



Central Coast Housing Working Group

Working Group Charter

Purpose

The purpose of the Central Coast Housing Working Group is to provide input and guidance to staff regarding the Local Government Planning Support Grants Program (Grant) as authorized by the FY 2019-20 California Budget Housing Trailer Bill AB 101, Section 11, Chapter 3.1, Section 50515. The Working Group will make decisions on how to structure a flexible program for regional housing planning funding for councils of governments, cities, counties, or regional agencies throughout the Central Coast Region, encompassing the Counties of Monterey, Santa Cruz, San Benito, San Luis Obispo, and Santa Barbara.

Line of Reporting

Staff will provide recommendations to the Working Group and the Working Group will take action based on staff input.

Responsibilities

The Working Group will review technical options to develop and determine the methodology to allocate funds in the Central Coast Region. They will also provide guidance on policy and build consensus to achieve the goal of the Grant Program.

Membership

The membership must be composed from representatives from the Counties of Monterey, San Benito, Santa Cruz, San Luis Obispo, and Santa Barbara. The Working Group must be composed of one supervisor from each county and two city council representatives from each county. The term of each member shall be a minimum of one year. For city council members, each county within the working group is required to have a city council member representing a large city and one representing a small city. The membership of the Working Group may not include a quorum of another elected body in order to avoid Brown Act conflicts.

Meetings

The Working Group is expected to meet as needed over the life of the grant program with the bulk of the meetings occurring in 2020. A quorum of the Working Group is eight members. Any motion or action, to be deemed carried or approved, must receive an affirmative vote from a majority of the members present. The Working Group will meet as frequently as needed to achieve its responsibilities as determined by the grant program. The location is to be determined. Meetings may be in person or teleconference. Except as provided herein, the most recent edition of Robert's Rules of Order should constitute the procedures for the group. Meetings will follow the requirements of the Brown Act.

Selection of the Chair and Vice Chair

The Working Group Officers shall consist of a Chair and a Vice Chair, who shall be elected by a majority vote of the members. The Vice Chair shall not be from the same COG as the Chair. The duties of the Chair shall be to preside over all meetings, maintain order, decide questions of parliamentary procedures, call special meetings, and such other duties as elsewhere provided herein. The Vice Chair shall perform the duties of the Chair in their absence.

Records of Proceedings

All proceedings of every meeting of the Working Group shall be recorded in writing.

Duration of Existence

The Working Group will conclude on March 31, 2025. This date is three months after the end of the grant program per the timelines establishing the Grant in the FY 2019-20 California Budget, AB 101.

Limitations

The Working Group is a single issue coalition of governments tasked with the administration of the grant program. The Working Group may be used as an information forum for other housing related issues but does not have authority on issues that do not directly relate to the administration and implementation of the grant program.