

**To:** KCRHA Implementation Board Members

**From:** Marc Dones, CEO and Nate Caminos and Harold Odom, Co-Chairs

**Re:** KCRHA Board Officers & Committees Final Proposal

**Date:** May 10, 2021

The following is a proposed structure for the Executive Officers and Committees of the KCRHA Implementation Board. Its purpose is to articulate some potential roles, responsibilities, and purviews of oversight such that the IB can deliberately organize its body of work in the months ahead. This proposal is being made by the CEO and IB Co-Chairs for discussion and a vote at the May IB meeting.

<b>Implementation Board</b>		
<b>Executive Committee</b>		
<p><b><i>Co-Chairs</i></b> Roles &amp; Responsibilities:</p> <ul style="list-style-type: none"> <li>• IB meeting agenda development</li> <li>• IB meeting facilitation</li> <li>• CEO Performance</li> <li>• By-laws development</li> </ul>	<p><b><i>Treasurer</i></b> Roles &amp; Responsibilities:</p> <ul style="list-style-type: none"> <li>• Work with CFO to review and present quarterly budget reports</li> <li>• Lead Budget Committee</li> </ul>	<p><b><i>Secretary</i></b> Roles &amp; Responsibilities:</p> <ul style="list-style-type: none"> <li>• Maintain and review meeting minutes</li> <li>• Maintain committee membership lists</li> <li>• Oversee press releases and other communications</li> </ul>

<b>KCRHA Work Plan &amp; Performance Committee</b>	
Oversight Scope	<ul style="list-style-type: none"> <li>• Interim Work Plan development (April – July)</li> <li>• Theory of Change development</li> <li>• Equitable hiring</li> <li>• Office of the Ombud</li> </ul>
Membership	~6 members
Cadence	Monthly
Term	Same as regular IB member term

<b>Budget Committee</b>	
Oversight Scope	<ul style="list-style-type: none"> <li>• Procurement process development and review</li> <li>• Budget development</li> <li>• Fiscal/Audit reviews</li> </ul>
Membership	~4-6 members
Cadence	Quarterly; plus additional, as needed
Term	Same as regular IB member term

<b>System Planning Committee</b>	
Oversight Scope	<ul style="list-style-type: none"> <li>• Sub-regional planning process</li> <li>• Five Year Plan development &amp; implementation</li> <li>• CoC Planning</li> <li>• Coordinated Entry for All</li> </ul>
Membership	~6 members
Cadence	Every other month
Term	Same as regular IB member term

<b>Communication &amp; Board Development Committee</b>	
Oversight Scope	<ul style="list-style-type: none"> <li>• Strategic communications</li> <li>• Inter-governmental cooperation</li> <li>• Board development</li> </ul>
Membership	~4-6 members
Cadence	ad-hoc
Term	Same as regular IB member term