

## Committee Charter

### Background on the 2018 Metro Housing Bond

On November 6, 2018, the Metro area voters approved Measure 26-199 authorizing Metro to issue general obligation bonds in the amount of \$652.8 million to fund affordable housing. The primary goal of Metro's Affordable Housing Bond Measure program (the "Program") is create at least **3,900 new affordable homes**, of which:

- At least 1,600 homes will be affordable to households making 30% of area median income (AMI) or below;
- At least 1,950 homes will be sized for families, with 2 or more bedrooms; and
- No more than 10 percent of homes will be provided for households making 61-80% of AMI.

In its efforts to achieve the Program unit production targets referenced above, Metro is guided by four principles (the "Guiding Principles"):

- 1. Lead with racial equity.** Ensure that racial equity considerations guide and are integrated throughout all aspects of Program implementation, including community engagement, project location prioritization, tenant screening and marketing, resident and/or supportive services, and inclusive workforce strategies.
- 2. Create opportunity for those in need.** Ensure that Program investments serve people currently left behind in the region's housing market, especially: communities of color, families with children and multiple generations, people living with disabilities, seniors, veterans, households experiencing or at risk of homelessness, and households at risk of displacement. Incorporate commitments for tracking and reporting on Program outcomes for people of color and other historically marginalized groups.
- 3. Create opportunity throughout the region.** Ensure that Program investments are distributed across the region to (a) expand affordable housing options in neighborhoods that have not historically included sufficient supply of affordable homes, (b) increase access to transportation, employment, education, nutrition, parks and natural areas, and (c) help prevent displacement in changing neighborhoods where communities of color live today.
- 4. Ensure long-term benefits and good use of public dollars.** Provide for community oversight to ensure transparency and accountability in Program activities and outcomes. Ensure financially sound investments in affordable, high quality homes. Allow flexibility and efficiency to respond to local needs and opportunities, and to create immediate affordable housing opportunities for those in need.

The Housing Bond Program is guided by regional goals and oversight, but implemented by the Local Implementation Partners, who are best positioned to respond to community affordable housing needs. Successful implementation requires flexibility for local jurisdictions to create and nimbly pursue strategies that respond to local community priorities and market contexts. Government agencies that are eligible to become Local Implementation Partners include counties, public housing authorities, and cities with populations over 50,000 that receive and administer their own federal Community Development Block Grant (CDBG) funding.

## [Affordable Housing Community Oversight Committee Authorizing Ordinance](#)

The Metro Council established the Affordable Housing Community Oversight Committee ((Oversight Committee) on January 31, 2019, by amending Metro Code Chapter 2.19 via Ordinance 19-1430.

## [Oversight Committee's Purpose and Authority](#)

The purpose of Oversight Committee is to provide program oversight on behalf of the Metro Council to ensure that investments achieve regional goals and desired outcomes and to ensure transparency and accountability in Program activities and outcomes.

The Oversight Committee will be charged with the following duties:

- Evaluate Metro's and each Local Implementation Partner's implementation strategies for alignment with the Guiding Principles and to ensure each local implementation strategy contains a clear plan to achieve the local share of Unit Production Targets;
- Recommend implementation strategies for approval by the Metro Council;
- Monitor financial aspects of program administration, including program expenditures;
- Provide an annual report and presentation to Metro Council assessing program performance, challenges and outcomes; and
- Recommend changes, as necessary, to implementation strategies to achieve Unit Production Targets and adhere to the Guiding Principles.

## [Committee Membership](#)

The Oversight Committee will be composed of no fewer than 7 and no more than 15 members, to be appointed by the Metro Council President subject to Metro Council confirmation. The Committee's members represent a diversity of perspectives, geographic familiarity, demographics, and technical expertise, including finance, housing development, housing policy and experience working with impacted communities. The Metro Council President will designate at least one (1) member to serve as Chairperson of the Committee or may elect to designate two (2) members to serve as co-Chairpersons of the Committee. Oversight Committee members will not be compensated for the services.

- **Terms of service:** Five (5) of the initial Committee members will be appointed to serve a one (1) year term, and may be reappointed to serve up to two (2) additional 2-year terms. All other Committee members will be appointed to serve two-year terms, and may be reappointed to serve up to two (2) additional 2-year terms. The Committee will be dissolved on July 1, 2028, or upon the issuance of a final report by the Committee after all funds authorized by the Affordable Housing Bond Measure 26-199 have been spent, whichever is earlier.
- **Attendance:** The Committee will meet no fewer than four times a year. In the interest of maintaining continuity in discussions, members commit to attending all meetings unless they are prevented from doing so by reasonable excuse. Committee members will notify staff ahead of meetings if they are unable to be present, and will read materials and request briefings from staff on the information presented, deliberations and outcomes of the meeting. The Committee will not use alternates or proxies.

### Chairperson(s) Roles

Responsibilities of the Oversight Committee Chairperson(s) include:

- Allows facilitator to lead discussions and keep the group to time/task.
- Participates in committee discussions and forming committee recommendations.
- Starts and ends meetings on time unless the group agrees to extend the meeting time.
- Provides guidance (if needed) on content and ideas to meet the Oversight Committee goals.
- Encourages consensus decision making.
- Leads discussions when all attempts at reaching consensus have been exhausted.
- May speak for the Committee in any public requests for comment.
- Participates in development of meeting agendas, in coordination with Metro staff and facilitator.

### Facilitator Role

As necessary, a facilitator may be used. The facilitator's role includes the following responsibilities:

- Draft meeting agendas and compile meeting materials in coordination with Metro staff.
- Facilitator has no stake in the outcome of the meeting.
- Does not evaluate or contribute content ideas.
- Keeps the group focused on the agreed upon time/task.
- Makes suggestions about alternative methods and procedures to achieve consensus.
- Encourages participation from all group members.
- Helps the Oversight Committee find solutions that meet everyone's needs.

## THIS IS A DRAFT FOR COMMITTEE REVIEW AND APPROVAL

### Meeting Protocols

#### Meeting Guidelines

All participants agree to act in good faith in all aspects of decision making. This includes being honest and refraining from any actions or undertakings that will undermine or threaten the process in any manner. This also includes behavior outside of meetings. Expectations include:

- Arrive on time and prepared.
- Share the air – only one person will speak at a time, and we will allow others to speak once before we speak twice.
- Express our own views or those of our constituents; don't speak for others at the table.
- Listen carefully, and keep an open mind.
- Respect the views and opinions of others, and refrain from personal attacks, both within and outside of meetings.
- Avoid side conversations.
- Focus questions and comments on the subject at hand and stick to the agenda.
- When discussing the past, link the past to the current discussion constructively.
- Seek to find common ground with each other and consider the needs and concerns of the local community and the larger region.
- Turn off or put cell phones on silent mode.
- Notify Committee Chairperson and Metro Staff of any media inquiries and refer requests for official statements or viewpoints to Metro. Steering Committee members will not speak to media on behalf of the Committee or Metro, but rather only on their own behalf.

#### Committee Recommendations

The primary recommendations that the Oversight Committee will make are on Implementation Strategies, but other recommendations could be required.

- The presence of a majority of Committee members will constitute a quorum for Committee recommendations.
- The Committee will strive to make recommendations by consensus, understanding that recommendations to Metro Council are strengthened by high levels of agreement. Consensus is defined as the point where all members agree on an option they are willing to forward as a recommendation. Committee recommendations will be understood as the most viable approach for the overall program, even if they do not achieve each individual member's personal preference.

- If a consensus cannot be reached, then a 3/4 majority of the members present will be required for an outcome to be represented as a recommendation of Committee. If this level of agreement cannot be reached, then there will be no recommendation from the committee and all perspectives will be forwarded for consideration by the decision makers.
- Decisions will be respected as final to avoid backtracking, unless the committee as a whole agrees there is sufficient new information to reconsider a previous decision.

### Metro Roles and Responsibilities

- Metro Council will make all final decisions regarding the approval or modification of implementation plans, taking into consideration committee recommendations.
- Metro staff will provide key policy and program information and context as needed to the Committee. Metro will provide the facilities and support staff necessary to conduct the meeting and support the activities of the Oversight Committee.

### Public Comment

- While the primary purpose of the committee meetings is to provide a forum for the deliberation of the Committee, meetings will be open to the public for observation.
- As needed, up to a total of ten minutes of each meeting will be reserved for public comment. This amount may be extended by the Chairperson, in consultation with the committee, if needed and if time allows. Those who wish to provide comment should check in with Metro staff before the start of the meeting. The length of individual comments should be limited based on the number of individuals who wish to address the committee but should be no more than three minutes.
- Interested members of the public are encouraged to provide more thorough comments in writing. All written comments will be circulated to each member of the committee.