

# **LOS ANGELES COUNTY AFFORDABLE HOUSING SUPPORT AGENCY**

## **CHARTER FOR CITIZENS' OVERSIGHT COMMITTEE**

**Approved by the Board of Directors on March 12, 2025**

Purpose: The Los Angeles County Regional Housing Finance Act (the "Act") requires the Board of the Los Angeles County Affordable Housing Solutions Agency ("Agency") to form a Citizens' Oversight Committee ("Committee") to provide substantial assistance in the development of funding guidelines and the overall implementation of Agency programs. This Charter is intended to implement the Act's requirements and establish operational provisions where the Act is either silent, subject to interpretation, or where necessary to ensure continuity of Agency operations.

The Committee will play a valuable and constructive role in the ongoing improvement and enhancement of the Agency. Committee members will offer their unique knowledge and experience in the areas of affordable housing finance and development, tenant protection, and housing preservation. The Committee will help to carry out the Agency's guiding principles of ensuring that the region produce enough housing at all income levels, particularly at the lowest levels of affordability, while preserving affordable housing, and protecting residents from displacement.

Operational Structure: The Committee reports directly to the Board and the public. The Inspector General shall administer the Committee and staff Committee meetings. The Board Clerk shall prepare agendas and minutes of the Committee and shall maintain official records of the Committee. The Board, the Board Chair, or the Chief Executive Officer may refer matters to be placed on a Committee agenda.

Responsibilities: The Committee is responsible for: (i) considering and approving the annual expenditure plan prior to the Board's approval; (ii) providing input on the standards for annual audits of recipients of Agency funds that are not public agencies; (iii) reviewing annual audits of all Agency funding recipients, including public agencies, and preparing a report; (iv) holding a public hearing on the audit report; (v) participating in the Agency's five-year comprehensive review of all projects and programs; and (vi) advising on any other item referred to the Committee by the Board.

The Committee may review all of the following, in its discretion: (i) the efficiency and effectiveness of the Agency's use of funds under each program category; (ii) for local direct allocations of Agency funding, the program revenues and uses for each local jurisdiction;

and (iii) the percentage of the expenditure plan expenditures compared to project milestone completion.

**Appointments:** The Committee shall consist of 11 voting and 1 nonvoting member. Each member shall be a resident of Los Angeles County. The Committee members shall each represent one of the professions or areas of expertise that is set forth in the Act. (See Attachment A to this Charter.) The Inspector General shall solicit applications for each position and appoint qualifying citizens to the fulfill the position. The Inspector General shall determine the solicitation process and shall perform a good faith search to fill each position with a qualifying person. In the event that the Inspector General is unable to identify an individual to serve in one of the positions, then the Inspector General may select someone from a differing area of expertise, provided that not more than two members represent a particular expertise. The Inspector General shall not select someone with a different expertise for either of the two seats reserved for a person with lived experience as a low- or moderate-income tenant who has experienced being homeless.

**Term:** Committee members shall serve five-year terms. In order to ensure consistency and to enable a Committee to complete its annual work and have new members seated for the next year, all terms shall start on September 1 and terminate on August 31. Five of the initial appointees shall serve for three years in order to stagger the terms. The Inspector General shall determine which appointees will serve initial three-year terms. The Inspector General shall update Attachment A to reflect the terms of each position. A Committee member shall serve no more than two terms on the Committee. A partial term of less than two years shall not count as a “term” under this restriction.

**Vacancies:** In the event of a vacancy in the Committee, the Inspector General shall call a special solicitation for applications in order to fill the vacancy. In order to maintain consistency and staggered terms, vacancy appointments shall be limited to the remainder of the term.

**Board Special Appointments:** In the event of a vacancy in the Office of Inspector General during a period where appointments to the Committee are necessary to ensure continuity of Agency operations, including approval of an annual expenditure plan, the CEO – on behalf of the Board – shall coordinate a process for soliciting applications for membership and the Board shall make a special appointment of interim Committee members. Within 60 days of taking office, the Inspector General shall review all special appointments and shall decide whether to make the appointment(s) permanent or whether to issue a special solicitation for a permanent appointee for the remainder of the term.

Special Conflict-of-Interest Rules: Committee members are be subject to the Agency's conflict-of-interest policies and shall file Form 700s upon taking office and then annually thereafter.

Committee members must divest of any investments from which their participation on the committee may further their personal or institutional financial interests. For purposes of this rule, Committee members should consider "investments" should be consistent with "financial interests" under the Political Reform Act, such as equity ownership of business entities, real property interests that may receive investments from the Agency, and employment or client relationships that are expected to be sources of income to the member. The Committee member shall divest of such investments within 60 days of appointment and prior to participation on the Committee.

If after participating, the Committee member becomes aware that an investment would violate this rule, the Committee member shall divest of the interest within 30 days and shall not participate until fully divested.

Committee members not institute or be a party to any legal action pending against the Agency or engage in commercial activity directly or indirectly involving the agency, such as being a consultant to the Agency or to any party with pending legal actions against the Agency. Committee members shall not have direct commercial interest or employment with any public or private entity that receives funds from the Agency.

Resignation/Removal: A Committee member may resign at any time.

A Committee member may be removed if a majority of the Committee members votes for removal upon finding that the Committee member has violated a federal or state law, a regulation, a local ordinance, or a policy or practice of the Agency, relative to ethical practices, including the Special Conflict-of-Interest Rules in the Act and this Charter. In the event removal is under consideration, the Inspector General shall prepare a report for the Committee and give notice to the Committee member in advance with a brief explanation of the cause for removal. For purposes of an action for removal, a "majority of Committee members" means a majority of those currently seated, provided that there is a quorum for participation.

Committee members will be deemed to vacate their seat pursuant to any basis for vacating office set forth in Government Code section 1770, including but not limited to abandoning the seat by not participating in three consecutive meetings without being excused by the Committee.

A Committee member will be deemed to resign upon: (i) acceptance of any public office, (ii) filing of an intent to seek public office, (iii) change of residence to outside Los Angeles County.

**Meeting Procedures:** The Committee shall elect a chair and vice chair from among its members. The chair and vice chair shall be elected at the first meeting where there is a quorum of permanently appointed members. The interim chair shall continue to serve in this role until a new chair is elected. The chair and vice chair shall each serve a renewable one-year term for as long as the chair or vice chair is eligible to serve on the commission.

The re-election shall occur annually prior to, or as soon after, September 1 as reasonably possible.

The Committee shall adopt a regular meeting schedule that will meet no less than quarterly. The Committee shall anticipate additional meetings, including special meetings, particularly while an annual expenditure plan is under review.<sup>1</sup> The Board, Board Chair, Chief Executive Office, or Inspector General may call a special meeting of the Committee.

The Committee shall only meet in accordance with the Ralph M. Brown Act and shall avoid serial meetings. Meetings shall be led by the Chair and conducted in accordance with standard rules of decorum. The Chair shall resolve all issues of procedure, and the General Counsel shall serve as parliamentarian and advise on issues of law. Unless a supermajority is required by law, a majority of a quorum present and voting on a matter shall constitute action of the Committee. A quorum shall be a majority of the seated committee members. (That is, vacant seat do not count toward a quorum.)

The Board may establish additional rules of procedure, including procedures related to conducting virtual meetings. In the absence of Board action, the Inspector General may decide whether to allow virtual meetings in coordination with the Board Clerk.

**Business Continuity:** In the event of a vacancy in the Inspector General position, the Board shall either (1) appoint a deputy or other employee within the Office of Inspector General to serve as acting or interim Inspector General, or (2) direct the Chief Executive Officer to fulfill, or arrange to be fulfilled, the administrative functions of the Office, subject to the Board approving any necessary actions that are within the responsibility of the Inspector General.

**Charter Review and Amendment:** The Board and Inspector General shall review this Charter from time-to-time for consistency with the Act and the law, and the Inspector General shall propose revisions to the Board.

1 The phrase “expenditure plan is under review” added following March 12, 2025 Board approval as an administrative correction.

## **ATTACHMENT A**

### **COMMITTEE COMPOSITION**

#### Voting Members:

1. A person with experience in the field of municipal or public finance and budgeting with a minimum of five years of relevant experience in that field.
2. A person with experience in senior-level decision making in affordable housing
3. development, preservation, and operations and with a minimum of five years of relevant experience in that field.
4. A person with experience in housing finance and with a minimum of five years of experience in that field.
5. A person with experience in tenant rights organizing or advocacy and with a
6. minimum of five years of experience in that field.
7. A person with experience in housing seniors or people with disabilities and with a minimum of five years of experience in that field.
8. A person with experience as a legal expert advancing or enforcing fair housing
9. policies on behalf of a community-based organization and with a minimum of five years of experience in that field.
10. A person with experience in the management of large-scale housing construction projects and associated labor practices and with a minimum of five years of experience in that field.
11. A person with a minimum of five years of lived experience as a low- or moderate-income tenant who has experienced being homeless for a minimum of one year.
12. A person with a minimum of five years of lived experience as a low- or moderate-income tenant or who has experienced being homeless for a minimum of one year.
13. A recognized representative of employees at the Los Angeles Homeless Services Authority.
14. A person with experience in managing, forming, serving, or operating community land trusts or community development corporations and with a minimum of five years of experience in that field.
15. **Nonvoting Members:** A young person between 18 and 24 years of age with demonstrated lived experience of homelessness, experience as a low- or moderate-income tenant, or demonstrated experience as an organizer or advocate

for tenant rights with community based organizations, who shall be a nonvoting member.