

## CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

### Study Session Worksheet

**Presentation Date:** 2/26/13    **Approx Start Time:** 3:00 pm    **Approx Length:** 30 minutes

**Presentation Title:** Housing Authority of Clackamas County (HACC):

- Performance Audit
- Affordable Housing Workgroup

**Department:** Health, Housing & Human Services

**Presenters:** Cindy Becker

**Other Invitees:** Rich Swift, Chuck Robbins, Dan Potter

### WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

H3S is seeking Board approval to proceed with (1) a Performance Audit of HACC and (2) convening an Affordable Housing Workgroup as approved by the Board at its January 17, 2013 Business meeting.

### EXECUTIVE SUMMARY:

#### Performance Audit

The Board directed staff to conduct a performance audit of the HACC during discussions about the Easton Ridge project. While such audits can take several forms, they are different than financial audits in that they are focused on program performance and operations.

H3S proposes to contract with an outside firm to conduct the audit along the lines of a compliance audit which focuses on the purpose of the program, the manner in which it is be conducted and services delivered, and the population it serves. Compliance audit objectives relate to compliance criteria established by laws, regulations, contract provisions, grant agreements, and other requirements that could affect the use of resources and the quantity, quality, timeliness, and cost of services. The audit will analyze the extent to which....

- the way in which programs are conducted, services delivered, outcomes, and the population served are in compliance with laws, regulations, contract provisions, grant agreements, and other requirements;
- resources are used in compliance with laws, regulations, or other requirements;
- services and benefits are provided to citizens based on the individual's eligibility to obtain those services and benefits;
- incurred or proposed costs are in compliance with applicable laws, regulations, and contracts or grant agreements; and

- revenues received are in compliance with applicable laws, regulations, and contract or grant agreements.

The audit will also recommend any changes or improvements in the above area. The audit report and associated findings will be presented to County Administration and the Board upon completion.

### Affordable Housing Work Group

H3S is proposing to convene an Affordable Housing Work Group within the following framework

#### Purpose

- To recommend strategic policy direction(s) and goals to address affordable housing needs in Clackamas county for low income individuals and families
- To recommend option(s) regarding the role of the Housing Authority in planning, delivering, managing, and investing in affordable housing.

#### Work Group Participants

- |   |                                 |
|---|---------------------------------|
| • 1-2 County Commissioners                        | • 1 landlord who takes vouchers |
| • 3 individuals w/expertise in affordable housing | • 1 service provider            |
| • 2 residents of affordable housing               | • 1 HACC Manager                |
|   | • H3S Director                  |

#### Strategic Policy Activities

- |   |                       |
|---|-----------------------|
| • Identify major housing issues/policies to address     |                       |
| • Identify guiding principles                           |                       |
| • Review relevant background information                |                       |
| ○ Demographic data/Identified need                      | ○ Key Partners        |
| ○ Housing inventory Data                                | ○ Regulatory Policies |
| ○ Funding   | ○ Previous Reports    |
| • Identify housing priorities and key policy directions | ○ Opportunity Maps    |
| • Identify outcomes and indicators                      |                       |

#### HACC Structure Activities

- Identify guiding principles for structure
- Review current structure, finances and responsibilities of HACC
- Research other models in state, region, national
- Identify and evaluate potential models relative to:
  - Serving target population(s)
  - Alignment with policies
  - Staff impact
  - Financial impact
  - Capacity/partner impact

The Work Group will present its findings and recommendations to the Board for consideration.

**FINANCIAL IMPLICATIONS (current year and ongoing):**

Once the audit scope is approved, H3S will seek proposals from qualified audit firms. Although not included in its budget, the Performance Audit will be paid by HACC.

Staffing for the Work Group will be absorbed by H3S.

**LEGAL/POLICY REQUIREMENTS:**

N/A

**PUBLIC/GOVERNMENTAL PARTICIPATION:**

Members of the public will be invited to participate on the work group; federal and/or state housing staff may be interviewed as part of the performance audit.

**OPTIONS:**

- 1. Approve Performance Audit and Work Group as proposed
- 2. Change Performance Audit objectives
- 3. Change Work Group Framework
- 4. Do not approve Performance Audit and Work Group as proposed

**RECOMMENDATION:**

Recommend any combination of 1, 2, and 3 as staff want to ensure proposals reflect Board objectives.

**ATTACHMENTS:**

None

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_ *Cindy Becker*  
 Department Director/Head Approval \_\_\_\_\_  
 County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments, please contact Cindy Becker @  
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