

## MEMORANDUM

**To:** Housing Authority Board of Commissioners  
**From:** Rodney Cook, Director of Health Housing and Human Services; Toni Karter, Executive Director of the Housing Authority of Clackamas County and Director of the Housing and Community Development Division  
**RE:** Selection of Vice Chair for the Housing Authority Board  
**Date:** February 27, 2024

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**REQUEST:** The Housing Authority of Clackamas County (HACC) is requesting that the Housing Authority Board select a Vice Chair, as required under the Housing Authority Board Bylaws.

**BACKGROUND:** Although the designation of Chair automatically follows the Chair of the Board of County Commissioners, the current Housing Authority Board Bylaws, last revised in 2020, specify that a Vice Chair for the Housing Authority Board must be selected annually. The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. It has been a standing practice to have the Vice Chair designation align with that of the Board of County Commissioners. Based on this practice, staff are recommending that Commissioner Ben West be designated Vice Chair of the Housing Authority Board, in alignment with his recent designation as Vice Chair of the Board of County Commissioners.

Staff also recommend that, in subsequent years, when the Board elects a Vice Chair at the first Business Meeting of each new year, this person would also be designated as the Housing Authority Board Vice Chair. County Administration will prompt this item annually as part of normal business processes.