LA County CERF HRTC
Meeting Agenda
May 5th, 2023

• Welcome, and Introductions of New Partners
• Important Dates
• Grant Status and Activity Update
• Steering Committee
  • Composition
  • Function
• Timeline
• Voting Mechanism
• Upcoming Meeting Dates
• Next Steps
• Questions/Comments
**MAY 1ST, 2023**

**Planning Phase Plan Due**
The structure of the HRTC with estimated expenses for the following: Convening the Collaboratives and an inclusive regional planning process and developing a comprehensive plan for the region’s High Road transition. This includes a plan and timeline for conducting the analyses and developing the roadmap defined in this solicitation.

**MARCH 1ST, 2023**

Fiscal Agent and State execute the contract.

**JUNE 6TH, 2023**

**Final Governance Structure Due**
Includes roles, narrative, and election process.

**JULY 6TH, 2023**

**Governance Seating Due**

**AUGUST 31ST, 2023**

**Regional Summary Report Pt. 1 Due**
Part 1 - Snapshot of socio-economic conditions (Research) in the region: mapping stakeholders, providing a regional summary, and conducting analyses.

**JUNE 30TH, 2024**

Regional Plan Pt. 2 Due
## Grant Funding Status

### Expenditures and Advance Payment Summary (Must align with Advance Payment Exhibit B3)

<table>
<thead>
<tr>
<th>A. Cost Categories</th>
<th>B. Approved AP Budget</th>
<th>C. Monthly Expenditures</th>
<th>D. Cumulative AP Expenditures</th>
<th>E. Available AP Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Staff Salaries</td>
<td>$191,427.00</td>
<td>$</td>
<td>$</td>
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<tr>
<td>2. Staff Benefits</td>
<td>$58,573.00</td>
<td>$</td>
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<tr>
<td>3. Staff Travel</td>
<td>$</td>
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<tr>
<td>4. Operating Expenses</td>
<td>$</td>
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<tr>
<td>5. Events/Conferences</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>6. Research</td>
<td>$600,000.00</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>7. Data, Planning, Communication Tools</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>8. Community Engagement</td>
<td>$400,000.00</td>
<td>$</td>
<td>$</td>
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<tr>
<td>9. Participant Compensation</td>
<td>$</td>
<td>$</td>
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<td>$</td>
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<tr>
<td>10. Furniture &amp; Equipment</td>
<td>$</td>
<td>$</td>
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</tr>
<tr>
<td>a. Small Purchase (Unit cost of under $5000)</td>
<td>$</td>
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<tr>
<td>b. Large Purchase (Unit cost of over $5000)</td>
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<tr>
<td>c. Equipment Lease</td>
<td>$</td>
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<tr>
<td>11. Contractual Services</td>
<td>$</td>
<td>$</td>
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<tr>
<td>12. Indirect Costs</td>
<td>$</td>
<td>$</td>
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<tr>
<td>13. Other Program Services</td>
<td>$</td>
<td>$</td>
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</tr>
<tr>
<td>14. Total AP Expenditures</td>
<td>$1,250,000.00</td>
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</tbody>
</table>
1. CERF LA HRTC
   GOVERNANCE STRUCTURE

2. AFFINITY HUB BREAKDOWN

3. GOVERNANCE NARRATIVE
The Steering Committee will comprise of a group of representatives from the Affinity and Subregional Tables, as well as Hub Leads, supplemented by additional representatives to ensure the views of all CERF-related stakeholders and selected community members are taken into account. The membership of the Steering Committee will be determined through a transparent selection process. To prioritize the involvement of community-based leaders from disinvested communities who are rooted in grassroots and community-based organizations, a supermajority (at least 80%) of the Steering Committee seats will be reserved for them. Preference will be given to leaders from organizations that are committed to promoting equity, environmental justice, and advocating for disinvested communities. The Fiscal Agent and Regional Convener will be non-voting members of the Steering Committee.
The Function of the Steering Committee in the CERF Program

- The steering committee will act as the primary validating body for the HRTC program, ensuring that decisions related to the design and implementation of HRTC strategies for the region are well-informed and made in the best interest of all stakeholders.
- The committee will take into account feedback and input from the Affinity and Subregional Tables, Hub Leads, and the Stewardship Committee, as well as data and needs analysis. While the steering committee will have voting authority on major decisions, it will not act as the ultimate decision maker.
- Key decision points, such as Phase 2 - Budget Allocation, Goals/Outcomes and Types of Data, Outreach and Engagement Strategy, Regional Strategy (Phase 1), and Economic Development and Transition Roadmap Project Strategies to prioritize for implementation projects (Phase 2), will be subject to the validation process and input from the program's body.
Steering Committee Voting Roadmap

1. May 19th
   Vote for Final Steering Committee Structure
   - This will give a 2 week window to execute the Gov Structure Deliverable.
   Nomination Criteria and Form will be presented

2. May 22nd
   Nomination Window Opens
   - Candidates can apply for their seats through a nomination form. This will be a 2 week nomination period.

3. June 5th
   Nomination Window Ends
   - LAEDC will work with the vendor to set up election web page and ballot.

4. June 6th
   Governance Structure & Process Due to the State
   - This includes development of the Steering Committee Structure and outline of the election process.

5. June 19th
   Election Voting Window Opens
   - New partners will be allowed to still onboard and vote during the election window.

6. July 3rd
   Election Voting Window Closes

7. July 4th
   Election Results Announced
   - Election Results will be uploaded to the website and shared through an email blast.

8. July 6th
   Final Steering Committee Seating Due to the State
Steering Committee
Voting Mechanism

WHO will be Allowed to Vote?
- All fully onboarded partners who have executed a Partnership Agreement Letter will receive ONE vote.
- The registered voter will be the Point of Contact (POC) that was listed in the Partnership Letter.
  - A list of POC’s per org will be shared at the next partners meeting 5/19
- If the registered voter/POC needs to be updated, the original point of contact listed in the Partnership Letter must email CERF@LAEDC.ORG directly with this request.
  - If the POC is no longer with the organization, please have your new point of contact email our team to resubmit a new partnership letter and we will update the voter credentials.

Security
- For the election, each registered voter is issued a unique token
- This token will allow them to vote securely
- This token will be included in the email sent to the registered voter
- The only thing that the voter will have to do is click on the link (no logging in required)
- The token closes after the all vote on the ballot are casted, no double voting.

Data collection
- When the voter confirms their vote it will be securely stored in the vendors system
- Reports can be generated at the conclusion of the election providing vote totals
- Real time reports can be generated during the election process to provide insight into voting trends
## Stakeholder Analysis

<table>
<thead>
<tr>
<th>Stakeholder Count</th>
<th>5/2/23</th>
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</thead>
<tbody>
<tr>
<td>Total Number of Organizations Engaged</td>
<td>416</td>
</tr>
<tr>
<td>Number of Organizations Officially Onboarded (CERF Collective Partnership Agreement submitted)</td>
<td>295</td>
</tr>
<tr>
<td>Number of Organizations Not Fully Onboarded</td>
<td>121</td>
</tr>
</tbody>
</table>
Based on the location of each organization’s headquarters as reported by each onboarded member.
Based on the primary stakeholder category of each organization as reported by each onboarded member

- Stakeholder entity type refers to the entities the LA HRTC is mandated by the State to include balanced representation from for reporting purposes
L.A. County CERF

HRTC Upcoming Meeting Dates

Outreach & Engagement Committee
- May 10th | 10:00 am

Governance Committee
- TBD

HRTC Bi-weekly Meeting
- May 19th | 9:00 am
Next Steps

- May 19th – Vote for Final Steering Committee Structure
- Nomination Criteria and Form
- May 22nd – Nomination Window Opens
Thank you!

For more info, please visit: www.laedc.org/cerf

Questions can be directed to cerf@laedc.org.