

## **Exhibit 10-2 Bridge Committee**

This exhibit explains the composition of the Bridge Committee, selection process, duties, and term of service.

### **1. General**

The purpose of the Bridge Committee is to evaluate hardship requests from families subject to AHFC's Moving to Work Activity 2014-1 Reasonable Rent and Family Self-Sufficiency approved by the AHFC Board of Directors on February 27, 2013.

#### **1.A Composition**

The committee is composed of five members with the intent of encompassing a balance of individuals representing minority, urban, rural, disability, landlord, and social work viewpoints. These members do not work for the Public Housing Division and are not involved in the daily case management functions of PHD clientele.

One (1) alternate will be selected by the Director to ensure a quorum for all meetings and to provide for any necessary member substitutions during the year.

The Director of Housing Operations or designee will serve as a liaison to attend committee meetings and record committee decisions. The liaison will be responsible for:

- evaluating family packets to ensure families meet qualifying factors and have included sufficient information for the committee;
- assembling family informational packets for committee review;
- clarifying any information in family packets or providing program operational information to the committee; and
- communicating committee decisions to families;

The liaison is not a voting member of the committee.

#### **1.B Solicitation**

Recommendations for vacancies for the Committee will be solicited informally from AHFC personnel with ties to our partner agencies, grant recipients, the business community, and State of Alaska agencies. Any unexpected vacancies may be filled by the Public Housing Division Director by picking from the most recently submitted set of recommendations.

### **1.C Selection**

Appointments are made by the Public Housing Division Director or designee. The Director will consider the applicant's geographic location, qualifications, familiarity with property management, familiarity with housing issues, and familiarity with assisting low-income families. Appointments are for two-year terms with renewals at the discretion of the Director.

The AHFC Board of Directors will be notified when Bridge Committee appointments are made.

## **2. Meetings**

The Committee shall meet at least once every three months to four months of every year. This schedule may be adjusted depending upon the number of family requests. Meetings may be conducted with members participating telephonically.

Three (3) members shall constitute a quorum for purposes of conducting business.

## **3. Member Responsibilities**

Members must be able to communicate clearly their comments and ideas and to work with other members. Members will conduct themselves with decorum and consideration for fellow members who may not share their opinions or cultural heritage. Members unable to conduct themselves appropriately may be removed at the Public Housing Division Director's discretion.

### **3.A Attendance**

The effectiveness of the Committee is predicated on regular participation by its membership. Board members shall inform AHFC if they cannot attend a meeting. AHFC shall consider a member as having resigned should they accumulate two unexcused absences during a term of service.

If a member is unable to participate in a scheduled meeting, it is the member's responsibility to notify AHFC promptly in order to have the absence "excused."

### **3.B Chairperson**

Members may elect a chairperson who will guide meetings. The election will be held by secret ballot once all members have the opportunity to declare their interest in serving as the chair.

### **3.C Material Review**

The Bridge Committee liaison will prepare materials in advance of meetings for members to review. Members are expected to review materials provided in advance so that they are ready to discuss them at the scheduled meeting and make a decision.

## **4. Communications**

All members will be notified in writing (either through email or by written notice) of scheduled meetings. The Bridge Committee liaison will provide all necessary materials at least two (2) weeks in advance of scheduled meetings to give members a chance to review the materials.

Committee meetings are not open to the public. Committee meeting schedules will not be publicly advertised.

### **4.A Meeting Minutes**

The Bridge Committee liaison will be responsible for keeping notes during meetings and recording the official decision. A listing of requests and decisions (without any identifying information) will be available for public review.

### **4.B Votes**

The Committee will discuss requests among the members before the question is called for a vote. The Board shall vote by roll call. The final vote shall be recorded along with the decision. Individual member votes will not be recorded. If there are no disagreements, votes may be shown as unanimous.

### **4.C Communications**

Member names will be available on AHFC's web site. AHFC will provide an email address to collect comments or suggestions for the Bridge Committee. The Bridge Committee liaison will be responsible for monitoring any emails to the Committee. AHFC will not release the member's personal address or contact information.

## **5. Travel**

If a meeting requires travel, AHFC will arrange and provide necessary travel. All travel arrangements will be made in accordance with AHFC's corporate travel policy. Guidance will be provided to members in advance of any required travel.

### **Forms**

None

**Administrative Desk Manual**  
None