



CITY OF OXNARD

MEMORANDUM

July 14, 1977

To: Community Development Director *JKA*

From: Housing Administrator

SUBJECT: Agenda Item for Housing Authority Meeting of July 19, 1977 -
Amendment of Housing Authority Tenant Grievance Procedure

The Department of Housing and Urban Development published an amended Grievance Procedure which appeared in the Federal Register on August 7, 1975, set forth in Part 866, Subpart B of Vol. 40, No. 153.

During the meeting of December 2, 1975, a report of the proposed amendments to the existing Grievance Procedure was presented to the Board of Commissioners for review. The Board offered no objections to the changes at that time and instructed the staff to proceed with the necessary steps to accomplish the amendments.

Mr. Richard Weinstock of the Legal Aid Association was furnished with copies of all material and the report made to the Board of Commissioners in the December, 1975 meeting. Each and every tenant was furnished with an explanatory letter along with the material pertaining to the change. Ballots returned indicated approval of the change by the majority of the tenant families responding.

One change, as published by HUD, ~~deleted the requirement for a private conference~~ and required that the vacate notice contain, in writing, all information which had been previously required to be given to the tenant in a private conference.

At the meeting of November 16, 1976, the Board of Commissioners adopted Resolution No. 731 which incorporated the attached amended Grievance Procedure into the Policy for Admission and Continued Occupancy. The amended Grievance Procedure, as prepared and attached to Resolution No. 731 contained references to the private conference in two instances; one in Section 3 and one in Section 9. These two references failed to be omitted due to an oversight, and have caused confusion in some instances in interpretation of the Procedure. As long as these errors remain uncorrected, the Grievance Procedure as adopted will continue to cause this confusion. Attached are the two pages containing the paragraphs referred to

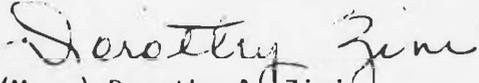
Weinstock approved this → ?

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which are in error and indicating the corrections which should be made.

It is recommended that the Board of Commissioners adopt, by resolution, to amend the Statement of Policies by incorporating an amended Grievance Procedure into said Policy for Admission and Continuation of Occupancy.

A resolution with an attached copy of the amended Grievance Procedure is included for the consideration of the Board of Commissioners.


(Mrs.) Dorothy A. Zini

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Enclosures