



## Board Letter

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**Agenda Date:** September 19, 2025

**Agenda #:** 12

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### Approval of Personnel Actions.

Presenter: Mary Howard, Chief Administrative & Resident Services Officer

#### **Recommendation**

The Operating Chairman of the Chicago Housing Authority ("CHA") recommends that the Board of Commissioners approve and ratify the Personnel Actions listed below.

#### **Explanation**

The Operating Chairman recommends the following personnel actions:

#### **Approval of selection, appointment, and removal of officers and employees at Grade Level S13:**

- N/A

#### **Ratification of selection, appointments, and removal of employees below Grade Level S13:**

- Offer of employment to Resident Owned Business (ROB) Advisor.
- Offer of employment to Staff Counsel.
- Offer of employment to Special Programs Coordinator.
- Offer of employment to Contract Analyst.
- Offer of employment to Data Analyst.
- Offer of employment to Manager, Occupancy Administration.
- Offer of employment to Service Coordination Specialist.
- Offer of employment to Property Operations Manager.
- Offer of employment to Accessibility Manager.
- Offer of employment to EHS Analyst.
- Offer of employment to Compliance Specialist, PAM.
- Offer of employment to Senior Assistant General Counsel, Real Estate.
- Offer of employment to LevelUp Coach.
- Offer of employment to Environmental Health and Safety Analyst.
- Offer of employment to Deputy Chief, Capital Construction.
- Promotion of employee to Director Policy.
- Market Adjustment of employee to Director Familyworks & Supportive Services.
- Market Adjustment of employee to Manager, Familyworks.
- Market Adjustment of employee to Manager, Familyworks & RRC.
- Promotion of employee to HR Generalist.
- Promotion of employee to Occupancy Specialist.
- Market Adjustment of employee to Senior Paralegal, Real Estate.
- Promotion of employee to Property Operations Manager.

- Promotion of employee to HCV Senior Accountant.
- Promotion of employee to Contract Manager, Construction.
- Promotion of employee to Program Manager.
- Market Adjustment of employee to Manager, Risk Management.
- Promotion of employee to Internal Audit, Risk, & Control Officer.

**Acceptance of resignations, retirements, and terminations:**

- Resignation of employment for HCV Program Enforcement Specialist.
- Resignation of employment for Program Manager.
- Retirement of employment for Occupancy Specialist.
- Resignation of employment for Financial Analyst.
- Resignation of employment for Emergency Dispatcher.
- Resignation of employment for Senior Project Manager, Construction.
- Resignation of employment for Manager, Property Operations.
- Resignation of employment for Senior Accountant, HR & Payroll.
- Resignation of employment for Program Specialist, Homeownership.

Respectfully Submitted:



**Matthew Brewer**  
**Operating Chairman**



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**RESOLUTION NO. 2025-CHA-45**

**WHEREAS,** the Board of Commissioners has reviewed the Board Letter dated September 19, 2025, entitled "Approval of Personnel Actions":

**THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY**

**THAT,** the Board of Commissioners hereby approves the requested personnel actions.



  
James Matanky  
Interim Vice Chairman  
Chicago Housing Authority