# Housing Commission

# *Structure and Workflow* September 20, 2022

**Definition:**

**Housing Commission Review Panel**

* + Title:
    - We will refer to the Commission as the *“Housing Commission Review Panel”,* both as a descriptor, and as de-emphasis of the 7-member body’s primacy relative to that of the *Workgroups*.
  + Members:
    - Seven members, city residents (unless individually waived by council)
    - Council approval is required
    - Each member is connective to and representing of a specific *Workgroup* via reports made to the *Review Panel*.
  + Meetings:
    - Commission (*Review Panel*) will meet once per month in Council Chambers
      * Agenda and minutes will be posted
  + Function:
    - The *Review Panel* will function as an advisory body and resource to the *Workgroups*.
      * As new concerns or opportunities are identified, the *Review Panel* may determine additional workgroup priorities.
    - The *Review Panel* will entertain the reports and actionable strategies of the work groups, and offer revision, addition or other modifications as needed.
    - Upon majority agreement of the *Review Panel*, it will move any suggested actions to the appropriate City Committee or City Council for further discussion and determination
    - The *Review Panel* may also identify other avenues for exploration, not addressed by the *Workgroups*, and engage the appropriate *Workgroup* in research and the strategizing of actions for Committee or Council review.
  + Expectation of Commissioners:
    - All commissioners will be *Review Panel* members
      * As such, each will be expected to serve as *Liaison* to a specific *Workgroup*.
        + They will be voting members of the *Workgroups*, but NOT chairs.
        + They will provide a direct connection between the *Workgroups* and the *Review Panel* through both report and support.

As *Liaisons* they will convey the observations, and direction of the *Review Panel* to the *Workgroups*

* Agenda:
  + A typical *Housing Commission Review Panel* agenda would include:
    - Roll Call
    - *Workgroup #1* Report and Discussion
    - *Workgroup #2* Report and Discussion
    - *Workgroup #3* Report and Discussion
    - *Workgroup #4* Report and Discussion
    - *Workgroup #5* Report and Discussion
    - *Workgroup #6* Report and Discussion
    - *Workgroup #7* Report and Discussion
    - New Business: Items to be added to the charge of the Workgroups
    - Adjournment

**Housing Commission Workgroups**

* + Legal Definition:
    - *Workgroups* will function as sub-committees and will be defined as “Ad Hoc””per the Charter
  + Titles:
    - *Shared & Vacation Rental - Workgroup #1*
    - *Infrastructure Utilization – Workgroup #2*
    - *Neighborhood Improvement – Workgroup #3*
    - *Affordable Housing – Workgroup #4*
    - *Senior Housing – Workgroup #5*
    - *Refugee Resettlement – Workgroup #6*
    - *Smart Growth – Workgroup #7*
  + Members:
    - Minimum of 5 members per committee is suggested, but maximum to be determined by *Workgroup* chair
    - Residency is not a requirement.
    - Council approval is not required of Ad Hoc Committees, per the Charter
  + Function:
    - *Workgroups* will meet regularly (at least once per month)
    - Meetings may take place wherever is convenient and agreeable to the members, including Council Chambers when available
    - Discussions among *Workgroup* members may be augmented by invited attendees, and mini-summits, as determined necessary or useful.
    - Discussions are intended to yield strategies and actions for *Review Panel* consideration and (ultimately) Committee and Council approval