if \_\_\_\_\_\_\_\_\_\_\_\_ is unable or unwilling to assume those duties).

**F. What bills need to be paid and when?**

See “Operating Procedures Guide.” Most bills paid monthly, by the \_\_\_\_\_\_\_ day of the month. Payroll is processed every other week (or semi-monthly, depending on PHA); other bills paid as needed.

**G. What move-ins/move-outs are scheduled and when?**

Refer to your “Operating Procedures Guide.”

**H. How will emergency maintenance items be handled?**

See “Operating Procedures Guide.”

1. **What reports are due – IRS, Worker’s Comp, Unemployment, etc.?**

See “Operating Procedures Guide.”

**J. What groups are meeting in or using the Community Room?**

See calendar book for scheduling, located in Admin. Asst. office drawer, (describe location here), and see rental folder for reservation forms.

**K. Who signs the checks?**

Checks have two signature lines; top line for Board Chairman, and bottom line for Exec. Director. Signature stamps allowed for checks up to $\_\_\_\_\_\_\_ (and for monthly \_\_\_\_ (insurance) and other routine monthly checks, if applicable). All checks and check vouchers must be reviewed by two employees AND at least one Commissioner (preferably before each Commissioner’s Board meeting), and a “Large Check Report” is included in every Commissioner’s Board meeting packet as a part of the Financial Report, along with bank statements, Fee Accountant reports, and investment account statements.

**L. What is the status of (PHA name) investments?**

All accounts currently with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Branch of \_\_\_\_\_\_\_\_\_\_\_\_ Bank. Number of accounts: \_\_\_ – Interest Checking account, Money Market account (if applicable) w/\_\_\_% interest, and CD (if applicable) w/\_\_\_% interest.

For banking information, see “Bank Accounts” folder in file cabinet #\_\_\_ (locking, fireproof file cabinet), \_\_\_\_\_\_\_\_ drawer. (customize the above info. for your PHA)

**M. Who is the HA accounting firm?**

Name

Address line

Address line

Address line

Phone #

Main contact name is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our current fee accountant is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**N. Are all files secure?**

Yes, the most important and/or sensitive files are locked in file cabinets #\_\_ - \_\_, located in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Additional files are also located in the Admin. Asst. office locking drawer/cabinet, located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

and in the Exec. Director’s locking desk drawer/cabinet. Commissioner’s Board meeting minutes, resolutions, etc., are located in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and the Resident Advisory Board/Resident Council meeting minutes and other information are located in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Most all the important agency documents (By-laws, ACOP, Resolutions, Policies & Procedures, etc., are updated monthly on USB flash drives (or Commissioner’s Binders; one for each Commissioner and one office copy. Most public documents are kept updated on our website at: [www.\_\_\_\_\_\_\_\_\_\_\_](http://www.___________), if applicable. (customize above info. as necessary for your PHA)

**O. Who has access to passwords?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Executive Director; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Admin. Asst.; and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**P. How is the “Line Of Credit Control System (LOCCS) set up at your agency?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the “Approving Official” and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the “User”

Each has their own protected passwords for “HUD Online Systems,” as required

Date approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Chairman

Singed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Secretary