

**SUBMITTAL TO THE RIVERSIDE COMMUNITY
HOUSING CORP. BOARD OF DIRECTORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM
14.1
(ID # 10757)**

MEETING DATE:

Tuesday, September 24, 2019

FROM : RIVERSIDE COMMUNITY HOUSING CORP.:

SUBJECT: RIVERSIDE COMMUNITY HOUSING CORP.: Adoption of Resolution No. 2019-001
Establishing a Delegated Authority Policy for Riverside Community Housing
Corp., All Districts [\$0]

RECOMMENDED MOTION: That the Board of Directors:

1. Adopt Resolution No. 2019-001, Establishing a Delegated Authority Policy for Riverside
Community Housing Corp.

ACTION: Policy

Robert Field, Chief Executive Officer

9/3/2019

MINUTES OF THE BOARD OF DIRECTORS

On motion of Supervisor Hewitt, seconded by Supervisor Perez and duly carried by
unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: September 24, 2019
xc: RCHC

Kecia R. Harper
Clerk of the Board
By:
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 2019/20	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Pursuant to the Riverside Community Housing Corp. (RCHC) Bylaws, the power to manage RCHC's activities and affairs is exercised by the Board of Directors. The Bylaws permit the Board to delegate the management of the corporation's activities to any person or persons. The Delegation of Authority Policy was approved by the Board of Directors on September 9, 2014, with a 5 year term. The current Delegation of Authority Policy has since expired as of August 5, 2019. Staff recommends ratifying and approving the updated Delegated Authority Policy, attached hereto. Continuing the Delegation of Authority Policy will continue to allow RCHC to streamline its processes and decrease costs associated with processing of documents.

Impact on Residents and Businesses

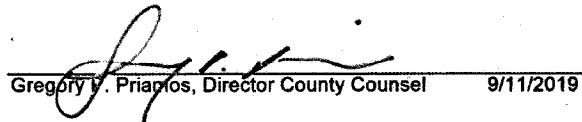
Approving this item will have a positive impact on residents of Riverside County because by streamlining payments of vendors services to residents can be expedited.

Attachments:

- Resolution No. 2019-001 Establishing a Delegated Authority Policy with Exhibit A

RF:HM:CH:MW:JG


Nehini Masina, Principal Management Analyst 9/16/2019


Gregory V. Priamos, Director County Counsel 9/11/2019

2
3 RESOLUTION NO. 2019-001

4
5 A RESOLUTION OF THE BOARD OF DIRECTORS OF
6 THE RIVERSIDE COMMUNITY HOUSING CORP.
7 ESTABLISHING A DELEGATED AUTHORITY POLICY

8
9 **WHEREAS**, pursuant to Article 7 of the 2014 Amended and Restated Bylaw (“Bylaws”) of
10 the Riverside Community Housing Corp. (RCHC), the power to manage RCHC’s activities and affairs is
11 exercised by and under the direction of the Board of Directors of the Riverside Community Housing Corp.;
12 and,

13 **WHEREAS**, pursuant to Articles 7 and 9 of the Bylaws, the Board of Directors of RCHC
14 may delegate certain authorities to manage the day to day activities and affairs of RCHC to any persons,
15 including corporate officers of RCHC; and,

16 **WHEREAS**, on September 9, 2014, the Board of Directors of RCHC established a
17 Delegated Authority Policy which was effective for 5 years and expired on August 5, 2019; and,

18 **WHEREAS**, the Board of Directors of RCHC now desires to renew the Delegated Authority
19 Policy of RCHC;

20 **NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the
21 Board of Directors of the Riverside Community Housing Corp. (“Board”), in regular session assembled on
22 September 24, 2019, that the Board hereby establishes the Delegated Authority Policy to certain corporate
23 officers of RCHC, subject to the Bylaws and the California Nonprofit Corporation Law (California
24 Corporations Code Sections 5000 et seq.), as further described in the Riverside Community Housing Corp.
25 Delegated Authority Policy, attached hereto as Exhibit “A” and by this reference incorporated herein.

26 **BE IT FURTHER RESOLVED, DETERMINED AND ORDERED** that upon adoption
27 of this Resolution by the Board, the Delegated Authority Policy shall be effective on August 6, 2019.

FORM APPROVED COUNTY COUNSEL
BY: *Sybil M. Gunzel* 9-10-19
DATE
SYBIL M. GUNZEL
COUNSEL

SMG:rm
90519

2 **RESOLUTION 2019-001**

3 **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE**
4 **RIVERSIDE COMMUNITY HOUSING CORP.**
5 **ESTABLISHING A DELEGATED AUTHORITY POLICY**

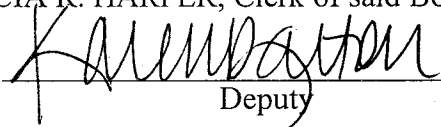
6 ADOPTED by Riverside County Board of Supervisors on September 24, 2019.

7 **ROLL CALL:**

8 Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
9 Nays: None
10 Absent: None

11
12 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of
13 Supervisors on the date therein set forth.

14 KECIA R. HARPER, Clerk of said Board

15 By: 
16 Deputy

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EXHIBIT A
RIVERSIDE COMMUNITY HOUSING CORP.
DELEGATED AUTHORITY POLICY

- I. Purpose.** The purpose of this Delegated Authority Policy (“Policy”) is to delegate authority to designated Riverside Community Housing Corp. (“RCHC”) Officers to execute contracts and other legal documents as specifically set forth herein.
- II. Delegation of Authority.** The Board of Directors of RCHC hereby authorizes and empowers the following RCHC Officers as designees with delegated authority to execute and enter into contracts, and other legal documents, binding the corporation, subject to the specific limitations set forth below:

OFFICERS WITH DELEGATED AUTHORITY
Chief Executive Officer
Chief Operating Officer
Secretary
Chief Financial Officer

- III. Expenditure Threshold Limitations of Delegated Authority.** Delegated authority is limited on contracts and other legal documents which require associated expenditures by RCHC. The expenditure threshold is the dollar amount which would be required to be expended by RCHC as a result of entering into that contract. The designated Officers are subject to expenditure thresholds as follows:

OFFICER	EXPENDITURE THRESHOLD
Chief Executive Officer	\$75,000
Chief Operating Officer	\$75,000
Secretary	\$25,000
Chief Financial Officer	\$7,500

- IV. Transfer of Delegated Authority.** The delegation of authorities established in this Policy shall transfer to any equivalent successor officer positions to the positions named herein.
- V. Effective Date.** This Delegated Authority Policy shall be effective retroactively as of August 6, 2019.
- VI. Amendments.** Any modifications or amendments to this Policy shall be made only by resolution and upon written approval of the RCHC Board of Directors