

Meeting Date & Time	1/4/2024 11am-12 PM	Facilitator	Charles Moore
Location	Remote via Teams	Recorder	Jennifer Longo
Members	Patience Malaba, Rep. Jamila Taylor, Sen. Chris Gildon, Clifford Cawthon, Rep. Mark Klicker, Darryl Smith, Sen. John Lovick		
Guests			

Agenda Item:

- A. Introductions
- B. Brief Note on Remote Meetings
- C. Adopt Rules
- D. Elect Chair
- E. Time permitting
 - a. Ratify charter
 - b. Open forum

Handouts sent via email on 12/28/23:

- A. Agenda
- B. Contact information for Committee members
- C. Copy of SSHB 1474
- D. Draft charter language
- E. [Reeds Rules \(wa.gov\)](#)

Minutes:

Attendees: Patience Malaba, Rep. Jamila Taylor, Sen. Chris Gildon, Clifford Cawthon, Rep. Mark Klicker, Sen. John Lovick (through introductions), Darryl Smith

Facilitator: Charles Moore

Recorder: Jennifer Longo

Meeting Duration: 11:00 a.m. – 11:59 a.m.

Introductions

The committee will gather on a quarterly meeting schedule. Charles will be sending out a poll for the next meeting; however, due to session the committee can anticipate the next meeting to occur in early April. At this time, Charles will be the primary contact from DFI.

Brief Note on Remote Meetings

Charles shared general housekeeping. Please remain on mute unless speaking to avoid background noise. You can use the raise hand feature during the meeting to ensure all members have an opportunity to speak. The chat function is available to capture questions and comments.

Adopt Rules

The Committee unanimously agreed to the adoption of Reed's Parliamentary Rules.

Elect Chair

The Committee unanimously agreed to elect Patience Malaba as the Committee Chair.

Ratify Charter

The committee will vote at the next meeting to adopt the finalized charter. Today's review of the charter is as follows:

This draft charter aligns closely with the Bill and has been prepared with boilerplate language. It is expected that the Committee will have additions and or revisions. The Committee will discuss this during a brief overview today and provide suggested revisions to revisit before finalizing at the next meeting.

Powers of the Covenant Homeownership Oversight Committee

After careful consideration the Committee has decided to adopt a consensus decision-making process.

Allowing for consensus voting will support large groups and allow stakeholders the ability to give dissent and support crucial conversations. The committee expects robust discussions while refining the policy. As proposed, the consensus vote will be divided into three sections: full consent - 100%, near consent - 60%-90%, and no consent - 50% or less. No consent does not align with the committee's vision, therefore any proposals with no consent will be addressed to the fullest. The committee will refine the voting process before the next meeting.

Committee structure and meetings

The committee has decided to adopt a two-year term for committee chair with the option to rotate yearly once the program is established.

The draft charter does not yet speak to the duration of the chair role. The committee will draft language to allow for the option to change the term for the committee chair once the program is established. This will allow for consistency and stability while building a program with quarterly reporting and metrics. It will also account for a grace period during the transition for the next committee chair.

Open Forum

The Committee shared some ideas work towards filling the vacant positions. Charles also shared some of the steps DFI has taken to fill positions within the CHP Oversight Committee.

DFI has been approved for three full time committee oversight employees. One of which is Charles, the CHP Program Manager. The second will be a Management Analyst with an emphasis on administrative duties. This position will be largely in charge of coordinating committee meetings and other program needs as the program is built. The third position is a Communications Consultant, which will work towards the committee's clear and concise messaging and its outreach events.

As of date, four Committee positions remain unfilled. Charles has suggested that committee members review the available positions and share with their potential candidates. Charles will include the link to the application which will be completed through the Governor's office. The Governors board of commissions will be the team handling all Committee appointments. Charles will include the application link in his next correspondence.