

Executive Committee Charter

Overview

The Executive Committee is comprised of leadership from the City of Sacramento. The Committee provides oversight and direction to the pilot, and is a decision-making body that is responsible for ensuring fidelity to the program design and the City's policy priorities. Executive Committee recommendations are ultimately subject to City Council approval.

Purpose

Key objectives of the Executive Committee include, but are not limited to:

- Provide high-level guidance to align program implementation with the City of Sacramento's strategic goals, policy priorities, and current programming
- Review, inform, and approve program contracting decisions prior to submission to City Council
- Review program fiscal and operational outcomes, including partner performance
- Approve next steps for corrective action to ensure partner compliance and achievement of program outcomes

Decision-Making Process

Executive Committee decisions will be made through a modified consensus process, as opposed to a majority vote process, adhering to the following guidelines:

- A quorum of four of the six members is needed to initiate a vote
- Wherever possible, decisions shall be made by consensus (unanimously)
- Each member shall have one vote only – members may select an alternate to vote in their absence
- When a unanimous decision cannot be reached, the committee can decide either to 1) defer making the decision until more information is provided, or 2) move forward with the decision if there is a super majority (75%)

Meeting Frequency

The Executive Committee will meet monthly through FY 2017-18 and then quarterly (at a minimum) for the duration of the program. In the event that a decision must be made in between meetings, an emergency vote may be initiated either via email or telephonically if there is quorum of members participating (4 of 6 members). As with in-person meetings, decisions for emergency votes are made either by unanimous consensus or a super majority vote (75%).

Members of the Executive Committee

- Chad Augustin, Deputy Fire Chief, Sacramento Fire Department
- Jaycob Bytel, Deputy Chief of Staff, External Affairs, Mayor Darrell Steinberg
- Chris Conlin, Assistant City Manager, City of Sacramento
- Daniel Hahn, Chief of Police, Sacramento Police Department
- Emily Halcon, Project Director & Homeless Services Coordinator, City of Sacramento
- Leyne Milstein, Assistant City Manager, City of Sacramento

Each committee member may select one alternate who may vote in his or her absence.