

# MID-WILLAMETTE HOMELESS INITIATIVE TASK FORCE

## CHARTER

January 2016

**WHEREAS**, homelessness is a critical issue facing our nation, Oregon, and the Marion-Polk County region; and

**WHEREAS**, the dynamics surrounding homelessness are complex, impacting families with children, the mentally ill, victims of domestic violence, veterans, and many others; and

**WHEREAS**, civic leaders across the nation are seeking opportunities to expand affordable housing, emergency shelters, and other supportive services; and

**WHEREAS**, civic leaders from the City of Keizer, City of Salem, Marion County and Polk County have committed to join together to seek new solutions to reduce homelessness in our region;

**NOW THEREFORE**, there is established the regional Mid-Willamette Homeless Initiative (hereinafter referred to as the "Initiative"). The Initiative will be governed by a regional task force described in this charter as follows.

1. **NAME.** This body will be known as Mid-Willamette Homeless Initiative Task Force (hereinafter referred to as the "Task Force").
2. **PURPOSE.** To identify and launch proven strategies that will reduce homelessness in the Marion-Polk County region, encompassing the cities of Keizer and Salem.
3. **TERM.** The Task Force shall commence its work in February 2016 and complete its work by the end of February 2017, unless extended by the participating jurisdictions.
4. **MEMBERSHIP.**
  - a. **Appointment.** Each participating jurisdiction will appoint up to five members to serve on the Task Force at the pleasure of the appointing jurisdiction, inclusive of the City of Keizer mayor, City of Salem mayor, and a designated county commissioner each from Marion County and Polk County as part of the respective jurisdiction's members.
  - b. **Representation.** Members will bring expertise and perspective from the diverse factors that affect homelessness or solutions to homelessness, including but not limited to mental health, public safety, housing development, communities of faith, education, health care, finance, philanthropy, and social services.

- c. **Duties/Expectations of Members.** Members commit to participate actively in task force meetings and carry out assignments that they accept. Members unable to attend scheduled meetings will notify staff prior to the meeting.
  - d. **Termination.** All membership terms end upon termination of the Task Force, subject to renewal by the appointing jurisdictions. Resignations prior to the end of term by members shall be submitted in writing to Task Force staff. All members serve at the pleasure of the appointing jurisdiction and may be removed when it is in the interest of the jurisdiction or Task Force to do so.
- 5. **LEADERSHIP.** The Task Force will be co-led by the City of Keizer mayor, City of Salem mayor, and designated county commissioners from Marion County and Polk County. The leadership team will call meetings, preside at meetings, set agendas, make appointments to any subcommittees, and make assignments as necessary to carry out the purposes of the Initiative.
- 6. **STAFF.** The City of Salem and Marion County have agreed to make available staff support to the Task Force, subject to available time and resources.
- 7. **TECHNICAL RESOURCE PERSONS.** To assist the Task Force with relevant aspects of the Task Force's work, the Task Force will identify a list of technical resource persons; e.g., representatives from housing authorities, victim services, mental health services, and so forth.
- 8. **MEETINGS.**
  - a. **Public Body.** All meetings of the Task Force will be open to the public.
  - b. **Notice.** Notice of all meetings of the Task Force shall be made to Task Force members, anyone who has requested notice, news media, and the public. Notices shall include the time and place of meetings. Leadership will establish a schedule of regular meetings and may call special meetings, if needed.
  - c. **Quorum.** A majority of the appointed membership of the Task Force will constitute a quorum for the transaction of business at all meetings.
  - d. **Decision-Making Procedure.** The Task Force will use a standard voting process described in Robert's Rules of Order.
  - e. **Agendas.** Members and staff may request that items be placed on a meeting agenda by contacting Task Force leadership or staff.
  - f. **Minutes.** Staff will prepare summary notes of meeting proceedings including members present, discussion highlights, motions, and the results of all votes.
  - g. **Conflict of Interest.** Task Force members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict of interest as defined in ORS Chapter 244.
- 9. **SUBCOMMITTEES.** Task Force leadership may appoint subcommittees to study specific issues or accomplish specific tasks.

10. **AMENDMENTS TO CHARTER.** Any jurisdiction may initiate a change to this charter. Changes will be submitted to Task Force leadership for review. Leadership will forward agreed-upon changes for approval to the governing body of each jurisdiction.

ADOPTED this 25<sup>th</sup> day of January 2016.

City of Salem, an Oregon municipal corporation

  
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Steven D. Powers, City Manager