

# **Lead Safe Cleveland Coalition**

Policies and Procedures

Adopted by Steering Committee on **May 1, 2020**

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## **ARTICLE I MISSION, PURPOSE, AND GUIDING PRINCIPLES**

### **Section 1: Mission and Purpose**

1.1 The Lead Safe Cleveland Coalition provides leadership, support, and advocacy that empowers the City of Cleveland and its residents to prevent childhood lead poisoning by:

- 1.1.1 Engaging in and supporting educational activities and community outreach;
- 1.1.2 Serving as a central hub through which local organizations with similar objectives can better communicate, plan, assess, share ideas and experiences, and provide mutual support and fellowship;
- 1.1.3 Supporting the City of Cleveland in its implementation and monitoring of Ordinance no. 747-2019 and/or other related policies;
- 1.1.4 Promoting the Coalition's guiding principles throughout Cleveland; and
- 1.1.5 Encouraging unity, racial equity, inclusion, and power-sharing in the broader community.

### **Section 2: Guiding Principles**

2.1 Systems change. Lead Safe Cleveland will work to transform policies and systems to promote lead poisoning prevention, screening and testing, treatment and intervention, and education and outreach.

2.2 Public-private partnership. Lead poisoning affects all of us, and we all need to take responsibility for addressing it. Dedicated resources—from the public, private, corporate, and philanthropic sectors—are needed for lead testing and screening; lead hazard control and abatement; relocation; community education and outreach; workforce development for lead safety professionals; increasing the supply of safe and affordable housing options; training in lead-safe work practices for property owners, contractors; and more.

2.3 Cleveland approach. Lead Safe Cleveland will identify and pursue solutions based on science, best practices, and common sense, rooted in Cleveland's unique assets and challenges.

2.4 Primary prevention. Lead Safe Cleveland believes in preventing childhood lead exposure in all residential properties, childcare facilities, schools, and other buildings during renovation, repair, regular maintenance, and demolition without threat of displacement.

2.5 Families deserve safe, affordable housing. Cleveland families must have access to safe, affordable housing. Families should have information on lead hazards in properties and how to protect themselves and their children.

2.6 Accountability. Lead Safe Cleveland will partner with and hold accountable landlords, governmental agencies, healthcare providers, insurers, the legal system, and others to protect the health and safety of children and families.

2.7 Outcome oriented. Lead Safe Cleveland goals, objectives, and actions will be directed toward achieving measurable outcomes.

2.8 Genuine community partnership. Lead Safe Cleveland must be sure that the voices of people directly affected by lead are heard. For solutions to be sustainable, those directly affected must be full partners in project design and implementation.

2.9 Solidarity and collaboration. Groups working on similar issues with compatible visions should consciously act in solidarity, mutuality, and support each other's work. We will treat each other with justice and respect, both on an individual and an organizational level.

2.10 Integrity. Lead Safe Cleveland will operate on the mode of community-centeredness. We must "walk our talk." We must live out the values that we say we're struggling for. We must work toward justice, peace, and community.

## **ARTICLE II PARTICIPATION, MEETINGS, AND COMMITTEES**

### **Section 1: Participation**

1.1 Participation in the Lead Safe Cleveland Coalition is open to individuals and organizations that are willing to commit to prevent childhood lead poisoning in Cleveland and agree to follow the Coalition's Guiding Principles.

1.2 To participate in the Lead Safe Cleveland Coalition, an individual or organizational representative shall provide their name, organization or affiliation, position (if applicable), contact information, and working committees of interest (if applicable), in writing via email to [info@leadsafecle.org](mailto:info@leadsafecle.org) or on a meeting attendance form.

### **Section 2: Coalition Meetings**

2.1 The Lead Safe Cleveland Coalition shall, when appropriate, convene meetings for Coalition participants.

2.2 The Coalition shall convene at least one meeting per year.

2.3 Coalition meetings shall be facilitated by Coalition staff with input from, as appropriate, Steering Committee members (as defined in Article V).

### **Section 3: Committees**

#### **3.1 Working Committees**

3.1.1 All participants may join in the work of the Lead Safe Cleveland Coalition by actively participating in any or all of its working committees.

3.1.2 Each working committee shall have the powers granted to it by the Steering Committee. The Steering Committee reserves the right to reassess status, scope, and leadership of each working committee.

3.1.3 Working committees may, from time to time, establish sub-committees for the purpose of accomplishing specific tasks consistent with the Coalition's goals and objectives.

3.1.4 Each committee shall establish its own meeting schedule and meeting locations and shall inform the staff of the Coalition of that schedule.

3.1.5 Major decisions of working committees shall be regarded as recommendations to the Steering Committee, which shall act upon them, as needed, on behalf of the Coalition.

### 3.2 Ad Hoc Committees/Work Groups

3.2.1 The Steering Committee may, from time to time, establish ad hoc committees and/or work groups of the Coalition for the purpose of accomplishing specific tasks consistent with the Coalition's goals and objectives.

3.2.2 Ad hoc committees and work groups may be comprised of Coalition participants and/or other persons, who together shall carry out assignments as charged by the Steering Committee.

3.2.3 Ad hoc committees and work groups shall report periodically to the Steering Committee, appropriate working committee, and/or the Lead Safe Home Fund Administrators on the nature and progress of their work.

### 3.3 Working Committee Chairs

3.3.1 Each working committee shall have a chair or co-chairs approved by the Steering Committee based upon the recommendation of that working committee's members.

3.3.2 Each working committee chair shall serve on the Steering Committee. When a working committee has co-chairs, the co-chairs shall identify no more than one representative to serve on the Steering Committee.

## **ARTICLE III STEERING COMMITTEE**

### **Section 1: Responsibilities**

1.1 The Steering Committee shall oversee the affairs of the Lead Safe Cleveland Coalition. The Steering Committee shall take on the responsibilities necessary to carry out this function.

1.2 Steering Committee members shall support the Coalition's mission and purpose in the following ways:

1.2.1 Help to ensure that the Coalition is operationally and programmatically viable as it pursues its mission, purpose, and guiding principles;

1.2.2 Provide strategic guidance to Coalition staff and working committee chairs and help to ensure programmatic goals are met;

1.2.3 Serve as representative voices of the Coalition, from time to time, to internal and external stakeholders;

1.2.4 Help to ensure that the activities of the working committees are well-coordinated and efficient; and

1.2.5 Select the Lead Safe Home Fund administrator(s) and monitor the operation of the Lead Safe Home Loans and Grants and Lead Safe Resource Center.

### **Section 2: Composition**

2.1 The Steering Committee shall consist of no less than 13 and no more than 21 members.

2.2 The Steering Committee shall include:

2.3.1 The chair of each working committee, per Article II, Section 3.3 of this document;

- 2.3.2 One representative from Cleveland City Council;
- 2.3.3 One representative from the Cleveland Mayor's Administration;
- 2.3.4 At least one and no more than three participants of the Coalition at-large; and
- 2.3.5 At least one and no more than three civic leaders.

2.3 At least one-third of the Steering Committee shall be comprised of community members directly impacted by lead, defined as:

- 2.3.1 Individuals who have had an elevated blood lead level (EBLL) at or above the CDC reference, or who are family members or guardians of someone who has had an EBLL;
- 2.3.2 Individuals whose primary occupation focuses on serving those identified in this Section 2.3.1.

2.4 The Steering Committee may, from time to time, appoint an Honorary Chair or multiple Honorary Chairs.

### **Section 3: Terms**

3.1 The chair of each working committee shall serve on the Steering Committee for the entirety of his or her tenure as chair.

3.1.1 If a working committee is dissolved by the Steering Committee, that working committee's chair may continue to serve on the Steering Committee for up to one additional year after dissolution.

3.1.2 If a working committee's chair resigns or is otherwise unable to complete the duties of chair, s/he shall no longer serve on the Steering Committee.

3.2 All other Steering Committee members shall serve three-year terms. Steering Committee members are eligible for up to two, three-year terms.

3.3 The Steering Committee, on recommendation of the Governance Committee, shall establish and adhere to a staggered schedule for selecting Steering Committee members.

### **Section 4: Officers**

4.1 Officers of the Steering Committee shall include:

**4.1.1 Co-Chairs.** There shall be rotating Chairs of the Steering Committee. The Steering Committee shall define a regular schedule for rotation of Chairs. The Chair shall:

4.1.1.1 Assist Coalition staff with setting the agenda for Steering Committee meeting;  
and

4.1.1.2 Preside at Steering Committee meetings or identify other Committee members to do so on their behalf.

**4.1.2 Secretary.** The Secretary is not required to be a voting member of the Steering Committee and has responsibilities that may be jointly fulfilled by one or more individual. Coalition staff shall serve as Secretary, unless another Secretary is appointed by the Steering Committee. The Secretary shall:

4.1.2.1 Maintain the membership list and all records, including but not limited to meeting minutes, correspondence, and reports;

4.1.2.2 Cause minutes to be taken at Steering Committee meetings; and

4.1.2.3 In general, perform all duties customary to the office of Secretary.

## **Section 5: Sub-Committees and Ad Hoc Committees of the Steering Committee**

### 5.1 Sub-committees

5.1.1 **Executive Committee.** The Executive Committee shall consist of the chairs of the Coalition working committees, and up to two other Steering Committee members selected by the Steering Committee. The Executive Committee shall be authorized to act on behalf of the Steering Committee when such action cannot be delayed until the next Steering Committee meeting.

### 5.2 Ad Hoc Committees

5.2.1 The Steering Committee may, at its discretion, establish such other special or ad hoc committees as it sees fit for the purpose of accomplishing particular tasks consistent with the Coalition's mission and purpose.

5.2.2 Such committees may be comprised of Steering Committee members and/or other persons and shall carry out assignments as approved by the Steering Committee.

5.2.3 Such committees shall report periodically to the Steering Committee on the nature and progress of their work.

## **Section 6: Vacancies**

6.1 Vacancies on the Steering Committee may be filled, according to the following processes.

**6.1.1 Working committee chairs.** Working committee membership will make a recommendation for a new committee chair to the Executive Committee, which shall appoint the new Committee chair to the Steering Committee.

**6.1.2 Cleveland City Council.** A new Steering Committee member representing Cleveland City Council may be selected upon recommendation of the Governance Committee and City Council President to fill the remaining term of the Steering Committee member who resigns, dies, is removed, or is unable to serve.

**6.1.3 Cleveland Mayor's Administration.** A new Steering Committee member representing the Cleveland Mayor's Administration may be selected upon recommendation of the Governance Committee and the Mayor to fill the remaining term of the Steering Committee member who resigns, dies, is removed, or is unable to serve.

**6.1.4 Other Steering Committee members.** A new Steering Committee member may be selected upon recommendation of the Governance Committee to fill the remaining term of the Steering Committee member who resigns, dies, is removed, or is unable to serve.

6.2 A Steering Committee member may resign at any time by giving notice in writing thereof to Coalition staff.

6.3 The Steering Committee following the standard decision-making process (see *Article IV, Section 1*) may remove a Steering Committee member or Coalition member with or without cause.

## **Section 7: Meetings of the Steering Committee**

7.1 The Steering Committee shall meet at least quarterly.

7.2 The quorum for Steering Committee meeting shall be two-thirds of the members entitled to vote.

## **ARTICLE IV DECISION-MAKING PROCESSES AND MEETINGS**

### **Section 1: Decision-Making Processes**

1.1 Decisions of the Coalition, its working committees, and the Steering Committee shall be made through a consensus-seeking process, except when provided otherwise in these governing documents.

1.2 If consensus cannot be achieved after a good faith effort, in order to promote fairness and inclusiveness, a call for a simple majority vote may be made by any member of the body.

1.3 In the event that a simple majority vote is called, the appropriate working committee chair, in partnership with Coalition staff, shall be responsible for facilitating a confidential voting process.

### **Section 2: Meetings**

2.1 Minutes may be recorded at any meetings of the working committees, ad hoc committees or work groups, or the Steering Committee, and if recorded, shall be made available to all members of that body after the meeting within a reasonable period of time.

2.2 Meeting participants are expected to treat each other with civility and consideration and adhere to the Coalition's Guiding Principles.

2.3 All working committee meetings are open but may be closed for discussion of personnel or confidential matters.

## **ARTICLE V CONFLICTS OF INTEREST (Amended March 19, 2021)**

Any participant or Steering Committee member who may realize a personal, organizational, or financial gain or loss as a result of a Coalition decision or action taken by entities on behalf of the Coalition's Lead Safe Home Fund must disclose the potential conflict and refrain from participating in the decision-making, whether by consensus or vote. Any participant or Steering Committee member must also disclose and remove themselves from decision-making involving any entity involving any familial or close personal relationships.

Whenever there is a potential conflict of interest, refraining or removing oneself from participating in decision-making refers to leaving the room, equivalent meeting space, and/or electronic communications during both discussion and voting.

Each Steering Committee member must proactively submit a potential conflict of interest disclosure to the Governance Committee Chair. Disclosure should be made annually and duly updated as relationships or affiliations change. Steering Committee members must also publicly state any potential conflicts of interest as those potential conversations arise.