



Boards of Commissioners Update

February 2022

Boards of Commissioners Update – February 2022

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BOARD UPDATE

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TO: Boards of Commissioners

Fresno Housing Authority

DATE: January 20, 2022

AUTHOR: Crystal Cox

FROM: Tyrone R. Williams CEO/Executive Director

SUBJECT: Fresno Housing Operating Budget as of November 30, 2021

Executive Summary

The purpose of this update is to present an overview of the financial operating results for the Fresno Housing Authority as of November 30, 2021. The attached financial report shows the consolidation of all Agency operational budgets combined into six divisions. Projections have been incorporated into the year-to-date budget to account for the timing of cash flows and known variable expenses. These adjustments were based on historical trends and the most current information available.

The 2021 Operating Budget was approved by the Boards of Commissioners in December 2020 with total revenues of \$43.6 million and total operating expenses of \$42.3 million. As of November, total revenues are \$36.8 million, which is \$3.1 million less than anticipated, and total expenses are \$36.2 million, which is \$2 million less than budgeted. This has resulted in a net loss of \$912 thousand, which is \$1.1 million more than budgeted. As of November, the Agency has utilized \$1.5 million in unrestricted reserves, which is \$1.2 million more than budgeted at this point in the year.

OPERATING BUDGET

TOTAL INCOME

TOTAL EXPENSES

NET OPERATING INCOME

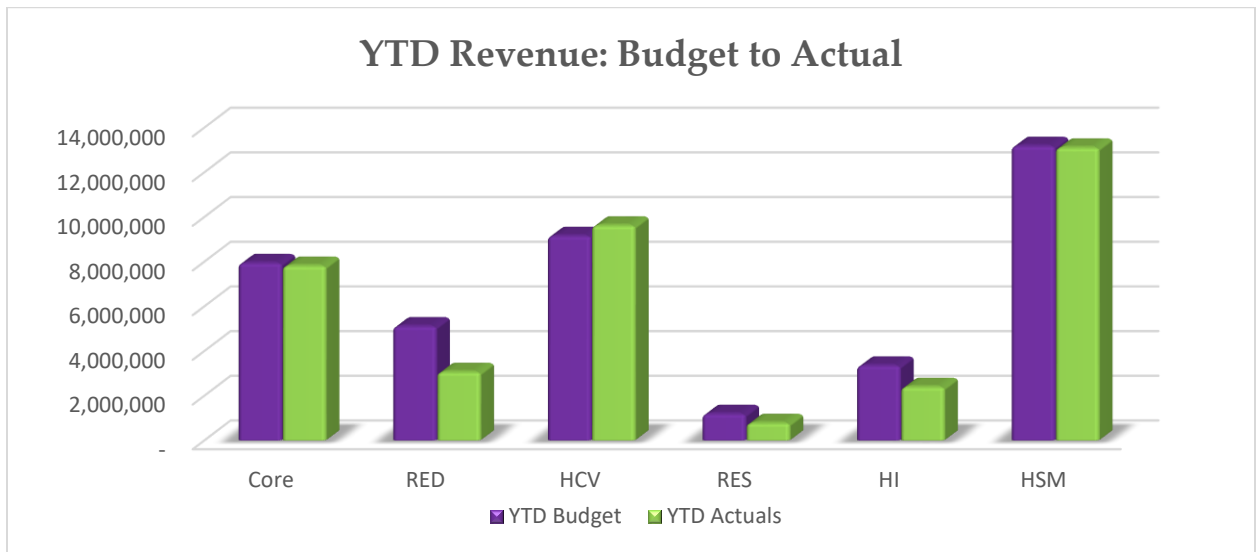
TOTAL NON-OPERATING EXPENSES

NET INCOME

UNRESTRICTED NET INCOME

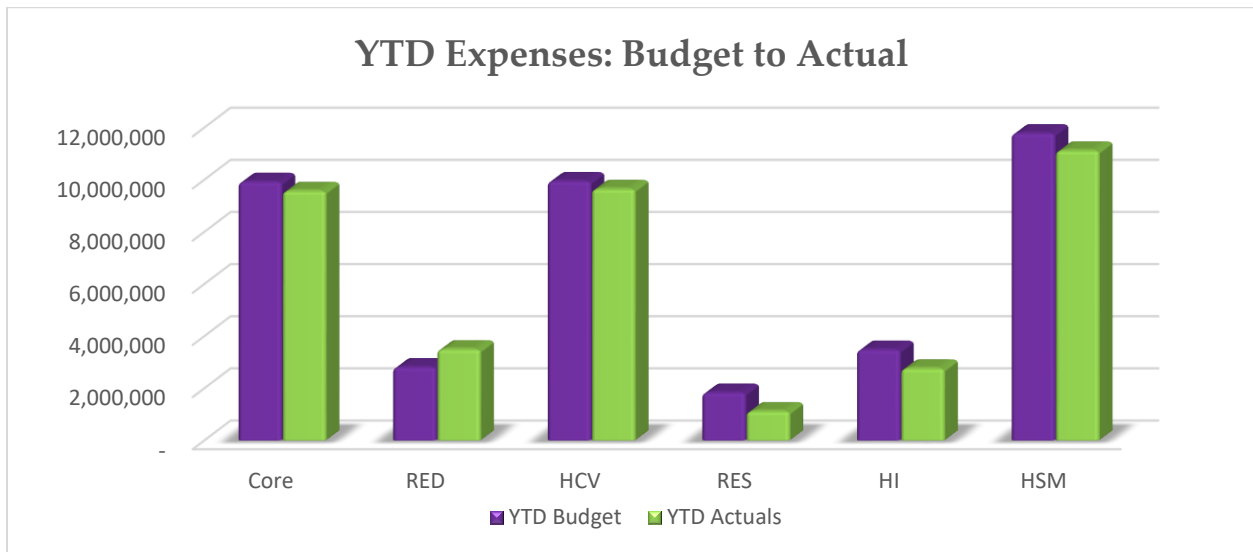
Fresno Housing Authority			
	Annual Budget	YTD Budget	YTD Actuals
TOTAL INCOME	43,584,911	39,952,839	36,816,009
TOTAL EXPENSES	42,324,861	38,189,096	36,217,606
NET OPERATING INCOME	1,260,050	1,763,743	598,402
TOTAL NON-OPERATING EXPENSES	1,742,960	1,597,713	1,510,735
NET INCOME	(482,910)	166,030	(912,332)
UNRESTRICTED NET INCOME	(728,330)	(304,912)	(1,474,177)

Agency Revenue



- Overall, year-to-date revenue is \$36.9 million, or 8% less than the year-to-date budget, largely due to timing delays in the receipt of Developer Fees in Real Estate Development.
- **RED:** \$1 million in Developer Fees for Sanger Memorial, Magill Terrace, and Esperanza Commons are expected to be received in December 2021.
- **RES & HI:** The variance in HUD Grant Income and Other Income is mainly due to how grant reimbursements were recorded in the 2021 Budget. The approved budget reflects the full grant amounts for each program, however, these grants operate on a reimbursement-basis, meaning we may not draw down the full grant amount. Going forward, staff will use prior expenditures to forecast grant reimbursements for the 2022 budget.

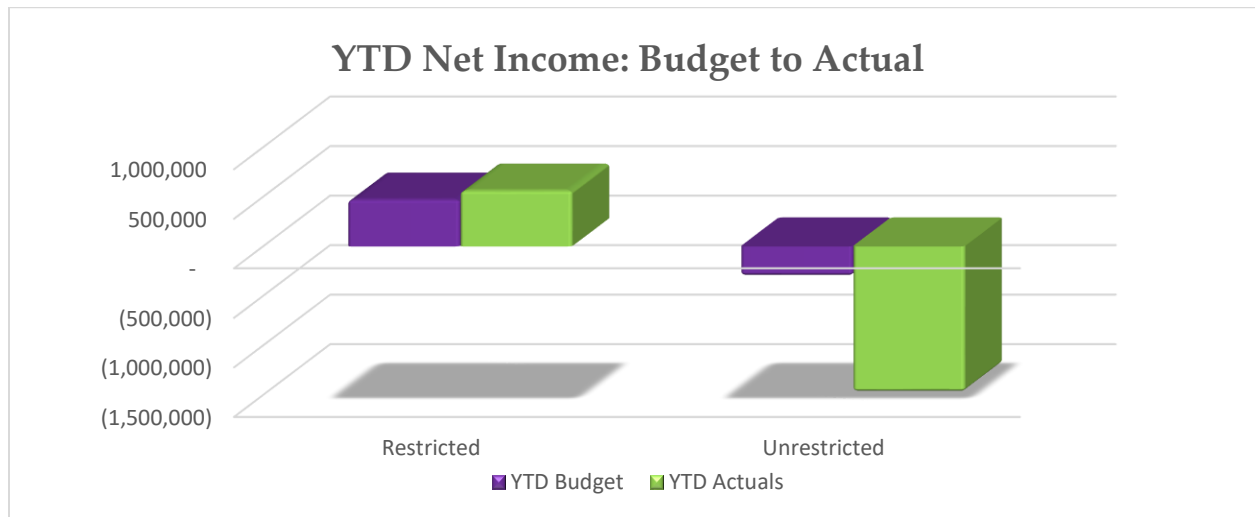
Agency Expenses



Overall, year-to-date operating expenses are \$36.2 million and non-operating expenses are \$2 million, which together are about 5% lower than budgeted.

- **Agency-wide:** Administrative Expenses are approximately \$534 thousand lower than budgeted across the Agency. IT Services, Professional & Consulting Fees and Administrative Contract costs have all come in lower than anticipated for the year.
- **HI:** Tenant Services Expenses are lower than budgeted at this point in the year. The approved budget reflects the full grant amounts for each program, however, these grants operate on a reimbursement-basis, meaning we may not utilize the entire grant amount during the year depending on several factors for work. For example, these expenses represent tenant rent payments within homeless and rental assistance grants, which factor in tenant income levels. As such, utilization may be lower than anticipated and/or tenant incomes are higher than anticipated, thus reducing the amount of rent paid on behalf of each tenant and the total grant amounts expended.

Agency Net Income



- Unrestricted Net Income, approximately \$1 million less budgeted as of November 2021 due to timing delays in the receipt of Developer Fees.
- Restricted net income is approximately \$91 thousand more than budgeted due to lower administrative expenses within the Housing Management Division and Housing Choice Voucher programs.

Fresno Housing Authority
Financial Results as of November 30, 2021

	Core			RED			HCV			RES			HI			HSM			Fresno Housing Authority		
	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals
OPERATING BUDGET																					
INCOME																					
NET TENANT INCOME	-	-	-	501,396	459,613	428,317	-	-	-	-	-	-	-	-	-	8,233,864	7,547,709	7,467,358	8,735,260	8,007,322	7,895,675
INTEREST INCOME	50,000	45,833	22,765	625,000	572,917	6,992	-	-	-	-	-	-	-	-	-	-	-	2,156	675,000	618,750	31,913
OTHER INCOME	154,200	141,350	437,914	520,000	476,667	136,502	-	-	-	811,238	743,635	717,252	544,003	498,669	206,741	364,627	334,241	63,092	2,394,068	2,194,562	1,561,500
ADMIN & MANAGEMENT FEE INCOME	8,462,509	7,757,300	7,362,558	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,462,509	7,757,300	7,362,558
DEVELOPER FEE INCOME	-	-	-	3,934,460	3,606,592	2,496,666	-	-	-	-	-	-	-	-	-	-	-	-	3,934,460	3,606,592	2,496,666
HUD GRANT INCOME	-	-	-	-	-	-	9,991,071	9,158,482	9,625,076	489,112	448,353	69,378	2,211,458	2,027,170	1,852,925	4,466,336	4,094,141	4,364,016	17,157,977	15,728,146	15,911,395
OTHER GRANT INCOME	-	-	-	-	-	-	-	-	1,174	-	-	-	905,496	830,038	339,189	1,320,141	1,210,129	1,215,939	2,225,637	2,040,167	1,556,302
TOTAL INCOME	8,666,709	7,944,483	7,823,238	5,580,856	5,115,788	3,068,477	9,991,071	9,158,482	9,626,250	1,300,350	1,191,988	786,630	3,660,957	3,355,877	2,398,854	14,384,968	13,186,221	13,112,561	43,584,911	39,952,839	36,816,009
EXPENSES																					
PAYROLL EXPENSES	7,206,516	6,388,854	6,456,871	1,840,748	1,631,894	1,672,213	5,963,404	5,286,787	5,312,776	1,225,038	1,086,043	907,596	812,626	720,424	614,996	3,155,119	2,797,134	2,488,381	20,203,451	17,911,136	17,452,834
ADMINISTRATIVE EXPENSES	2,992,461	2,743,089	2,510,116	1,074,399	984,866	1,455,841	4,996,566	4,580,186	4,290,753	473,188	433,756	203,360	468,183	429,168	400,588	2,344,571	2,149,190	1,925,945	12,349,368	11,320,254	10,786,605
TENANT SERVICES EXPENSES	50,504	46,295	57,959	15,132	13,871	-	-	-	-	340,620	312,235	-	2,539,988	2,328,322	1,741,498	315,870	289,548	215,776	3,262,114	2,990,271	2,015,232
UTILITY EXPENSES	175,487	160,863	141,168	72,024	66,022	54,627	-	-	-	-	-	-	-	-	-	2,258,143	2,069,964	1,986,853	2,505,654	2,296,850	2,182,648
MAINTENANCE EXPENSES	583,518	534,892	363,471	64,760	59,363	215,285	81,969	75,138	37,064	4,500	4,125	11,577	6,061	5,556	5,501	2,487,940	2,280,612	2,488,774	3,228,748	2,959,686	3,121,672
TAXES & INSURANCE EXPENSES	50,788	46,556	41,201	61,400	56,283	92,633	7,353	6,740	8,666	-	-	1,220	-	-	-	655,985	601,320	514,895	775,526	710,899	658,616
TOTAL EXPENSES	11,059,274	9,920,548	9,570,786	3,128,463	2,812,300	3,490,600	11,049,292	9,948,851	9,649,260	2,043,346	1,836,159	1,123,754	3,826,858	3,483,470	2,762,582	11,217,628	10,187,768	9,620,625	42,324,861	38,189,096	36,217,606
NET OPERATING INCOME	(2,392,565)	(1,976,065)	(1,747,548)	2,452,393	2,303,489	(422,123)	(1,058,221)	(790,369)	(23,010)	(742,996)	(644,171)	(337,124)	(165,901)	(127,593)	(363,728)	3,167,340	2,998,453	3,491,936	1,260,050	1,763,743	598,402
NON-OPERATING EXPENSES																					
TOTAL NON-OPERATING EXPENSES	-	-	1,109	-	-	7,693	-	-	33	-	-	-	-	-	-	1,253,420	1,148,968	1,157,713	1,253,420	1,148,968	1,166,548
TOTAL FINANCING EXPENSES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	489,540	448,745	344,187	489,540	448,745	344,187
TOTAL ADJUSTMENTS & OPERATING TRANSFERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-OPERATING EXPENSES	-	-	1,109	-	-	7,693	-	-	33	-	-	-	-	-	-	1,742,960	1,597,713	1,501,900	1,742,960	1,597,713	1,510,735
NET INCOME	(2,392,565)	(1,976,065)	(1,748,658)	2,452,393	2,303,489	(429,816)	(1,058,221)	(790,369)	(23,043)	(742,996)	(644,171)	(337,124)	(165,901)	(127,593)	(363,728)	1,424,380	1,400,740	1,990,036	(482,910)	166,030	(912,332)
UNRESTRICTED NET INCOME	(2,392,565)	(1,976,065)	(1,748,658)	1,735,991	1,644,294	(14,796)				(742,996)	(644,171)	(337,124)	(165,901)	(127,593)	(363,728)	837,141	798,623	990,129	(728,330)	(304,912)	(1,474,177)

BOARD UPDATE

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TO: Boards of Commissioners
Fresno Housing Authority
DATE: February 7, 2022
FROM: Tyrone Roderick Williams
CEO/Executive Director
AUTHOR: Aurora Ibarra
SUBJECT: Update on 2021 Leasing and Housing Assistance Payments for
the Housing Choice Voucher (HCV) Program

Executive Summary

The purpose of this memo is to update the Boards of Commissioners on Housing Assistance Payments (HAP) and leasing activities for the Housing Choice Voucher program through November 2021. On a regular basis, staff evaluates the pace at which HAP is expended to ensure that the agency can assist as many eligible participants as the funding will support, while not exceeding the number of authorized units and funded dollars.

City HCV

HAP expenditures for the month of November are projected to be \$4,261,921 with a monthly HAP utilization rate of 91.3%. Voucher utilization for the month of November was 91.8% with an overall projected voucher utilization rate of 94.0% for CY 2021.

The higher of this year's leased units (94.0%) or HAP (89.9%) is 94.0%. When factoring in HAP utilization and leasing rates, the Agency would earn zero points under the corresponding SEMAP indicator. HUD informed our agency that we could use 2019 SEMAP scores for the 2021 reporting year (which was High Performer) due to pandemic related delays and we elected to do so. Staff continues to use the SEMAP scoring factors as a guiding tool to self-monitor program performance.

County HCV

HAP expenditures for the month of November are projected to be \$3,474,614 with a monthly HAP utilization rate of 97.7%. Voucher utilization for the month of November was 95.0% with an overall projected voucher utilization rate of 95.0% for CY 2021.

The higher of this year's leased units (95%) or HAP (93.9%) is 95%. When factoring in HAP utilization and leasing rates, the Agency would earn partial points under the corresponding SEMAP indicator. HUD informed our agency that we could use 2019 SEMAP scores for the 2021 reporting year (which was

High Performer) due to pandemic related delays and we elected to do so. Staff continues to use the SEMAP scoring factors as a guiding tool to self-monitor program performance.

HCV Program Update

FH utilizes HUD's two-year-tool to track the actual per unit cost (PUC) to assess the pace at HAP is spent and to evaluate the impact of increased payment standards. As annual reexaminations are processed, new payment standards are applied, and as such, the per unit cost will increase and HAP will be expended at a greater rate. New payment standards are expected to increase the purchasing power for voucher holders searching for affordable housing in a highly competitive rental market.

Staff also routinely monitors the leasing success rates of applicants and movers, and the pace at which new vouchers are issued to ensure maximum leasing potential while ensuring the overall unit months leased for the calendar year do not exceed its baseline units. There are several contributing factors that have resulted in leasing potential for both programs. While increasing payment standards has provided additional purchasing power for families currently searching for housing, the low availability of affordable housing continues to be a challenge. As we know, families continue to compete in a low-vacancy market with very few available affordable units. Staff continue looking for ways to encourage non-participating landlords to participate in the program. All incentives expired 12/31/2021 in accordance with the sunset of CARES funding availability. Extensions on search timelines for families who currently hold a voucher are granted to mitigate some of the challenges families may be experiencing related to COVID-19 or difficulties locating affordable housing, in general.

Staff is also preparing a expedited waiver request to HUD in accordance with PIH Notice 2021-34 which, if approved, would allow the voucher program to continue using certain waivers through December 31, 2022. Staff is currently in the process of evaluating the financial impact of additional policy allowances that may assist families obtain higher lease-up rates. Requests to HUD are due March 1, 2022.

HCV Leasing and Spending Projection

CA006 Two-Year Voucher Forecasting Summary

2/11/2022

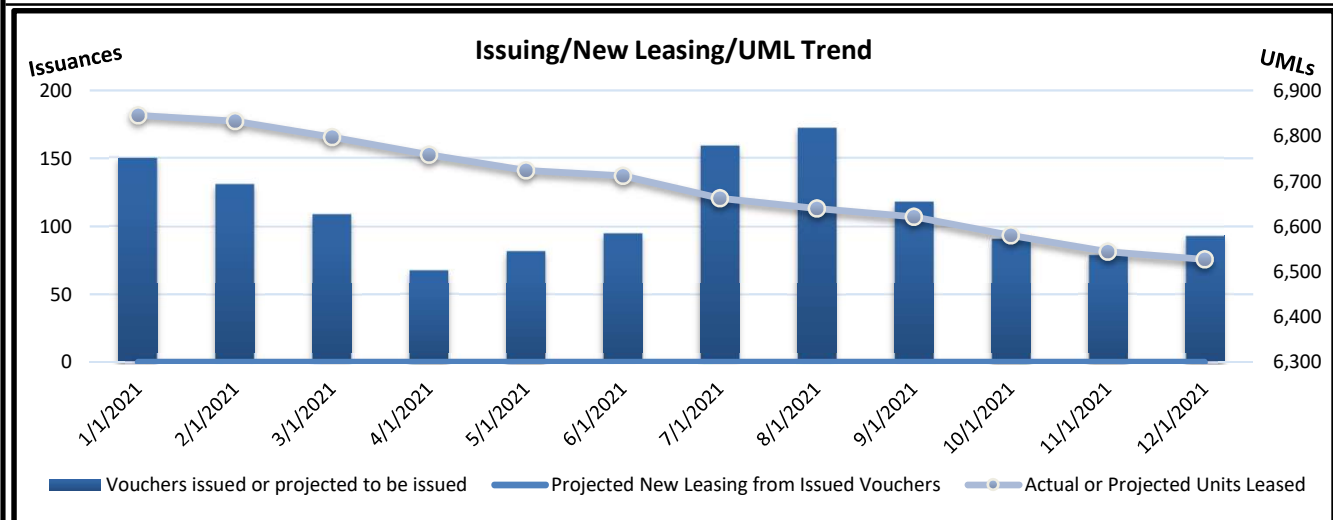
Prepared for: City Board of Commissioners

Prepared by: Housing Choice Department

Using the Housing Choice Voucher (HCV) Two-Year Tool, which allows a user to examine a PHA's voucher program under a variety of leasing, per-unit cost (PUC), and other key program scenarios, the attached tool estimates the program to end the current year with \$7,018,720, or 13% of budget authority. This scenario relies upon the following key variables:

Success Rate	Attrition Rate	Time from Issuance to HAP Effective Date	
(How many issued vouchers will go to HAP)	(What percent of participants annually leave)	(How fast do successful issuances lease up)	
33%	7%	Leased in	Percent
		0-30 Days	18%
Year 1 PUC		31-60 Days	40%
(Average monthly cost of a voucher - Year 1)		61-90 Days	38%
\$628		91-120 Days	4%
		121-150 Days	0%

Please see the below graph, which shows issued vouchers and associated leasing, as well as the total program UMLs, which takes into account attrition:



Under this scenario, the PHA faces an offset of \$489,715 next year and no offset the following year. Additionally, the higher of this year's leased units (94.0%) or dollars (89.9%) is 94.0%, indicating no leasing indicator points in SEMAP. This is a VASH-adjusted estimate.

CA006 Summary

HAP expenditures for November are projected to be \$4,261,921 with a monthly HAP utilization rate of 91.3%. Voucher utilization for the month of November was 91.8% with an overall projected voucher utilization rate for CY 2021 of 94.0%. These utilization rates have been adjusted for VASH.

HCV Leasing and Spending Projection

CA028 Two-Year Voucher Forecasting Summary

2/8/2022

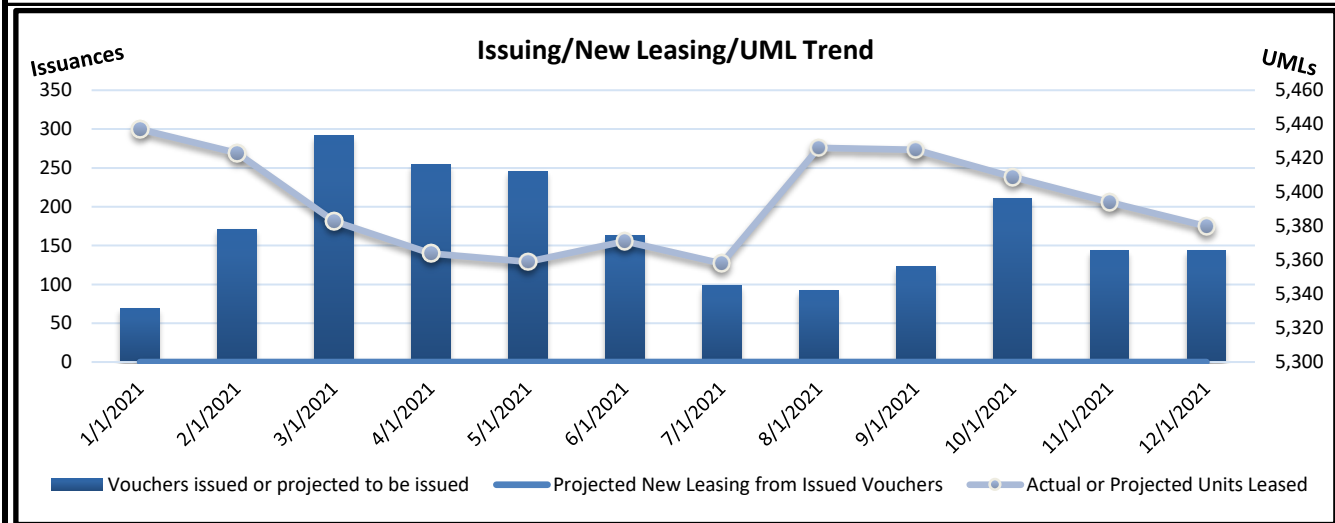
Prepared for: County Board of Commissioners

Prepared by: Housing Choice Department

Using the Housing Choice Voucher (HCV) Two-Year Tool, which allows a user to examine a PHA's voucher program under a variety of leasing, per-unit cost (PUC), and other key program scenarios, the attached tool estimates the program to end the current year with \$3,724,096, or 9% of budget authority. This scenario relies upon the following key variables:

Success Rate	Attrition Rate	Time from Issuance to HAP Effective Date	
(How many issued vouchers will go to HAP)	(What percent of participants annually leave)	(How fast do successful issuances lease up)	
33%	6%	Leased in	Percent
		0-30 Days	18%
Year 1 PUC		31-60 Days	40%
(Average monthly cost of a voucher - Year 1)		61-90 Days	38%
\$619		91-120 Days	4%
		121-150 Days	0%

Please see the below graph, which shows issued vouchers and associated leasing, as well as, the total program UMLs, which takes into account attrition.



Under this scenario, the PHA faces an offset of \$247,224 next year and no offset the following year. Additionally, the higher of this year's leased units (95.0%) or dollars (93.9%) is 95.0%, indicating partial leasing indicator points in SEMAP. This is an estimate.

CA028 Summary

HAP expenditures for November are projected to be \$3,474,614 with a monthly HAP utilization rate of 97.7%. Current voucher utilization for the month of November was 95.% with an overall projected voucher utilization rate for CY 2021 of 95.%.

BOARD UPDATE

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TO: Boards of Commissioners
Fresno Housing Authority

DATE: February 10, 2022

AUTHOR: Emily De La Guerra

FROM: Tyrone Roderick Williams
CEO/Executive Director

SUBJECT: FH Policy Against Harassment and Discrimination

Executive Summary

The purpose of this memo is to provide the Boards of Commissioner with Fresno Housing with the Agency's Policy Against Harassment and Discrimination.

On February 10, 2022, the Boards of Commissioners attended a required training on Sexual Harassment and Discrimination. As a supplement to that training, staff is providing FH's policy, which applies to all Agency employees, officers, and Commissioners. This policy was last approved by the Boards of Commissioners in August 2014. Staff is currently in the process of reviewing and revising this policy to ensure compliance with state and federal requirements, as well as aligning the language with best practices around equity and inclusion. Staff expects to bring an update of the policy to the Boards for approval in mid-to late- 2022.

Policy Against Harassment and Discrimination

Introduction

The Fresno Housing Authority (the "Agency") strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the Agency should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe, yet stimulating atmosphere. Therefore, the Agency expects that all relationships among persons in the office be professional and free of bias, prejudice and harassment. The accomplishment of this goal is essential to the mission of the Agency. For that reason, the Agency will not tolerate harassment or discrimination of any kind. Through enforcement of this policy and procedure and by education of its employees, the Agency will seek to prevent, correct and discipline any behavior that violates this policy.

This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to the Agency (e.g., an outside vendor, independent contractor, consultant, or customer). Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Purpose

The Agency has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination and retaliation. The Agency will make every reasonable effort to ensure that all concerned are familiar with this policy and are aware that any complaint in violation of this policy will be investigated and resolved appropriately, as outlined in the Procedure Against Harassment and Discrimination.

This policy applies to all Agency employees, officers, and commissioners, as well as to persons not directly connected to the Agency (e.g., an outside vendor, independent contractor, consultant, or customer). An employee's failure to comply with this policy may result in disciplinary action up to and including termination. Persons who violate this policy may also be subject to civil damages or criminal penalties. Individual commissioners who violate this policy may be sanctioned by the Board or, depending upon the violation, may be subject to penalty by federal, state, or local regulatory bodies.

Anyone who has questions or concerns about this policy should speak with the Human Resources Manager or a member of management.

Policy

The Agency shall not engage in or tolerate discrimination or harassment against employees or applicants for employment on the basis of actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status or any other basis protected by law. All employees or applicants for employment are to be treated with respect and dignity. It is the responsibility of all employees to adhere to and implement this policy. The Agency has zero tolerance for any conduct that violates this policy. Conduct need not rise to the level of a violation of the law in order to violate this policy. Instead, an employee's failure to follow the policy provides grounds for disciplinary action up to and including termination of employment or vendor contracts.

Persons who believe they have experienced any form of discrimination or harassment are encouraged to report this conduct to the Human Resources Manager or a member of management immediately.

Objective

The objective of the Agency in implementing and enforcing this policy is to define workplace harassment and discrimination, prohibit inappropriate conduct in all forms, carry out appropriate disciplinary measures in the case of violations of this policy, and provide procedures for the lodging and investigation of complaints regarding conduct that violates this policy.

The Agency, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of this policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, based on the person's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status or any other basis protected by law.

Discrimination is prohibited by a variety of federal, state and local laws including the Fair Employment and Housing Act, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Harassment

The Agency prohibits harassment, including sexual harassment, of any kind, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any person working for or on behalf of the Agency.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status or any other basis protected by law, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status or any other basis protected by law.

Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination and is prohibited under this policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

There are two types of sexual harassment:

- “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions (e.g., employee benefits such as raises, promotions and better working hours, etc.). Only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment.
- “Hostile work environment” occurs where harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, customers, or vendors. A hostile work environment can occur where an employee is subjected to verbiage of a sexual nature,

unwelcome sexual materials, unwelcome physical contact, etc., as a regular part of the work environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or “kidding” that is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and internet postings; or other form of communication that is sexual in nature and offensive.
- Physical sexual harassment includes unwelcome physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, massaging, cornering, kissing, fondling, etc.

Retaliation

The Agency encourages all employees to utilize this policy and the complaint procedure and prohibits any form of retaliation in this regard. Specifically, no reprisals may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of harassment or discrimination;
- Appearing as a witness in the investigation of a complaint of harassment or discrimination; and/or,
- Serving as an investigator of a complaint of harassment or discrimination.

Any person who engages in retaliation will be subject to disciplinary action up to and including termination of employment.

Consensual Romantic or Intimate Relationships

The Agency strongly discourages romantic or intimate relationships between a manager or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the employee. The atmosphere created by such appearances of

bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment.

If any employee of the Agency enters into a consensual relationship that is romantic or intimate in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the Human Resources Manager or other appropriate director/officer. Because of potential issues regarding quid pro quo harassment, the Agency has made reporting of these types of consensual relationships mandatory. This requirement does not apply to employees who do not work in the same department or to parties who do not supervise or otherwise manage responsibilities over the other.

Once the relationship is made known to the Agency, the Agency will review the situation with Human Resources in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties should be moved to another job or department. This determination will be based on which move will be least disruptive to the Agency as a whole. If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

Responsibility

Each and every employee, officer, and commissioner is required to abide by the provisions set forth in this policy. The Executive Director or his/her designee is responsible for the administration, interpretation, and application of this policy and procedure. The Boards of Commissioners are responsible for policy adoptions and revisions.