

March 18, 2008

Board of Commissioners
Housing Authority of the County of Marin
Marin County Civic Center
San Rafael, California 94903

SUBJECT: Contract for the Interim Executive Director

RECOMMENDATION: Authorize the Executive Director to execute a contract not Edward Griffin to act as the Interim Executive Director and increase Deputy Director positions by a temporary 5% step increase for additional responsibilities and duties.

SUMMARY: As of March 21, 2008 the Executive Director Barbara Collins is terminating her employment with Marin Housing. It is anticipated that the recruitment to permanently fill the Executive Director position may take several months. Staff is recommending that Mr. Edward Griffin fill the Interim Executive Director position on a contract basis.

Mr. Griffin is knowledgeable regarding HUD requirements, budgets, systems, and will compliment the staff. He has over thirty years of public service, twenty with affordable housing and service providers. In 2006, Mr. Griffin made a presentation to your Commission regarding trends at HUD including asset management and the move to privatize public housing. He was previously under contract with the County of Marin in 2006 to conduct an organizational assessment and provide technical assistance to Marin Housing. The contract is a not to exceed contract of \$100,000 with Mr. Griffin who will provide 24 hours of service weekly as the Interim Director.

The Deputy Director's Kimberly Carroll and Nannette Beacham-Sparks will collaborate with Mr. Griffin to lead Marin Housing. Consequently, staff recommends a temporary step increase of 5% for the two Deputy Directors due to additional workload. Cost to Marin Housing for the step increase for both Deputy Directors' is \$5,256 for a six month period.

FISCAL IMPACT: Funds will be available from salary and benefit savings of the Executive Director.

Barbara Collins
Executive Director