Community, Housing and Human Services Board (CHHS)
Committee Governance

This document defines the governance structure of all standing CHHS Board committees

1. The Board has two standing committees
   a. Affordable Housing Committee
   b. Evaluation and Request for Proposal (RFP) Committee

2. Committee Officers
   a. Each Committee will have representation of the CHHS Board through a Chair and Vice-Chair as determined by the Board. These positions are recommended by the Executive Committee and approved by the Board. Committee Chairs and Vice-Chairs are current Board members.
   b. All Committee Chairs will:
      I. Work with CHHS staff to set agendas.
      II. Facilitate meetings.
      III. Ensure committee is meeting objectives.
      IV. Function as liaison to the Board.
      V. Report update on Committee activities at each Board meeting, and work with Executive Committee to add any Board action items to the monthly meeting agenda.
      VI. Recruit committee members and submit potential members to the Board for approval.
   c. Committee Vice-Chairs will:
      I. Act for Chair in absence of Chair.
      II. Rotate into role of Chair as needed.
   d. Terms
      I. Chair and Vice-Chair assignments will be reviewed annually.

3. Role of CHHS Staff
   a. The CHHS Director will assign a CHHS staff member to support each standing committee.
   b. The CHHS staff member assigned to each committee will be responsible for working with the Committee Chair to set agendas, assist with facilitation of meeting communications and logistics.

4. Conduct of Meetings
   a. All meetings will have a written or verbal agenda, and/or written communication via email out to Committee members prior to a meeting.
   b. Decisions will be made by a consensus process.
   c. Actions or recommendations will be determined by simple majority of those present at the meeting.
   d. Committees Chairs will decide how often they should meet to accomplish their tasks.

5. Membership
   a. A community member may serve on only one committee at a time unless otherwise approved by the Board.
   b. Potential members will apply using the online form for City Boards. If a conflict of interest statement is required, they will address that as well.
   c. Committee membership shall be open to interested parties upon vacancy, or annually.
   d. All committee members shall be approved by the Board.
   e. Previous Board Members may be committee members with Board approval

6. Inter-committee communication
   a. The Board Chair and CHHS Director will oversee the systems and processes of the Committees to ensure collaboration and communication between Committees.
   b. The CHHS Department will maintain a master Board calendar and oversee overlapping meetings.

7. Standing Committee duties and responsibilities
   Affordable Housing Committee
   a. Purpose: To provide expertise on activities and funding in the area of affordable housing, capital, and housing repairs.
   b. Duties:
      i. Convey and seek out timely and transparent communication with stakeholders.
      ii. Assist the CHHS Board in identifying needs, gaps, and funding priorities that focus on CHHS strategies
      II. Review and provide recommendations for allocation of funds for affordable housing, housing rehabilitation, and capital improvement proposals that further the goals of the CHHS Board.
      III. Research, recommend and implement best practices.
      IV. Ensure all decisions reflect the intent of the program to benefit low to moderate income individuals.
   c. Governance will include a Chair and Vice Chair.
   d. Committee will include up to 12 members.
   e. Committee will seek diverse representation which may include appraisers, property managers, housing developers, bankers, service providers, contractors, economists, planners, Real Estate, loan management expertise, disabled constituents, low-income constituents, and housing experts. Members must have sensitivity to the needs of the low and moderate-income individuals.
   f. Committee members are required to follow CHHS Board Conflict of Interest policy and comply with Code of Conduct Requirement.

Evaluation and RFP Committee

a. Purpose: To advise the Board on contract performance, funding priorities, allocation of funds, and alignment of resources.

b. Duties

I. Convey and seek out timely and transparent communication with all stakeholders.

II. Oversee RFP processes.

III. Review requests for funding and make recommendations to the Board.

IV. Review performance reports including items such as meeting program objectives/outcomes and utilization of funds.

V. CHHS staff will provide the Committee with summary program performance reports at least annually. The Committee will report to the Board overall progress toward specific grant program performance and effectiveness.

VI. Governance will include a Chair and Vice Chair who are members of the CHHS Board.

VII. Committee will include a minimum of four standing committee members, with at least two CHHS Board members. CHHS Board member representation on the Committee shall not exceed fifty (50) % of total CHHS Board membership. The total Committee membership will not exceed 12 standing committee members.

VIII. The Committee will recruit additional participants for the review of proposals during RFP processes, as deemed necessary. The committee will maintain a pool of reviewer candidates with the purpose of completing an effective review of grant proposals. For any given RFP process, reviewers will be selected from this pool based on their expertise and their ability to review particular proposals without a conflict of interest. Reviewer candidates will be selected on their:

a. Knowledge of the community's needs.
b. Ability to donate their time for review and evaluation.
c. Qualifications and background needed to evaluate applications and recommend funding.

IX. Committee members are required to follow CHHS Board Conflict of Interest policy and comply with Code of Conduct Requirement.

Signature: *ALeithauser*
ALeithauser (Feb 15, 2023 09:21 PST)

Email: aleithauser@spokanecity.org

Signature: *Jennifer Cerecedes*

Email: jcerecedes@spokanecity.org