



October 10<sup>th</sup>, 2016

**TO: BOARD OF COMMISSIONERS**  
**FROM: JIM CARSON, EXECUTIVE DIRECTOR**  
**SUBJECT: AGENDA INFORMATION**

## **AGENDA**

**Thursday, October 13<sup>th</sup>, 2016**  
**9:00 AM**  
**76 Honeysuckle Lane**  
**Special Called Meeting**

1. Succession Planning
  - a. Review Executive Director Job Description
  - b. Review Advertisement for Executive Director Position
  - c. Review "How to Use Gmail"
  - d. Review Credit Criteria

**PLEASE CONTACT ME PRIOR TO THE MEETING WITH ANY QUESTIONS AND/OR  
ADDITIONAL INFORMATION NEEDED. THANK YOU.**

**Copies to:**  
**Oak Ridge Housing Authority Board Members**  
**George Buxton**  
**City Clerk, City of Oak Ridge**  
**The Oak Ridger**