

Lead Safe Cleveland Coalition

Policies and Procedures

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Table of Contents

ARTICLE I MISSION, PURPOSE, AND GUIDING PRINCIPLES	3
ARTICLE II COALITION OPERATIONS	4
ARTICLE III STEERING COMMITTEE	5
ARTICLE IV COALITION STANDING COMMITTEES AND AD HOC COMMITTEES	8
ARTICLE V DECISION-MAKING PROCESSES AND MEETINGS	9
ARTICLE VI CONFLICTS OF INTEREST	9

ARTICLE I MISSION, PURPOSE, AND GUIDING PRINCIPLES

Section 1: Mission and Purpose

1.1 The Lead Safe Cleveland Coalition (the “Coalition”) provides leadership, support, and advocacy to prevent childhood lead poisoning in partnership with the City of Cleveland and its residents 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, enforcement and monitoring of Ordinance no. 747-2019 and/or other related policies;

1.1.4 Promoting the Coalition’s Guiding Principles throughout Cleveland;

1.1.5 Encouraging unity, racial equity, inclusion, and power-sharing in the broader community; and

1.1.6 Securing resources for the viability and sustainability of the Lead Safe Home Fund.

Section 2: Guiding Principles

2.1 Systems change. The Coalition 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. The Coalition 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. The Coalition 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. The Coalition will partner with and strive for accountability of 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. The Coalition goals, objectives, and actions will be directed toward achieving measurable outcomes.

2.8 Genuine community partnership. The Coalition 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. The Coalition will operate on the mode of community-centeredness. We must "walk our talk." We must live out the values reflected in our principles. We must work toward justice, peace, and community.

ARTICLE II COALITION OPERATIONS

Section 1: Participation

1.1 Participation in the 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 Coalition, an individual or organizational representative shall provide their name, organization or affiliation, position (if applicable), contact information, and standing committees of interest (if applicable), in writing via email to info@leadsafecle.org or on a meeting attendance form.

Section 2: Coalition Meetings

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

2.2 The Coalition shall convene at least one (1) meeting per year.

2.3 Coalition meetings shall be facilitated by Coalition staff with input from, as appropriate, Steering Committee members.

Section 3: Coalition Staff

3.1 The Coalition's fiscal agents may provide staff to the Coalition and may contract with one (1) or more organizations as needed to ensure the effective operation of the Coalition.

3.2 Working with oversight from the Executive and Steering committees, the staff of the fiscal agents shall direct the management and operation of the Coalition. The staff of the fiscal agents shall have the necessary authority and responsibility to operate the Coalition in all its activities, subject only to such policies as may be issued by the Executive and Steering committees. The staff of the fiscal agents shall act as the duly authorized representatives of the Coalition in all matters. Such action shall be reported from time to time to the Executive or Steering committees, as appropriate.

3.3 Staff of the fiscal agents may execute all authorized contracts, leases or other instruments on behalf of the Coalition.

3.4 Along with members of the Executive and Steering committees, as appropriate, staff of the fiscal agents shall act as principal spokespersons for the Coalition including but not limited to the news media, community groups, and engagement with public officials.

ARTICLE III STEERING COMMITTEE

Section 1: Responsibilities

1.1 The Steering Committee shall oversee the affairs of the 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 standing 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 standing committees are well-coordinated and efficient; and

1.2.5 Select the organizations that will conduct the work of the Coalition, known as Lead Safe Home Fund Administrator(s), and monitor their operations.

Section 2: Composition

2.1 The Steering Committee shall consist of no less than thirteen (13) and no more than twenty-one (21) members.

2.2 The Steering Committee shall include:

2.2.1 The chair of each standing committee, per Article IV, Section 3 of this document;

2.2.2 One (1) representative from Cleveland City Council;

2.2.3 One (1) representative from the Cleveland Mayor's Administration;

2.2.4 At least one (1) and no more than three (3) participants of the Coalition at-large, including landlords, lead workers, or others as appropriate; and

2.2.5 At least one (1) and no more than three (3) civic leaders.

2.3 At least one-third (1/3) 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.

2.3.3 At least one (1) of these "community members directly impacted by lead" shall be an individual who had an EBLL or a family member or guardian of someone who has had an EBLL.

Section 3: Terms

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

3.1.1 If a standing committee is dissolved by the Steering Committee, that standing committee's chair may continue to serve on the Steering Committee for up to one (1) additional year after dissolution.

3.1.2 If a standing 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 (3) year terms. Steering Committee members are eligible for up to three (3), three (3) 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 (1) or more individuals. The Steering Committee shall appoint a member of the Steering Committee or Coalition staff as Secretary. The Secretary ensures the maintenance of the membership list and all Coalition records.

Section 5: Executive and Special Sub-Committees of the Steering Committee

5.1 Executive Committee

5.1.1 **Executive Committee.** The Executive Committee shall consist of the chairs of the Coalition standing committees, the fiscal agents of the Lead Safe Home Fund, and up to three (3) other Steering Committee members selected by the Steering Committee (ad hoc members). One (1) of those three (3) members shall lead resource development for the Lead Safe Home Fund.

The three (3) ad hoc members shall serve three (3) year terms, renewable for a total of two (2) terms. Other Executive Committee members shall serve for as long as they retain the underlying role which makes them eligible for Executive Committee membership.

5.1.2 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.

5.1.3 The Executive Committee shall monitor financial workings of the Lead Safe Home Fund including:

5.1.3.a Fundraising for the Lead Safe Home Fund.

5.1.3.b Reviewing financial reports of Lead Safe Home Fund Administrator(s) at least quarterly.

5.1.3.c Approving annual budgets for Lead Safe Home Fund Administrator(s) and present budgets to the full Steering Committee.

5.1.4 The Executive Committee shall advise and support Coalition staff on annual task orders for Lead Safe Home Fund Administrator(s), including decisions to proceed (or not) with the following year's task orders; reviewing scopes of work; and reviewing and advising on deliverables and outputs. The Executive Committee shall participate in annual performance reviews of Lead Safe Home Fund Administrator(s).

5.2 Special Sub-Committees

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

5.2.2 Such sub-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 sub-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, whether created by resignation, end of term, or otherwise, will be filled after appointment by the Steering Committee according to the following processes.

6.1.1 **Ex Officio Members.** All Steering Committee members who serve as a result of their position with a fiscal agent or a standing committee chair will serve on the Steering Committee so long as they remain in that role.

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.

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.

6.1.4 **Ad Hoc Steering Committee Members.** A new Steering Committee member may be selected upon recommendation of the Governance Committee.

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 V*) 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 simple majority of the members entitled to vote.

7.3 All meetings are closed and may only be attended by Steering Committee members and designated Coalition staff unless prior approval has been granted.

ARTICLE IV COALITION STANDING AND AD HOC COMMITTEES

Section 1: Standing Committees

1.1 All Coalition participants may join in the work of the Coalition by actively participating in any or all of its standing committees.

1.2 Each standing 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 standing committee.

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

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

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

Section 2: Ad Hoc Committees

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

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

2.3 Ad hoc committees shall report periodically to the Steering Committee, appropriate standing committee, and/or the Lead Safe Home Fund Administrator(s) on the nature and progress of their work.

Section 3: Standing and Ad Hoc Committee Chairs

3.1 The Steering Committee shall appoint a chair or co-chairs for each standing and ad hoc committee.

3.2 Each standing committee chair shall serve on the Steering Committee. When a standing committee has co-chairs, the co-chairs shall identify no more than one (1) representative to serve on the Steering Committee.

3.3 Each standing committee chair and co-chair shall serve a term of three (3) years. Such terms are renewable for a total of two (2) terms.

ARTICLE V DECISION-MAKING PROCESSES AND MEETINGS

Section 1: Decision-Making Processes

1.1 Decisions of the Coalition, its standing 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 of those members present may be made by any member of the body.

1.3 In the event that a simple majority vote is called, the appropriate standing 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 standing 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 standing committee meetings are open but may be closed for discussion of personnel or confidential matters.

Section 3: Meeting and Voting Participation

3.1 **Meetings** of any committee or working group may be conducted in person or virtually by telephone, videoconference or other electronic communication facilities, or in a combination of some people in person and others appearing virtually.

3.2 **Voting** of any committee or working group can be conducted during a scheduled meeting or in between meetings via electronic means including via email.

ARTICLE VI CONFLICTS OF INTEREST

Section 1: Guidelines

1.1 Any Committee 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 Committee 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.

1.2 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.