

## Chapter 2-26

### NEIGHBORS IN NEED TRUST FUND ADVISORY BOARD

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#### **2-26-01 BOARD CREATED**

There is hereby created the Neighbors in Need Trust Fund Advisory Board to the Mayor and City Council in their role as Trustees of the Neighbors in Need Trust Fund.

#### **2-26-02 CLERK OF THE BOARD**

The Neighbors in Need Trust Fund Advisory Board shall have authority to designate a Clerk, who may be an officer or employee of the City, and who shall act as Clerk or Secretary to the Board without additional compensation, and who shall keep an accurate record of all proceedings of said Board, and shall file with the City Council, when ordered by the Board, a report of all transactions of the Board.

#### **2-26-03 MEMBERS, APPOINTMENT**

The Neighbors in Need Trust Fund Advisory Board shall consist of the Housing and Community Development Citizens Advisory Committee and four (4) additional members appointed by the Mayor with the confirmation of the City Council. The four (4) additional members shall be from the Planning Team or the Policy Team for Boise's 10 Year Plan to Reduce and Prevent Chronic Homelessness or shall have demonstrated a working knowledge of issues related to the causes for, community impact of, and potential solutions to homelessness. At least two (2) of the additional members shall reside or be employed within the Boise City limits. Appointment of the four (4) additional members shall be for a period of three (3) years. If a vacancy shall occur during an unexpired term, the Mayor, with the confirmation of the City Council, shall appoint a member for the remainder of such unexpired term.

#### **2-26-04 CHAIR**

The Neighbors in Need Trust Fund Advisory Board shall meet and appoint one of its members as Chair of the Board, who shall hold office as Chair for such term as the Board shall so designate, and the Board may elect a Vice-Chair who shall act as Chair in times of absence of the appointed Chair of the Board.

#### **2-26-05 COMPENSATION; QUORUM**

The members of the board shall serve and act without compensation, except that their actual and necessary expenses shall be allowed by the Council and the City shall provide the necessary and suitable equipment and supplies to enable the Board to properly transact and perform its business.

A majority of the appointed members of the Board shall be necessary to constitute a quorum for the transaction of business. The Board shall hold at least one (1) meeting each year, and at such other times as may be called by the Chair or by the Mayor.

**2-26-06 DUTIES**

The Neighbors in Need Trust Fund Advisory Board shall serve in an advisory capacity to the Mayor and City Council in their role as Trustees for the Neighbors in Need Trust Fund and is established to:

- A. Assist the City in reviewing applications for Neighbors in Need Trust Fund grants.
- B. Provide recommendations to the Trustees regarding the expenditure of Trust Fund interest income for programs and projects to receive Neighbors in Need Trust Fund grants at least annually.
- C. Adopt, subject to input from the Housing and Community Development Division Manager and review and approval by the City Council, reasonable guidelines and procedures proposed by the Board to:
  - i. Further the Neighbor's In Need Trust Fund's mission,
  - ii. Develop a process of selecting projects or programs for grants with preference given to projects and programs with demonstrated ability to leverage funds.
- D. Direct staff to:
  - i. Develop a fiscal reporting program;
  - ii. Provide periodic reports pertaining to success of the programs and projects funded through the trust; and
  - iii. Develop an annual report to be presented to the Mayor and the City Council.
- E. Recommend grants consistent with the Trust Fund. Grants shall be for a public benefit, and for a particular purpose.
- F. Treat all entities applying for grants on equal footing. Criteria for selection shall not favor one particular entity over another.
- G. Seek donations to achieve the Trust's purpose and deposit such donations in the Trust Fund account.
- H. Comply with the language of Resolution # 20251 establishing the Trust Fund.

**2-26-07 CONFLICT OF INTEREST**

If any Board Member sits or is closely related to any entity applying for said funds, said Board Member shall disqualify himself or herself from taking any action on the application and any application vying for the same funds. If the board or a board member has any unanswered question relating to disqualification, the question should be submitted to the ethics committee.

The Mayor and Council shall make available to the Board, upon request, all financial and accounting information, professional reports, annual monitoring results, and such other information as may be necessary and appropriate for the Board to review the progress of the programs and projects previously awarded Neighbors in Need Trust funding and to develop annual funding recommendation.

This Chapter shall not be construed in any manner as infringing upon any authorization previously granted to any other commission or board of the City, but all departments of the City shall cooperate with the Board for the purpose of coordinating the efforts and functions of all departments, commissions and boards of the City for the distribution of Neighbors in Need Trust funding, subject to Trustee approval, to public or private organizations serving the needs of the chronically homeless.

(6686; Added, 09/30/2008)