

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

APR - 1 2015

MEMORANDUM FOR: All Multifamily Hub Directors
All Multifamily Regional Center Directors
All Multifamily Operations Officers
All Multifamily Headquarters Office Directors

FROM: 
Benjamin Metcalf, Deputy Assistant Secretary for
Multifamily Housing Programs, HT

SUBJECT: Multifamily Transformation Steering Committee Charter

Purpose:

The Multifamily Transformation Steering Committee is charged with giving feedback to the DAS on the on-going implementation of the Multifamily Transformation and to provide strategic guidance on opportunities for improvement across the future 5 Regional Centers.

Governance Structure:

The Steering Committee will be composed of:

- Regional or Hub Directors representing each of the five future Multifamily regions:
 1. Thomas Azumbrado, Director, San Francisco and Los Angeles Hubs
 2. Ruben Brooks, Director, Atlanta and Jacksonville Hubs
 3. Joe Crisafulli, Director, Boston Hub
 4. Kelly Haines, Director, Southwest MF Regional Center (Chair)
 5. Dan Burke, Director, Midwest MF Regional Center

- Directors from the following Headquarters Program Offices:
 1. Nancie-Ann Bodell, Acting Director, OAMPO
 2. Ted Toon, Director, OMP
 3. Peter Duklis, Director, OFSO

The Deputy Assistant Secretary for Operations (or her designee) will participate on an ad hoc basis at the invitation of the Chair:

Lori Michalski, DAS, Housing Operations

The Steering Committee will be staffed by Joe DuBose, Transformation Manager

The Steering Committee Secretary, provided by the Chair, will keep the minutes at each meeting.

Meeting Structure:

The Committee will meet monthly for two hours on the last Wednesday of each month from 2:00 – 4:00 PM ET using the VTC system for all participants.

A designated chair will serve for a rotating six month basis. Effective as of March 1, Kelly Haines will assume from Ruben Brooks the role of Chair.

The Chair will solicit agenda topics on or around the 15th of each month. The Chair will distribute the agenda 24 hours prior to the meeting.

The Committee will meet in person quarterly at a destination determined by the Chair, in consultation with the DAS. Quarterly meetings will be planned for the last week in June, Sept, and December.

Monthly Meeting Agenda:

- The Transformation Manager will provide a detailed briefing on key milestones, risk points, etc. associated with implementation of each wave.
- The Chair and Transformation Manager, in consultation with the DAS, will identify key items for discussion/trouble-shooting in advance.
- Open agenda topics from other Committee Members

The Chair of the Steering Committee will be invited to attend weekly Transformation update meetings with the DAS, the Transformation Team, and the Headquarters Office Directors.