



CRA BOARD OF COMMISSIONERS

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Memorandum

DATE: May 16, 2023
TO: CRA Board of Commissioners
FROM: Claudia McKenna, CRA Attorney
THROUGH: Gregory P. Harrison, Executive Director
 Nguyen Tran, Director
RE: Designation of CRA Secretary and CRA Assistant Secretary

Background

While the CRA statute does not expressly require the designation of a secretary and assistant secretary, the CRA secretary is regularly called upon to attest to documents in addition to resolutions. The CRA Attorney recommends a formal designation of Kervin Alfred as Secretary of the CRA by Resolution No. 2023-32.

The assistant secretaries were designated and approved by Resolution No. 2022-32, and will continue to act in the absence of the Secretary to establish the authority for such attestations.