

## MEMORANDUM



**To:** City Council for September 16, 2019, meeting  
**From:** Biff Traber, Mayor *Biff Traber*  
**Date:** September 10, 2019  
**Subject:** Housing Opportunity Planning and Equity (HOPE) Board Intergovernmental Agreement and Bylaws

Councilors,

Attached find the Intergovernmental Agreement (IGA) and Bylaws implementing HOPE. You have reviewed the Bylaws a number of times, most recently in the August 22 work session. This version reflects changes such as pronoun use. The IGA, the primary legal agreement implementing HOPE, includes the Bylaws by reference. Beyond the standard legal clauses, the IGA deals with two key topics – funding apportionment and term of the agreement. The current funding split is 50/50 reflecting past agreement on HOPE’s predecessor, the Housing Opportunities Action Council. The agreement term, specified as the remainder of the fiscal year, allows two benefits. First, the initial funding split can fit the current city budget for the fiscal year. Second, both the city and county can learn from the startup phase and appropriately modify terms, including the funding split, after that experience.

### Recommendation

Getting HOPE up and running as soon as possible is critical for our community efforts to deal with homelessness. The attached documents reflect significant review, refinement and public process and are ready for implementation. I recommend council moves to direct the City Manager to sign the IGA as the next step in HOPE’s formation.

Attachments:

CC-A HOPE Intergovernmental Agreement  
CC-B HOPE Bylaws

**Benton County and City of Corvallis  
INTERGOVERNMENTAL AGREEMENT**

This Intergovernmental Agreement (this "Agreement"), dated this \_\_\_\_ day of September, 2019, ("Effective Date") is made and entered into by and between the City of Corvallis, ("Corvallis") and Benton County ("County").

**RECITALS**

- A. County and Corvallis desire to promote communitywide investment to address homelessness by establishing the Home, Opportunity, Planning and Equity Board ("HOPE");
- B. In September of 2019 the Corvallis City Council and Benton County Board of Commissioners approved the Home, Opportunity, Planning and Equity Board (HOPE) By Laws;
- C. HOPE is a collaborative local board that is an advisory body to the Benton County Board of Commissioners and will provide policy recommendations to the Benton County Board of Commissioners and City of Corvallis City Council and funders, and to coordinate local efforts with state and federal policies;
- D. The governments of Corvallis and the County (collectively, the "Parties") are the primary funding and policy making bodies for HOPE;
- E. Consequently, the Parties desire to collaborate toward a shared agenda to address homelessness by creating the Home, Opportunity, Planning and Equity Board (the "Board").

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the mutual promises set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

- 1. **PURPOSE.** The purpose of this Agreement is to create the Board, inclusive of its Executive Committee. The Board is solely an advisory board through which the Parties will collaborate toward a shared agenda to address homelessness. The Board Bylaws, substantially in the form attached hereto as Exhibit A (the "Bylaws"), sets forth the vision, principles, responsibilities and framework of the Board.
- 2. **TERM.** This Agreement will commence on the Effective Date and will expire on June 30, 2020. Each party shall notify the other party no later than 90 days from the date of expiration of its intent to either renew this Agreement for another one-year period or allow it to expire. If the parties agree to renew the Agreement for another term, they shall do so through a written amendment setting forth any changes to the terms and provisions of the underlying Agreement.
- 3. **FUNCTIONS AND ACTIVITIES.** The County will create and oversee the Board, but both Parties will perform the functions and activities of the Parties described in the Bylaws.

4. **APPORTIONMENT OF FUNDING RESPONSIBILITIES.**

- a. County will staff Board meetings, ensure public meeting law requirements are met and provide a recorder for Board meetings.
- b. County and Corvallis will each provide funding in the amount of fifty percent (50%) of the total, compensated costs, including benefits and payroll costs for a HOPE Coordinator employed by Benton County. Corvallis' shall provide its payment to County within 30 days of receipt of an invoice.
- c. County and Corvallis agree that any unplanned or unexpected costs associated with the Board, above and beyond what each party has contributed, shall be split equally. Each party shall make payment of its share of the unexpected costs within 30 days of receipt of written notice of the cost. Both Parties agree that, to the extent possible, unexpected costs shall be mutually agreed upon in writing before becoming a financial obligation under this subsection. Such mutual agreement may only be made by the County Administrator and City Manager.
- d. The Board will make recommendations to the Parties regarding funding allocation priorities for the Plan, but none of those funds will be directly received by the Board. The Parties will not apportion any funds to the Board.

5. **PERSONNEL/LEAD AGENCY.** The Board will not employ personnel and no personnel will transfer from the Parties to the Board. Beyond the direct participation of their respective representatives on the Board, the Parties will each make available the time of existing employees of the Parties to support the functions and activities of the Board, subject to the discretion of that Party's management, employees will continue employment with their respective Party, but under the direction of their usual supervisor will work collaboratively as a team to support the functions and activities of the Board. The HOPE Coordinator will be a County employee subject to the supervision, direction and review of the Benton County Health Director or his/her designee.

6. **REAL OR PERSONAL PROPERTY.** The Board will not possess or hold title to real or personal property.

7. **NOT AN INTERGOVERNMENTAL ENTITY.** The Parties to this Agreement do not intend to form an intergovernmental entity by this Agreement and no such entity is created by this Agreement.

8. **LIMITATION OF AUTHORITY.** The Board shall only have authority specifically enumerated in the Bylaws and shall not have the authority to enter into any legally binding agreements, including contracts, agreements, or leases, and it shall not have authority to incur any debt, liability, or obligation on its own behalf or on the behalf of any Party to this Agreement.

9. **CONFLICT RESOLUTION.** The Parties recognize that events and conditions may arise that result in a dispute. In such case, the Parties agree to exercise good faith in expeditiously resolving such dispute in the following manner:

- a. All conflicts should first be discussed and resolved if at all possible by the team of employees designated by each Party to support the Board.

- b. If the conflict cannot be resolved by the Parties' staff, then the conflict should be elevated to the Executive Committee of the Board, as established in the Bylaws, for discussion and resolution.
  - c. Any conflicts not resolved by the Executive Committee of the Board will be elevated to the County Administrator and City Manager for discussion and resolution.
10. **INDEMNIFICATION.** Subject to the conditions or limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.2260 through 30.300, each party shall indemnify, defend and hold harmless the other parties from and against all liability, loss and costs arising out of or resulting from its officers', employees' and agents' negligent acts or omissions in the performance of this Agreement.
  11. **INSURANCE.** Each party shall each be responsible for providing workers' compensation insurance as required by law. No party shall be required to provide or show proof of any other insurance coverage.
  12. **NON-DISCRIMINATION.** Each party shall comply with all requirements of federal and state civil rights and rehabilitation statues and their respective local non-discrimination ordinances.
  13. **ENTIRE AGREEMENT.** This Agreement and its exhibits are the entire agreement between the Parties with regard to the subject matter herein. There is no other oral or written agreement between the Parties with regard to this subject matter.
  14. **AMENDMENTS.** This Agreement may be amended, in writing, by the Parties from time to time. In addition, this Agreement may be amended, in writing, to allow the inclusion of additional governmental entities.

**BENTON COUNTY  
BOARD OF COMMISSIONERS**

**CITY OF CORVALLIS**

\_\_\_\_\_  
Annabelle Jaramillo, Chair

\_\_\_\_\_  
Mark Shepard, City Manager

\_\_\_\_\_  
Pat Malone, Commissioner

\_\_\_\_\_  
Xanthippe Augerot, Commissioner

Approved as to Form:

Approved as to Form:

\_\_\_\_\_  
Vance M. Croney, Benton County Counsel

\_\_\_\_\_  
James K. Brewer, City Attorney

1                                   **BYLAWS FOR HOME, OPPORTUNITY, PLANNING**  
2                                   **AND EQUITY (HOPE) ADVISORY BOARD**

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4 The purpose of these Bylaws ("Bylaws") is to:

- 5
- 6       • confirm the vision and principles that will guide Benton County and the Cities of
  - 7       Benton County ("the Parties") towards ending homelessness;
  - 8       • establish the membership and responsibilities of the Home, Opportunity, Planning
  - 9       and Equity Advisory Board ("HOPE");
  - 10      • establish HOPE's Executive Committee; and
  - 11      • establish the overall scope of responsibilities of the Advisory Board and the
  - 12      Executive Committee, including the general limitations of their budgetary and
  - 13      policy-making authority.
- 14

15 These Bylaws will be incorporated into an Intergovernmental Agreement ("IGA") by and  
16 among the Parties. These Bylaws will be reviewed annually by the Executive  
17 Committee. Any material proposed changes must be authorized by the Parties by an  
18 amendment to the IGA. Capitalized terms used herein without definition have the  
19 meaning ascribed to such term in the IGA.

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21                                   **I.       VISION**

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23 Like communities throughout Oregon and the United States, homelessness in Benton  
24 County has escalated in recent years and demands a comprehensive, coordinated  
25 response from the county, cities, and diverse community partners, leaders, and persons  
26 experiencing homelessness.

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28 **Our vision:**

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30 Everyone in Benton County should have the opportunity to live in decent, safe, and  
31 affordable housing.

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33 **Our values are to:**

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- 35       • **Use data to drive assessments, prioritization and accountability.** In order to
  - 36       best use scarce resources, we must understand the scope of the problem,
  - 37       evaluate the outcomes of our investments, evaluate progress and demonstrate
  - 38       accountability.
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- **Take a comprehensive systems and multi-sector approach.** Strengthen system capacity and increase leveraging opportunities across systems of care, such as domestic violence, physical, mental and behavioral health, criminal justice, and housing providers. To provide a home for everyone, we must increase coordination and collaboration of service providers and strengthen efficiencies in our current system and better align our resources.
  - **Engage and involve the community, not just direct service providers.** Policy makers and community stakeholders must understand the magnitude of the challenge in achieving the vision, the costs of not achieving the vision, and the strategies necessary to get there. HOPE will strive to ensure that the specific concerns and interests of local and county-wide stakeholders are heard and considered.
  - **Prioritize vulnerable populations.** While homelessness can be traumatic for anyone, there are those whose health and safety is at greater risk without a safe and stable home. For example, women fleeing domestic violence, children and people with disabilities, etc.
  - **Promote community safety for all.** This work is intended to be generally inclusive of all housing and services for people experiencing homelessness or at risk of becoming homeless in Benton County while acknowledging the limitations of funding and considering the impact on safety and livability. Hereinafter, this service scope will be referred to as Homelessness and Supportive Services System, or “System”.
  - **Promote racial and ethnic justice.** In order to ensure that our programs do not unintentionally favor one population over another population we will strive to provide culturally specific services, and use a racial equity lens across all program recommendations.

## 69 II. STRUCTURE AND GENERAL REPRESENTATION

70 HOPE is the collective Advisory Board with the following structure:

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- Chartering Jurisdictions – Benton County and the City of Corvallis are the initial Chartering Jurisdictions; other cities may join in the future. The Chartering Jurisdictions establish the bylaws, establish governance structure, have direct policy and funding authority, define scope of the Advisory Board and Executive Committee, provide staff support to the advisory board, and establish lead agency roles.

79 Advisory Board – The Advisory Board provides a wide array of community  
 80 expertise and representation of groups working on homelessness, housing, and  
 81 social determinants of health. Its responsibilities include developing a work plan  
 82 with, at a minimum; goals, measurable objectives, tasks, timelines, and  
 83 responsible individuals for tasks. It will conduct resources and gap analysis to help  
 84 determine needs and identify evidence based practices to respond to needs. In  
 85 acknowledgment of limited resources, it will also prioritize its work plan activities.

- 86 • Executive Committee – The Executive Committee, a subset of the Advisory  
 87 Board whose responsibilities include appointing Advisory Board members,  
 88 adopting action plans presented to it by the Advisory Board , reviewing and  
 89 assisting the Advisory Board to align its work with the bylaws, prioritizing  
 90 guidance for resource allocation, presenting reports to Chartering Jurisdictions

91

92 HOPE will engage in ending homelessness in Benton County. Beyond its Advisory  
 93 Board and Executive Committee, as described herein, representation of HOPE shall  
 94 be drawn from all sectors across Benton County including but not limited to:

95

- 96 • Nonprofit homeless assistance providers
- 97 • Domestic violence victim service  
 98 providers
- 99 • Culturally-specific service providers
- 100 • Faith-based organizations
- 101 • Governments
- 102 • Businesses (small businesses, large businesses, locally owned, etc.)
- 103 • Business associations
- 104 • Workforce development organizations
- 105 • Advocates
- 106 • Public housing agencies
- 107 • School districts
- 108 • Social service providers
- 109 • Behavioral Health providers
- 110 • Hospitals and primary health care providers
- 111 • Coordinated Care Organizations
- 112 • Universities
- 113 • Affordable housing developers
- 114 • Law enforcement and criminal justice
- 115 • Organizations that serve veterans
- 116 • Homeless or formerly homeless individuals
- 117 • Oregon Department of Human Services self-sufficiency and foster care  
 118 programs
- 119 • Residents of color

- 120 • Residents with disabilities
- 121 • Residents facing a housing cost burden
- 122 • Neighborhood associations
- 123 • Philanthropic organizations
- 124 • Other relevant organizations and/or community stakeholders as determined by
- 125 the Executive Committee

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127 On behalf of the Parties and under direction of the Advisory Board and its Executive  
 128 Committee, the responsibilities of HOPE may be completed by the membership at  
 129 large, or through delegation to various subcommittees and/or ad hoc workgroups.

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### III. HOPE ADVISORY BOARD

#### A. Composition

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134 HOPE Board membership shall consist of no more than 21 members, of which 7 shall  
 135 also comprise the Executive Committee. All other members of the Advisory Board shall  
 136 be appointed by the Executive Committee.

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138 **1. Members of both the Advisory Board and the Executive Committee:**  
 139 **Appointed by Role.** Five (5) members of the Advisory Board who shall constitute the  
 140 Executive Committee shall be appointed based on their role in the community (“Role  
 141 Members”) from the following representatives:

- 142 • One (1) representative from Benton County will be a Commissioner, to be  
 143 appointed by the Board of Commissioners.
- 144 • Two (2) representatives from Corvallis will be the Mayor of the City of Corvallis  
 145 or their designee and one Corvallis City Councilor, to be appointed by the Mayor  
 146 with concurrence of Corvallis City Council.
- 147 • One (1) representative from Community Services Consortium (CSC).
- 148 • One (1) representative from the local business community, to be appointed by  
 149 the Board of Commissioners, with the concurrence of the Mayor and Corvallis  
 150 City Council.

151 In addition to the Role Members listed above, the two (2) co-chairs of the Advisory  
 152 Board shall also serve on the Executive Committee.

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154 Each Role Member from the above representatives shall also serve on the Advisory  
 155 Board.

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157 **2. Members from Community Stakeholder.** The Executive Committee shall  
158 appoint no more than sixteen (16) members from individuals who complete the  
159 Advisory Board application. The Executive Committee will make future appointments to  
160 replace any of the Advisory Board members by selecting from those who apply to be  
161 members of the Board

162 The Executive Committee will identify and address membership gaps in essential  
163 sectors, from key providers or other vital stakeholders (see above list in Section II).  
164 Executive Committee members will ensure that the Advisory Board has broad  
165 representation that is representative of the community and includes multiple service delivery  
166 systems, areas of expertise within the community, and homeless peers or formerly  
167 homeless individuals. The Advisory Board may, however, operate for up to six (6)  
168 months without all appointments being made provided that all decisions made during  
169 this period of time shall be approved by no less than eleven (11) members and further  
170 provided the Executive Committee is engaged in good faith efforts to identify, recruit,  
171 and appoint new members that achieve the required representation.

172  
173 The members of the Advisory Board shall elect two co-chairs who will also serve on  
174 the Executive Committee. Advisory Board meetings will be conducted in accordance  
175 with Oregon's Public Meetings Law and directed by the Advisory Board co-chairs. The  
176 Advisory Board co-chairs may designate other Advisory Board members to direct  
177 Advisory Board meetings if required due to Advisory Board co-chairs' absence.  
178 Regular meetings will be held at least once per quarter, but generally on a monthly  
179 basis. Additional meetings may be called by the Advisory Board co-chairs. At a duly  
180 called meeting of the Advisory Board, a majority of the appointed Advisory Board's  
181 voting members shall constitute a quorum. All business of the Advisory Board will be  
182 transacted at a duly called meeting of the Advisory Board. Except for special or  
183 emergency meetings, meeting dates, locations and agendas will be made public at  
184 least one week in advance of the meeting. Notes from the meeting will be posted  
185 publicly within seven business days of the meeting.

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187 The Advisory Board will make decisions by a vote of the majority of Advisory Board  
188 members present. A Role Member may delegate their participation in the Advisory  
189 Board to a regular designee. When a Role Member is not able to attend a duly called  
190 meeting, they may, with prior notice to the Advisory Board co-chairs, be represented  
191 by their regular designee or by an alternate proxy. Other Advisory Board members  
192 may not designate proxies.

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197 **B. Subcommittees and Network Groups**

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199 The Advisory Board may charter subcommittees and/or ad hoc workgroups as it  
200 deems necessary to conduct the work of HOPE, and may restrict or directly appoint  
201 the membership therein.

202

203 **C. Terms of Service**

204 Members of the Advisory Board, other than Role Members, shall serve two-year  
205 terms. An individual may not be elected or appointed to serve more than three (3)  
206 consecutive two- year terms. Advisory Board members appointed by the Executive  
207 Committee may have their appointments revoked at any time and at the sole  
208 discretion of the Executive Committee.

209

210 Role Members assigned to their position by role (e.g., the Benton County  
211 Commissioner) serve without specific term limit for the duration of time that they hold  
212 that role; when they cease to hold that role, the individual elected or appointed to  
213 that role will assume the assigned Role Member position. Non-elected Role  
214 Members (e.g., CSC appointee, business) serve without specific term limit and at the  
215 discretion of their designated appointer; their appointment may be revoked at any  
216 time by the individual(s) currently holding the role of their designated appointer.

217

218 **D. Advisory Board Responsibilities**

219 The Advisory Board, with oversight by the Executive Committee, will be responsible  
220 for providing input and recommendations regarding the actions outlined in this  
221 section (D). Unless otherwise specified, the Advisory Board's scope of  
222 responsibilities include coordination and facilitation of a comprehensive, integrated  
223 approach to service delivery for people experiencing homelessness or at risk of  
224 becoming homeless in Benton County; consisting of intervention areas and  
225 strategies as described in the Advisory Board's work plan. HOPE will update and  
226 complete its plan by implementing the following strategies:

227

228 **1. Assess & Review:**

229

- 230 • Avoid duplication of work by building upon previous planning efforts  
231 regarding homelessness including "A Ten-Year Plan to Address Issues  
232 Surrounding Housing and Homelessness In Benton County" (the Plan), and  
233 the Plan update from 2017, the "2040 Thriving Communities Initiative,"  
234 "Imagine Corvallis 2040," "Homelessness In Benton County" from 2017,  
235 sections related to homelessness from Benton County's "Community Health

- 236 Improvement Plan;” and other relevant planning documents.  
237
- 238 • Assess and plan for a System within the County that meets the needs of  
239 homeless individuals and families while acknowledging the limitations of  
240 available resources and considering the impact on safety and livability. At a  
241 minimum, such a system encompasses the following:
- 242 • Outreach and Engagement
  - 243 • Assessment
  - 244 • Shelter, housing, and supportive services
  - 245 • Prevention strategies
- 246
- 247 • Assist with coordination of initiatives to reduce duplication of efforts and  
248 increase coordination and collaboration to stretch resources as far as  
249 possible.
- 250
- 251 • Work with existing entity or entities that will conduct, at least biennially (i.e.,  
252 every other year), a point-in-time count of homeless persons within Benton  
253 County participating cities, including a housing inventory of shelters,  
254 transitional housing, and permanent housing reserved for homeless  
255 persons, in general, and chronically homeless persons and veterans.
- 256
- 257 • Conduct an annual gaps analysis of the needs of homeless people, as  
258 compared to available Housing & Supportive Services within Benton County  
259 and the City of Corvallis.
- 260
- 261 • Annually assess HOPE funding from all sources and make  
262 recommendations to the Executive Committee for coordination of  
263 investments in safety net services and permanent solutions that will help  
264 "break down silos" among various systems (health; community justice,  
265 mental health, social service providers, non-profits).
- 266
- 267 • The HOPE Advisory Board will collect and consider community input as a  
268 component of information gathering. The Advisory Board will send a  
269 notification of action to representatives in Section II sectors announcing the  
270 need for community input.
- 271
- 272 • The methodology utilized for collecting this input will vary depending on the  
273 subject matter.

274 **2. Develop & Implement:**

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276 • Develop a strategic work plan which outlines goals, objectives, milestones, tasks  
277 to accomplish objectives, associated timeline for completion, responsible parties  
278 for each task, and budget estimates for each objective.

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280 • Prioritize goals and objectives within scope of available resources for effective  
281 implementation.

282

283 • Identify new resources and develop proactive strategies to meet HOPE goals.

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285 • Create strategies to leverage additional resources among public, philanthropic,  
286 business, faith and secular nonprofit sectors.

287

288 **3. Evaluate System:**

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290 • Consult with Housing & Supportive Services providers to establish  
291 performance targets appropriate for population and program type.

292

293 • Monitor performance of Housing & Supportive Services providers.

294

295 • Evaluate the outcomes of Housing & Supportive Services within HOPE's  
296 geographic area (Benton County, or the "Area").

297

298 • Work with Housing & Supportive Services projects that perform poorly to improve  
299 outcomes.

300

301 **4. Report & Recommend:**

302 • Prepare reports for the Executive Committee to present to the governing bodies  
303 regarding outcomes and resource needs as approved by the Governing Bodies.

304

305 • Provide strategy and funding recommendations to the Executive Committee.

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307 • Respond to requests for policy recommendations by the parties. These  
308 responses shall be provided to the Executive Committee which shall  
309 communicate them to the parties.

310

311 • Annually report to the Executive Committee which shall present the report to the

312 parties regarding progress on goals, objectives, inclusion of community input  
313 prior to decision making, and overall accomplishments of HOPE.

## 314 **5. Recommendation Authority of Advisory Board**

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317 Unless otherwise designated by the Executive Committee or these Bylaws, all  
318 recommendations made by the Advisory Board must be forwarded to the Executive  
319 Committee for review. The Executive Committee, at its sole discretion, may either  
320 ratify the recommendation of the Advisory Board (in which case the  
321 recommendation stands) or reject the recommendation (in which case the  
322 recommendation is returned to the Advisory Board for further discussion and  
323 review).

324  
325 If, after further discussion and review, a second recommendation of the Advisory  
326 Board still conflicts with that of the Executive Committee:

- 327
- 328 • The recommendation of the Advisory Board will control when  
329 recommendations specifically focus on HOPE Program or funding or  
330 policies related to the implementation of the Plan.
- 331
- 332 • The Executive Committee shall forward its recommendations to the Chartering  
333 Jurisdictions for final approval.
- 334
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## 336 **IV. MEMBERSHIP OF THE EXECUTIVE COMMITTEE**

### 337 **A. Composition**

338 The HOPE Advisory Board shall be overseen by an Executive Committee whose  
339 membership is listed in Section III.A.1.

340 The Executive Committee will annually elect a Chair. The duties of the Chair are  
341 described further below.

342 Executive Committee meetings will be conducted in accordance with Oregon's Public  
343 Meetings Law and will be directed by the Executive Committee Chair. The Executive  
344 Committee Chair may designate other Executive Committee members to direct  
345 Executive Committee meetings if required due to Executive Committee Chair  
346 absence. Regular meetings will be held at least once per-quarter. Additional meetings  
347 may be called by any member of the Executive Committee. At a duly called meeting  
348 of the Executive Committee, a majority of the appointed Executive Committee will  
349 constitute a quorum. The quorum is defined by the number of voting members. All

350 business of the Executive Committee will be transacted at a duly called meeting of  
351 the Executive Committee. Except for emergency or special meetings, meeting dates,  
352 locations and agendas will be made public at least one week in advance of the  
353 meeting. Notes from the meeting will be posted publicly within seven business days  
354 of the meeting.

355 The Executive Committee will strive to make decisions through modified consensus.  
356 When consensus is not possible, decisions shall be made by a vote of the majority of  
357 Executive Committee members present. When an Executive Committee member is not  
358 able to attend a duly called meeting, they may, with prior notice to the Executive  
359 Committee, designate a proxy. Designations of proxies to conduct Executive  
360 Committee business should be rare.

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362 Beyond the broader scope of duties of the Advisory Board, the Executive Committee will  
363 additionally:

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- 365 • Appoint other members of the Advisory Board and provide direction for  
366 the Advisory Board, including working with the Advisory Board Co-chairs  
367 to establish Advisory Board meeting agendas.  
368
  - 369 • Establish any associated committees or ad hoc work groups, define their  
370 membership and provide direction regarding their work.

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## 372 **V. CONFLICT OF INTEREST**

373 No member of the Advisory Board or Executive Committee shall participate in or  
374 influence discussions or resulting decisions concerning the award of a grant that  
375 financially benefits the member or the organization that the member represents.  
376 Advisory Board and Executive Committee members shall report such conflicts of  
377 interest to the Executive Committee and the Advisory Board, and recuse themselves  
378 from discussions or resulting decisions on issues where a conflict of interest exists.