

AFFINITY HUB LEAD AND STEERING COMMITTEE ELECTIONS

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The CERF LA HRTC has planned two elections to establish our Affinity Hub Leads and Steering Committee to meet the state's requirement by August 1st. As outlined in our proposal, the Steering Committee will consist of a subset of representatives from the Affinity and Subregional Tables, Hub Leads, additional stakeholders associated with CERF, and selected community members. Out of the 38 available seats on the Steering Committee, 12 positions will be reserved for the recipients of the Affinity Hub Lead grants in the Outreach and Engagement Hub Structure.

To ensure the formation of the Steering Committee, the CERF LA HRTC will conduct two separate elections. The first election will focus on choosing the 12 Affinity Hub Leads. Each of the 12 elected representatives from partner organizations for the Affinity Hub Lead positions will be each awarded \$50,000 and guaranteed one respective seat on the Steering Committee. The second election will fill the remaining seats on the Steering Committee. Candidates who participate in the first election but are unsuccessful will still have the opportunity to run in the second election if they are interested in joining the Steering Committee.

ELECTION TIMELINE: DUAL ELECTIONS SCHEDULE

DATE	ACTION
July 21	Self- Nomination Application Window CLOSSES: Affinity Hub Lead and Steering Committee
July 25	Nominations Get Sent to Engineer - Deadline to Report Discrepancies on Nominations Tracker - 5PM
July 26 - July 27	Election Vendor Develops Election Ballot: Affinity Hub Leads
July 28	Affinity Hub Leads - VIEW Only Ballot Goes Live - Deadline to Submit Discrepancies on Ballot - 12pm
July 31 9 am	Election 1 Affinity Hub Leads VOTING WINDOW OPENS
August 1 3pm	Election 1 Affinity Hub Leads VOTING WINDOW CLOSSES - Results Announced and Sent to State
August 2 - 3	Election Engineer Develops Election 2 Ballot: General Steering Committee
August 4	General Steering Committee - VIEW Only Ballot Goes Live - Deadline to Submit Discrepancies on Ballot - 12pm
August 7 9 am	Election 2: GENERAL STEERING COMMITTEE Voting Window OPENS
August 8 3pm	Election 2: GENERAL STEERING COMMITTEE Voting Window CLOSSES
August 8	Election 2 Results Announces and Sent to State

Green - Action Window Opens
Red - Action Window Closes

Orange - Election 1: Affinity Hub Leads
Blue - Election 2: General Steering Committee

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STEERING COMMITTEE COMPOSITION

Steering Committee Structure

38 ELECTED SEATS

The majority of the members, comprising 75-80%, is represented by grassroots and community-based organizations.

Election 1: Affinity Hub Lead Seats
Voting Window: July 31 - August 1
Out of the 38 seats on the Steering Committee, 12 will be reserved for Affinity Hub Leads.
1 - Youth
1 - Families
1 - Underemployed Adults
1 - Placed Based Coalitions
1 - Immigrants
1 - Homeless/Veterans/Seniors
1 - Labor/Worker/Union
1 - Environmental/Sustainability
1 - Institutional/Government
1 - Academia
1 - Business & Employers-Industry
1 - Economic Development

Election 2: General Steering Committee Seats
Voting Window: August 7 - August 8
The second election will fill the remaining general seats on the Steering Committee.
12 - Representatives from a Partner Community Based Organization
5 - Residents and Workers (Individuals not tied to an org)
6 - Labor Designated Representatives
1 - Municipal / Government
1 - Education
1 - Business / Industry

** The HRTC has identified vacant seats resulting from low nomination applications and will implement a new strategy to address this issue.

- The Steering Committee will consist of a subset of representatives from the Affinity and Subregional Tables, Hub Leads, additional representatives from various CERF-related stakeholder groups, and selected community members. The 12 Affinity Hub Leads will be among the members of the Steering Committee.
 - The Governance Committee advocates for a supermajority (80% or more) of the Steering Committee seats to be occupied by community-based leaders from disinvested communities, specifically those associated with grassroots and community-based organizations. Preference will be given to leaders who are dedicated to equity, environmental justice, and advocacy for disinvested communities.
- The Stewardship Committee, comprising the Fiscal Agent and Regional Convener, will have non-voting seats on the Steering Committee.

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AFFINITY HUB LEAD AND STEERING COMMITTEE SELF NOMINATION APPLICATION

All interested candidates must submit their applications no later than 3 pm on Friday, July 21st.

APPLICATION: <https://tinyurl.com/CERFELECTIONAPP>

The self-nomination applications for the Affinity Hub Lead and Steering Committee Elections will open at 12 pm on Tuesday, July 18th. All partners who have completed the necessary onboarding process as outlined in the Partnership Agreement Letter are eligible to designate a representative from their organization to participate in both elections. If an individual applies for an Affinity Hub Lead position and successfully secures the role, they will automatically become a member of the Steering Committee in their respective thematic areas.

Candidates who were not successful in the Affinity Hub Lead Election still have the opportunity to compete for the remaining seats on the Steering Committee. Alternatively, individuals who are interested in serving solely on the Steering Committee can indicate their preference on the application.

Candidate Options on Application:

- Affinity Hub Lead + Steering Committee Seat:** Select this option if you would like to apply as a candidate for an Affinity Hub Lead position. In the event you are not elected for this position, you can still run for a general Steering Committee seat.
- General Steering Committee Seat Only:** Choose this option if you are a representative of an organization or an individual seeking a seat exclusively on the Steering Committee.

WHO can be a Candidate in the Affinity Hub Leads Election Process?

- All fully onboarded partners who have executed a Partnership Agreement Letter (PAL) or will have an executed PAL by Thursday, July 20th at 5 pm.
- Must serve constituents in LA County.
- Must be located in LA County. (Eligible if organization headquarters are outside of LA County but a satellite office is located in LA County)
- Only **ONE** representative per organization may be nominated to serve as an Affinity Hub Lead.
- A candidate will only be allowed to run for **ONE** seat as an Affinity Hub Lead. (If not chosen as an Affinity Hub Lead in Election 1, the individual may run in Election 2 for a general seat on the Steering Committee).
- Members may serve on the Steering Committee and apply for funding in the Outreach Hub Structure.

WHO can be a Candidate in the General Steering Committee Election Process?

- All fully onboarded partners who have executed a Partnership Agreement Letter (PAL) or will have an executed PAL by Thursday, July 20th at 5 pm, can designate **ONE** representative from their organization.
- Must be located in LA County. (Eligible if organization headquarters are outside of LA County but a satellite office is located in LA County)
- Must serve constituents in LA County.
- Only **ONE** representative per organization may be nominated for a general steering committee seat.
- A candidate will only be allowed to run for **ONE** General Steering Committee seat, but may also run for one Affinity Hub Seat.
- Members may serve on the Steering Committee and apply for funding in the Outreach Hub Structure.

AFFINITY HUB LEAD AND STEERING COMMITTEE ELECTIONS

VOTING MECHANISM & VOTER CREDENTIALS

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.
- The registered voter will be the Point of Contact (POC) that was listed in the Partnership Letter.
 - **POC/Voter Credential List:** <https://tinyurl.com/CERFVOTER>
- 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 by July 21st.
- If the registered voter/POC is listed as a registered voter/POC for more than one organization, the registered voter/POC may vote for both organizations but must provide two separate email addresses.
- If the registered voter/POC is listed as a registered voter/POC for more than one organization, the registered voter/POC must provide a different email address for one of the two organizations prior to casting any votes.

What will the Voting Process Entail?

- To participate in the election process, interested candidates must submit a self-nomination application. This application will require candidates to answer specific questions regarding their qualifications and the areas they represent. The candidate statements will be included on the ballot, and additional questionnaire applications will be made publicly available on the website.
- The Election Vendor will be responsible for uploading and formatting a splash webpage that will showcase the 2 different virtual ballots with all the candidates and their submitted information.
- Registered voters will receive one unique token for each election via email from elections@vote2sort.com when the election window opens.
- These tokens will be securely provided to each voter and will enable them to vote on the virtual ballots. The purpose of these tokens is to ensure the integrity of the voting process by preventing any possibility of double voting. Once all votes on the ballots are cast in each election, the tokens will be closed.
- After the voting window closes, the voting will be published on the website.

AFFINITY HUB LEAD AND STEERING COMMITTEE ELECTION

Steering Committee Role & Responsibilities

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.

This committee will be responsible for decisions related to the design and implementation of HRTC strategies for the region. Key designs include 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 implementation projects (Phase 2). These decisions will be informed by data and need analysis, in addition to substantial input from the Affinity and Subregional Tables, Hub Leads, and the Stewardship Committee.

Steering Committee Commitments can be found on the last page.

AFFINITY HUB LEAD STRUCTURE AND ROLE

Affinity Hub Lead Structure

Twelve Affinity Hub Leads will be awarded \$50,000 to ensure enhanced representation for underrepresented subgroups among our required entity-type stakeholders. This funding aims to empower these subgroups and provide them with a more influential voice in the process.

Affinity Hub Lead Breakdown

Youth	Families	Homeless, Veterans, Seniors	Employers and Business	Economic Development	Civic Eng. & Place-Based Coalitions
<ul style="list-style-type: none"> • At-Risk Youth • Justice Involved • Foster Youth • LGBTQ Youth • Opportunity Youth 	<ul style="list-style-type: none"> • Social SVC Agencies • Domestic Violence • Tribal Family • Faith-Based • Prevention • Single Parent 	<ul style="list-style-type: none"> • Homeless • Seniors • Veterans SVC Groups 	<ul style="list-style-type: none"> • Lg. Business • Sm. Business • Trade Assoc. • Industry Clusters • Chambers 	<ul style="list-style-type: none"> • CDCs • Business Improvement Districts • Regional EDCs • Tribal Agencies • Planning Agencies 	<ul style="list-style-type: none"> • Sub-Regional Tables • Faith-Based Groups • Placed Based Coalitions • Social Justice Orgs
Underemployed Adults	Labor and Workers	Immigrant	Sustainability	Academia	Institutional Governments
<ul style="list-style-type: none"> • Formerly Incarcerated • Disabled Adults • Mentally Impacted 	<ul style="list-style-type: none"> • Labors • Worker Centers • Workforce Development 	<ul style="list-style-type: none"> • Immigrant Rights • Undocumented • Street Vendors 	<ul style="list-style-type: none"> • Environmental Justice • Clean Mobility • Green Equity • Climate Advocates 	<ul style="list-style-type: none"> • School Districts • Community Colleges • Universities 	<ul style="list-style-type: none"> • Government • Elected Officials/Cities • JPAs / COGS

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Affinity Hub Lead Roles & Responsibilities

The Affinity Hub Leads will receive funding to:

- Convene and facilitate regular table conversations in their affinity areas
- Respond to data analysis - Identify community needs
- Share with other community/business/industry cluster tables
- Provide capacity-building resources to facilitate community participation
- Gather feedback and decisions from community members across Affinity and Subregional Tables.
- A primary focus will be to facilitate the flow of information regarding HRTC priorities between stakeholders and the Steering Committee.

Experience:

- Proficiency in organizing and facilitating virtual and/or in-person convenings on multiple occasions.
- Skill in documenting comprehensive meeting notes, including meeting details such as time, location, attendee demographics, and key takeaways for presentation to the Steering Committee.
- Proficient in providing translation services and possessing the necessary capabilities for effective communication across diverse language backgrounds.
- Demonstrated ability to conduct successful outreach to organizations and community members within their specific subgroups for which they are convening.
- Strong capacity for outreach within their respective subgroups throughout the entirety of LA County.
- Expertise in implementing efficient data collection and sharing processes.

*** Disclaimer: The organizations that are elected and successfully secure a seat as an Affinity Hub Lead are projected to receive funding 90 days after the election results are announced.

AFFINITY HUB LEAD AND STEERING COMMITTEE ELECTION

Steering Committee Responsibilities Include:

- 1. Committing to attending meetings:** Make a commitment to attend meetings regularly to stay engaged and contribute actively to the data analysis discussions.
- 2. Reviewing materials/data:** Thoroughly review the relevant materials and data provided for analysis to gain a comprehensive understanding of the process.
- 3. Actively attending table convenings to hear firsthand from the community:** Participating actively in table convenings to directly listen and engage with the community members, understanding their perspectives and needs.
- 4. Committing to CERF principles to prioritize disadvantaged communities:** Dedication to upholding the CERF (Community Economic Resilience Fund) principles to prioritize and address the needs of disadvantaged communities.
- 5. Committing to consensus building:** Engaging in consensus building, collaborating with others to reach agreement and alignment on essential decisions and actions.
- 6. Aiding in the process and contributing to the drafting of the regional economic development roadmap:** Steering members commit to actively contributing to the drafting of the regional economic development roadmap, a crucial Phase 1 deliverable. Commit to providing valuable insights, collaborating with stakeholders, and aligning the roadmap with broader goals of equity and sustainability. Their input will help shape a strategic document that guides economic initiatives and supports overall regional prosperity.
- 7. Unpaid Position for Steering Committee Members** (Does not include Affinity Hub Leads). Members of the Steering Committee commit to serving voluntarily without financial compensation, emphasizing their dedication to the community's well-being.
- 8. The recusal from Voting on Conflicted Projects:** Steering Committee members commit to recusing themselves from voting on projects in which they, their represented Service Planning Area, their employer, or organizations they consult with have a vested interest. This includes projects involving affiliated entities where the individual or their organization sits on the board, projects with existing partnerships, and projects of organizations with which the individual or their organization have an existing contract. This measure aims to prevent conflicts of interest and uphold the integrity of the approval process for funded strategies and projects.
- 9. Advising on needs and analysis:** Providing guidance and insights based on data analysis to address community/business needs effectively.
- 10. Sharing with other community/business members:** Sharing the analyzed data and findings with all HRTC partners and with other members of the community/business to promote transparency and collaboration
- 11. Summarizing ideas/concepts shared by Table Leads:** Summarizing and consolidating the ideas and concepts shared by the leaders of different tables to facilitate a comprehensive understanding of the discussions.
- 12. Summarizing ideas/concepts shared by the Stewardship Committee:** Distilling and translating the ideas and concepts shared by the Stewardship Committee to ensure clear communication and alignment with the overall goals.
- 13. Validating major decisions:** Participating in the decision-making process by validating decisions informed by the Affinity and Subregional Tables, and Hub Leads.