



DRAFT Fair Housing Advocacy Committee Description

Background

As part of the Analysis of Impediments to Fair Housing (AI) Report required by HUD the “*City of Portland, Gresham & Multnomah County 2011 Fair Housing Plan, An Analysis of Impediments to Fair Housing Choice and the Strategies to Address Them*”, referred to throughout this description as the Fair Housing Plan, the City of Portland, on behalf of its jurisdictional partners, was tasked with collecting and analyzing data that identifies barriers to housing choice, and with developing a report that outlines strategies to mitigate the identified barriers.

In order to bring knowledgeable community voices into preparation of the report, Portland and its consortium partners convened the Analysis of Impediments Committee (AI Committee) to recommend and review research data and make recommendations on strategies to remove barriers to housing choice. The resulting Fair Housing Plan identified a number of key barriers to exercising housing choice, including a general lack of understanding by housing consumers and housing providers of Fair Housing Law, as well as the need for a clear, focused fair housing champion. In response, the AI Committee suggested creating a “Fair Housing Advocacy Committee” that meets at least quarterly to focus on the implementation of fair housing strategies and to be a strong advocate voice in Multnomah County.

Portland City Council formally adopted the Fair Housing Plan (Analysis of Impediments Report) on June 15, 2011. Council also adopted the Fair Housing Action Plan on September 14, 2011.

Mission of the Fair Housing Advocacy Committee

The purpose of the Fair Housing Advocacy Committee (FHAC), as recommended in the Fair Housing Plan, is to provide a strong advocate voice in Multnomah County for the implementation of the recommendations in the Fair Housing Plan. FHAC will hold jurisdictional partners of Multnomah County accountable for their actions under the Fair Housing Plan. FHAC will also lead the next Assessment of Fair Housing in advance of the next five-year Consolidated Plan.

Committee Scope

The work of the FHAC will include development of a committee work plan prioritizing the

recommendations made in the Fair Housing Plan, to include review of data, review and endorsement of best practices, coordination of public information campaigns, suggesting policies for adoption by jurisdictions, and advocating for the resources that will support effective approaches to affirmatively furthering fair housing.

FHAC recommendations and actions will be advisory to the jurisdiction members of the Consortium.

Actions will be carried out by jurisdictions through policy, contracts, Intergovernmental Agreements or other forms of commitment.

The FHAC will report annually to the jurisdictional members of the Consortium and the Portland Housing Bureau's Portland Housing Advisory Commission (PHAC) on key findings and recommendations related to implementation of the Fair Housing Plan and the Assessment of Fair Housing

Committee Membership

Fair Housing Advocacy Committee (FHAC):

The FHAC will represent a diversity of expertise, skills and viewpoints related to Fair Housing. The FHAC will be comprised of up to 19 individuals and will include community representatives who understand barriers to Fair Housing or can influence change in all areas related to housing access. Examples of Fair Housing advocates may include; members of tenant rights groups, landlords and property managers, financial institutions, community based housing providers, government, organizations representing members of protected classes, as defined under federal state or local civil rights law, and the general public.

Each jurisdiction and organization is allotted the following number of committee seats (see Exhibit A); the City of Portland five (5) seats, Multnomah County four (4) seats and the City of Gresham three (3) seats. Home Forward has one (1) seat. Up to five members will be at-large and will be recommended by community based organizations. While the committee reserves the right to reject an at-large recommendation, the committee members recommended by the participating organizations, are presumed to be accepted. If a member resigns FHAC may choose another organization to participate and that organization would choose the person to represent them. Currently the at-large organizations include the Coalition of Communities of Color, the Center of Intercultural Organizing, the Portland Commission on Disability, and the Fair Housing Center of Oregon.

All nominations should be made to assure inclusion of a broad spectrum of protected classes and housing industry perspectives. If these organizations are already represented in a jurisdiction seat they will not necessarily be assigned an additional seat.

Substitutes

Periodic substitutes are allowed, but are discouraged, because FHAC only meets quarterly. The Committee prefers that the substitute be the same person.

Conflicts of Interest

If there is a conflict of interest, or perceived conflict of interest, members should make it known, and recuse themselves from decision making, as appropriate.

Terms

Members serve a five year terms. The five year term represents the implementation of the five Consolidated Plan and its associated Fair Housing Action Plan. The FHAC may or may not be reconstituted in 2016.

Resignations

Members that resign, will be temporarily replaced by an individual selected by the organization the previous member represented. . The temporary member has full voting and participation rights. While the jurisdiction reserves the right to reject a recommendation, it is presumed that the jurisdiction will accept the recommendation by the participating organization, and the recommended person will become a permanent member. The seat does not need to be refilled if the jurisdiction chooses to not reassign the seat. However, every jurisdiction must be represented by at least one member. In the case of at-large seats, FHAC will advertise the seat and choose a new nominee to replace them. All appointment decisions should be designed to ensure diversity, as described above.

Steering Committee and Chair(s)

FHAC will choose its Chair or co-Chairs. The Chair(s) will be the official spokespersons of FHAC for the media and other inquiries. FHAC may, or may not, choose to form a steering committee or other sub-committees to perform the work of the committee between the quarterly meetings.

Technical Sub-Committee (s)

The following partners (not an exhaustive list) may be asked to join a technical sub-committee(s): PHB, Multnomah County, City of Gresham, Home Forward, METRO, Portland Metropolitan Association of Realtors, Bureau of Labor & Industries, Legal Aid Services of Oregon and Fair Housing Council of Oregon. The sub-committee along with staff will serve as a resource to the FHAC in planning, organizing and conducting public meetings and hearings.

Committee Staff Support

PHB staff will provide the primary staff support to the committee and will be assisted by Multnomah County and Gresham staff. Consortium-wide staff and other partners will be asked provide technical expertise.

Staff will develop written recommendations for carrying out the actions outlined in the Fair Housing Plan, and after feedback from the FHAC, staff will ask the FHAC to endorse those actions.

Staff will also advise the FHAC on technical issues related to resources, legal considerations, obligations, collecting data and providing a preliminary analysis of data related to housing impediments and barriers. Staff from the participating agencies will work to communicate and the implement strategies that affirmatively further fair housing.

Duration and Number / Frequency of Meetings

The FHAC will be established in fall 2011 and will meet at least quarterly for five years or the end of the reporting period for the Analysis of Impediments Report.

Facilitation

A chair or co-chairs will be selected to work with staff in the facilitation of committee meetings. The staff and chair(s) will develop the meeting agendas.

Decision Making Process

FHAC members will work in an inclusive and participatory manner and make decisions based on consensus. Decisions, and reports are advisory to the jurisdictions.

The FHAC will periodically solicit public input on the Fair Housing Plan and the periodic Fair Housing Assessment. As such, FHAC members are expected to listen, review and discuss various points of view, data and public testimony on housing barriers and impediments, and determine what priority Fair Housing Plan actions are most effective to eliminate impediments for people who are historically underrepresented or members of a protected class.

In the event that consensus may not be achieved, due to time constraints or disagreement, the committee will work towards endorsement of a strategy and include a minority report to include points of contention. For decisions requiring a quorum, a quorum will be considered half of the members plus one.

Roles and Responsibilities of Members

- Attend all FHAC meetings and other related public activities and advise staff in advance of meeting absences or substitutes.
- Review agenda and meeting information in advance of the meeting.

- Keep the organization or community you represent informed of issues and activities, and reflect the position of the organization or community in discussion and votes of the FHAC.
- Assist PHB project staff in identifying and informing other community stakeholders regarding fair housing implementation.
- Use consensus to form preferred recommendations and document the rationale for decisions.
- Inform FHAC members of media inquiries.
- When speaking about FHAC to the media speak from the perspective of yourself or your organization.

Exhibit A

FHAC Committee Structure

City of Portland	4 seats
Multnomah County	4 seats
City of Gresham	3 seats
Home Forward	1 seat
Coalition of Communities of Color- at large	2 seats
Center of Intercultural Organizing- at large	1 seat
Fair Housing Council of Oregon- at large	1 seat
City of Portland, Commission on Disability, at large	1 seat
Fair Housing Center of Oregon	1 seat
At-large	1 seat
Total seats	19 seats