

Community Economic Resilience Fund

L.A. HRTC

Governance Committee Meeting

July 6th, 2023



Community Economic Resilience Fund

L.A. HRTC

Agenda

1. Introductions

2. State Mandated Deliverables and Deadlines

3. Jamboard Feedback from HRTC: Hopes and Highlights of a Selection Process

4. Steering Committee Selection Options

- Option A: Voting Process

- Option B: Hybrid Selection Process

5. Jamboard Feedback

6. Next Steps

Deliverables

August 1, 2023 Deadline

Our HRTC has been granted two extensions to fulfill the following deliverables. Failure to meet them by August 1 will result in noncompliance with the contract and may jeopardize program funding.

- **Governance Structure** – The CERF LA HRTC's governance structure encompasses all the tables, hubs, and committees involved in the program.
- Steering Committee – This includes:
 - **Proposed Structure for the Steering Committee**: Suggested Allocation of 33 Seats.
 - Entities Assigned to Seats: It is essential to proceed with a seating process, which must be finalized by August 1st.

Jamboard Feedback: Hopes and Highlights of a Selection Process

"Create a transparent process. Provide clear information about the criteria, the process, and the decision-makers."

"Allow orgs to understand which seats they can be eligible for."

"Concerns about dialogue, and equity in seating. Ensure that methodology designates equity in the selection process."

"Recognize the large geographic region that comprises this group and ensure there is representation along these lines as well."

"Use an objective selection process. The selection process should be based on the qualifications of the candidates. This means using clear and avoiding any unconscious bias."

"Have candidates prepare a statement of qualifications based on the elements that the group defines. The SOQs should be made public."

"An equitable election is the only way to ensure that ALL HRTC members are equal. People must be allowed to select their own steering committee leaders."

"The election process may be divisive. It could lead to conflict and tension within the community. This could be a concern especially if we want to maintain a sense of unity."

Selection of Steering Committee Seats

Two approaches have been formulated to proceed with the selection of the Steering Committee:

A. Voting Process

B. Hybrid Selection Process

The chosen process must be implemented and results finalized within the next 3 weeks, with a hard deadline of **August 1st, 2023.**

A. Voting Process

WHO will be Allowed to Vote?

- All fully onboarded partners who have executed a Partnership Agreement Letter will be allowed **ONE** vote, ensuring that their voices are heard and that the decision-making process is inclusive.

WHO can be a Candidate in the Election Process?

- All fully onboarded partners who have executed a Partnership Agreement Letter.
- Members may serve on the Steering Committee and apply for a grant opportunity in the Outreach Hub Structure.

A. Voting Process

What will the Voting Process Entail?

- Interested candidates will submit a self-nomination application in which they will answer specific questions about their qualifications and area of representation.
- Election Vendor will upload and format a splash webpage that will display all candidates and their submitted information.
- During the election process, registered voters will receive a unique token via email. This secure token allows voters to vote on the provided link. The token ensures that each voter can cast their ballot securely and prevents any possibility of double voting. Once all votes on the ballot are cast, the token will be closed.
- Voting results can be shared after voting window closes.



CERF LA HRTC Steering Committee Candidate Intake Form

The CERF Los Angeles High Road Transition Collaborative will be conducting an election process to seat the Steering Committee.

Role of the Steering Committee:

As the validating body, the Steering Committee incorporates the feedback and data received from the Affinity and Sub Regional Tables. They make informed decisions on items related to the design and implementation of HRTC strategies for the region based on information and guidance from the Affinity and Sub Regional Tables, and governance structure as a whole.

Candidate Self-Nomination Application

Voting Process Timeline

DATE	ACTION
July 14	Introduce Process at next HRTC Meeting
JULY 17 – JULY 20	Self-Nomination Applications Opens for Candidates
JULY 21	Engineer uploads content, tests system, and sends back to CERF Team for review
JULY 24	Voting Process Begins at 9 AM
JULY 27	Voting Process Ends at 5 PM
JULY 28	Steering Committee Results presented to HRTC meeting
July 28 & July 31	CERF Team complies data and finalizes deliverable for August 1st Deadline

B. Hybrid-Selection Process

WHO will select?

- Two (2) to Five (5) subject matter leads that are not seeking direct membership on the Steering Committee. All fully onboarded partners who have executed a CERF Collective Partnership Agreement Letter are eligible to serve as a subject matter lead.
- Subject matter leads (SML) can either be selected by LAEDC or by Vote of fully onboarded partners
 - *For the seats that focus on residents and those with lived experience, organizations that have direct service and leadership investment programs will be encouraged to participate in the SML role to assist with identifying individuals for these seats.*
- There will be six caucuses of SMLs
- No member or organization of the SML can be selected for the Steering Committee

B. Hybrid-Selection Process

Selection

- All fully onboarded partners and any interested parties in LA County are eligible to apply for membership on the Steering Committee.
- SML will caucus within their respective subject areas and select representatives and one alternate for each seat. (i.e. Labor SML will select Labor representatives)
 - SMLs will consider background, experience, equity attributes, capacity to serve and willingness of partner to be part of a consensus building process.
 - SML will caucus as an entire body and review overall background, experience, equity attributes, capacity to serve, assess consensus building capacity of entire selected body

Hybrid Selection Timeline

DATE	ACTION
JULY 7 – JULY 12	Application Open for Subject Matter Leads (SML) (July 7th 5PM - SML application sent out to HRTC)
JULY 14	SMLs selected
JULY 10 – JULY 19	Application Open for Steering Committee
JULY 26	SMLs select Steering Committee and Alternates
JULY 27	All SMLs Meeting
JULY 28	Steering Committee presented to HRTC



Jamboard Feedback Activity

Please provide your feedback on
the pros and cons of each
strategy:

A. Voting Process

B. Hybrid Selection Process

Consensus Read Out

CERF
L.A. HRTC

Thank you!



A. Voting Process

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 7/14
- 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