

ADVISORY COMMITTEE ENGAGEMENT GUIDELINES

OVERVIEW: The Washington Heights Neighborhood (WHN) Advisory committee represents the NPC2 area and was formed by the Calhoun County Land Bank Authority’s Board of Directors to support staff in its work funded by the W.K. Kellogg Foundation. That work focuses on the activation of its land throughout the area. Members of the committee are expected to serve for the duration of the grant, which runs through 2023 (and any subsequent extensions). The grant was approved to support the CCLBA efforts for blight elimination in the Washington Heights Neighborhood. For the purposes of this project, the WHN and NPC2 (Neighborhood Planning Council 2-North Central) are the same areas.

MEMBERSHIP: The Committee will consist of seventeen members from the NPC2 area (property or business owners, residents, and community leaders) with diverse backgrounds, experiences and perspectives. It will include representatives living in different sections of the NPC, which likely have different needs based on their locations. Other partners such as the city of Battle Creek, Habitat for Humanity, Neighborhoods Inc, the Village, and churches will be invited to participate and contribute to the process.

The table below reflects the confirmed committee members as of April 2022.

	NAME	CLASSIFICATION	REPRESENTS	SECTION
1	Lynn Ward Gray	Selection Committee	CCLBA Board Liaison	At-Large
2	Rochelle Hatcher	Selection Committee	District 2 County Commissioner	At-Large
3	Jenasia Morris	Selection Committee	Ward 2 City Commissioner	At-Large
4	Ron Sweet	Selection Committee	Neighborhood Planning Council	At-Large
5	Dr. Elishae Johnson	Selection Committee	Catalyzing Community Giving	At-Large
6	Marcelle Heath	Regular Member		1
7	Brigetta Phillips-Freeman	Regular Member		2
8	Shirley McKinney	Regular Member		3
9	Shanay Settles	Regular Member		4
10	Aric Vaughn	Regular Member		5
11	Dennis McKinley	Regular Member		At-Large
12	Arniece Montgomery	Regular Member		At-Large
13	Hannah Frentz	Regular Member		At-Large
14	Damon Brown	Regular Member		At-Large
15	TBD	Youth Member		At-Large
16	Centhia Fleming	Alternate	Note: Non-voting	At-Large
17	Sherrill Cotton	Alternate	Note: Non-voting	At-Large
Number of Voting Positions = 15				
Total Number of Positions = 17				

RESPONSIBILITY: The Washington Heights Neighborhood Advisory Committee has an important role advocating for the CCLBA, residents, and business owners alike, with a focus on grant activities and a much-needed land re-use strategy for the neighborhood. The grant has a few components, including blight elimination through beautification, demolition, rehabilitation, infill development, as well as training in the skilled trades, landscape design and/or lawn care and small-scale development.

Advisory Committee members must be fair, impartial, unbiased, and respectful as they conduct business on behalf of this project and the neighborhood. Members will gather and provide input from the community, review data, and help in determining project and policy direction.

Committee activities must align with existing CCLBA program areas and be considerate of other on-going community projects led by partner organizations so that synergies may develop for the good of the entire area.

EXAMPLES OF TOPICS THAT THE COMMITTEE MAY BE ASKED TO CONSIDER:

1. Provide CCLBA with land development and land use recommendations, including future redevelopment sites, land assembly, and areas for beautification or some other type of reuse.
2. Contribute to housing discussions and outlining longer-term needs.
3. Help create a positive communications and outreach strategy.
4. Uplift voices and participation in neighborhood conversations.
5. Inform activities for beautification projects on CCLBA owned sites.
6. Inform programming for work force development training.
7. Potential to represent the Advisory Committee at other meetings.

STAFFING: The Advisory Committee will be staffed by the CCLBA.

MEETINGS:

1. **Number of Meetings.** The Committee schedule will be set at the first meeting of the full Advisory Committee, but meetings are not expected to occur more than once a month.
2. **Agendas & Minutes.** Agendas and minutes will be developed by staff and posted on the CCLBA website.
3. **Public Comment.** All meetings will be open to the public and include a public comment period. Public comment will be allowed during the public comment period on the agenda for attendees to offer comments related to the grant work and will be subject to a three-minute time limit. In addition, written comments may also be submitted for any Committee meeting. In addition, public comment will be subject to the adopted *Washington Heights Neighborhood Selection Committee | Advisory Committee Public Comment Policy*.
4. **Meeting Materials.** CCLBA staff will prepare meeting materials as well as summary reports for its Board of Directors.

DUTIES & ROLES OF MEMBERS:

1. Strive to attend all meetings in-person and arrive on time.
2. Accept responsibility to come to meetings prepared for discussion and review information packets ahead of time.
3. Members will recognize the legitimacy of the concerns and interests of others, whether or not they are in agreement with them.
4. Members will participate in the spirit of giving the same priority to solve the problems of others as they do to solving their own.
5. Share discussion time and encourage others to participate fully, this includes attempting to share their own views succinctly and cooperating to ensure that others have time to share views.
6. Be respectful of each other, participants, the process, and CCLBA staff.
7. Members will avoid interrupting, giving ultimatums, and side conversations.

8. Members are encouraged to share individual experiences, perspectives, and interests and recommend ways to achieve these interests within the limitations and opportunities of this work and the CCLBA's resources.
9. Members will work together to identify where there is common ground and where there are key differences between perspectives.
10. Members are encouraged to inform and solicit the opinions of others in their community as well as organizations to which they belong.
11. Members may decide to create subcommittees to assist with the work if that reflects the overall will of the Committee.
12. All members will take responsibility for the success of the meeting and for the overall process.
13. Innovation is encouraged by listening to all ideas and creating strategies and recommendations that build on differing as well as common perspectives and interests.
14. Recognize that the Committee must operate in an open and public manner.
15. Avoid conflicts of interest in the decision-making process, which would include a Member's responsibility to abstain from all deliberation and voting on items where there appears to be a conflict of interest.
16. All members are encouraged to respond to staff requests for items such as meeting related items, responses to other needs that will assist staff in providing a streamline to the overall process on behalf of the Committee.