

City of Dallas Department of Housing & Community Development



City of Dallas

Inclusive Housing Task Force Policy & Procedures

Policy Name: Inclusive Housing Task Force
Policy and Procedures

Department of Housing & Neighborhood Revitalization

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Policy: Inclusive Housing Task Force (IHTF) Policy and Procedures

Effective Date: September 12, 2024

Approval Authority: Assistant Director or Director of Housing

I. Purpose

The Housing Taskforce is designed as one of the ways that the City and community partners will ensure the effective implementation of the Dallas Housing Policy 2033.

II. Design of the Body

- a. Members. The body will be made up of 24 members as follows:
 - i. 12 community members (6 from historically disadvantaged neighborhoods)
 - ii. 3 Development/Business representatives
 - iii. 4 Advocacy organizations
 - iv. 3 Philanthropy representatives
 - v. 2 Faith-based organization representatives

In the overall make-up, we strive to have representation from all 14 districts. Each of the 24 members will have their representation role identified at the time of their appointment and their representation role shall not be changed during the term of their service. The only exception will be in the event that as a result of relocation the member no longer resides in their original district.

- b. Chair. A Chair can be selected by an election by the body each year during the November meeting for a one-year term. The first year of the IHTF, will delay a chair until the March meeting. No Chair may serve more than 2 terms. All chairs elected by the body must represent the Community Member category. In the event of tie vote by the Body, the Chair will only vote to break a tie.

III. Committees

- a. Standing Committees. There will be no standing committees. The need for any committee will be established at the August meeting of each year with input from staff and committee members. Committees may be

identified if needed during the course of the year. All committees will expire at the end of each year and have to be reconsidered by the body again annually commencing in January.

- b. Chairs. Committee Chairs will be representative of different membership categories. (i.e., if there are five chairs, one should be a community member, one from Development/Business, one from Advocacy and one from a Faith-based organization (See Section II.a.)

IV. Leadership Team

- a. Membership. The Leadership Team of the IHTF will be made up of the Task Force Chair and all Committee chairs during that term. The Leadership Team is responsible for ensuring the coordination of all Task Force activities.

V. Responsibilities of the Body

- a. Chair. Serves as the primary point of contact, convener, and project manager
- b. Members. Serve as thought partners for Dallas Housing Policy 2033 Implementation.
 - i. Attend 75% of scheduled in person and virtual meetings
 - ii. Review materials such that they can actively participate in discussions and decision-making
 - iii. Communicate to and collect feedback from sectors of the community
 - iv. Actively participate in Taskforce discussions and activities

VI. Selection Process

- a. Application review. All applications will be reviewed by a selection committee comprised of the following:
 - i. Chair of Council Housing and Homelessness Committee/
 - ii. Chair of Council Equity Committee
 - iii. Community Member
 - iv. The Housing and Revitalization staff member(s) shall facilitate and coordinate the selection process of the IHTF, while abstaining from actively participating in the selection of the members.
- b. Timing. In each year where the term of one of more members is scheduled to end, applications will be accepted from April 1-May 30. Applications will be reviewed by the 3-member committee identified in Section VI. A. and new members will be seated at the regularly scheduled August meeting.
- c. Interim Appointments. May be considered in the future.

- VII. Term** – Members will serve up to three 3-year terms with a possibility to renew to allow cycling on/off the task force. Terms will be staggered. In the first term, community members will have a 3-year term, and advocacy, faith-based organizations, businesses, and philanthropy will serve two-year terms. Following this all terms will be for 3 years.

| Representative | Initial Term | Term Starts | Term Ends |
|-------------------------------|---------------------|--------------------|------------------|
| Community Member 1 | 3 years | 2024 | 2027 |
| Community Member 2 | 3 years | 2024 | 2027 |
| Community Member 3 | 3 years | 2024 | 2027 |
| Community Member 4 | 3 years | 2024 | 2027 |
| Community Member 5 | 3 years | 2024 | 2027 |
| Community Member 6 | 3 years | 2024 | 2027 |
| Community Member 7 | 3 years | 2024 | 2027 |
| Community Member 8 | 3 years | 2024 | 2027 |
| Community Member 9 | 3 years | 2024 | 2027 |
| Community Member 10 | 3 years | 2024 | 2027 |
| Community Member 11 | 3 years | 2024 | 2027 |
| Community Member 12 | 3 years | 2024 | 2027 |
| Developer/Business 1 | 2 years | 2024 | 2026 |
| Developer/Business 2 | 2 years | 2024 | 2026 |
| Developer/Business 3 | 2 years | 2024 | 2026 |
| Advocacy Organization 1 | 2 years | 2024 | 2026 |
| Advocacy Organization 2 | 2 years | 2024 | 2026 |
| Advocacy Organization 3 | 2 years | 2024 | 2026 |
| Advocacy Organization 4 | 2 years | 2024 | 2026 |
| Philanthropy Representative 1 | 2 years | 2024 | 2026 |
| Philanthropy Representative 2 | 2 years | 2024 | 2026 |
| Philanthropy Representative 3 | 2 years | 2024 | 2026 |
| Faith-Based Organization 1 | 2 years | 2024 | 2026 |
| Faith-Based Organization 2 | 2 years | 2024 | 2026 |

- a. **Term Limits.** No member may exceed two full terms of continuous service (six years). Any member originally appointed on an interim basis may seek renewal of one additional term. Once a member has fulfilled their maximum term they may not apply for reappointment for three years.

VIII. Meetings

- a. Schedule. Meetings will be held every other month in a location easily accessible to members representing historically disadvantaged communities. The Task Force will be a facilitated group with specific support for unaffiliated community members. All members have the responsibility to inform and engage the larger community and can do so by being actively engaged. This involves active engagement, transparency, and efforts to ensure that the community members are informed involved and empowered in housing-related matters. Engagement means, advocating for inclusive housing policies and initiatives that address community needs, ensuring that community voices are represented in decision-making processes.

IX. Termination

- a. Members may be terminated for violation of their agreement when joining the IHTF.
- b. Removal for Absence. Any member that does not attend 75% of meetings during a year (from August through June) will be removed from the IHTF. As the Task Force meets six times per year, this requires attendance at five meetings. After the first absence the member will receive notification of their at-risk status. After the second absence the member will be notified of their removal and the Selection Committee shall appoint an interim member as discussed in Section VI.c.
- c. Removal for Conflict of Interest.
 - i. Conflict of Interest at Appointment. Any member that has a conflict of interest at the time of appointment that is not disclosed is subject to termination at the time the conflict of interest becomes known. The process in Section IX.d will be followed. In the event the member is terminated, they will be permanently ineligible for reappointment.
 - ii. Conflict of Interest following Appointment. Any member that has a conflict of interest arise following their appointment is required to notify the Director within 30 days in writing. Following notification, the process in Section IX.d will be followed. In the event the member is terminated, they will be eligible to apply for reappointment at the time such conflict of interest is resolved.
- d. Removal for Change in Representation. Any member who no longer meets the requirement of their role at appointment may be terminated from the Inclusive Housing Task Force.
 - i. If they no longer fulfill their organizational or community designation, they will be terminated so that a new member meeting the requirement may be appointed.

- ii. If they have relocated and no longer reside in the same Council District, they may be terminated if their relocation results in that Council District being unrepresented.
 - iii. The City of Dallas reserves the right to terminate the membership of any individual on the Inclusive Housing Task Force at its sole discretion. Such termination may occur at any time, with or without cause, and with or without prior notice. Upon termination, the individual shall cease to have any rights, duties or obligations associated with the membership on the Task Force.
- e. **Process.** Any member of the community (including IHTF members) may submit a concern to the Housing staff related to the actions of any IHTF member that are perceived to be in violation of their agreed upon responsibilities. This allegation must be submitted to the Department of Housing and Neighborhood Revitalization Director in writing and may not be submitted anonymously.
 - i. Upon receipt of a written allegation, the Director must notify the Chair within 10 business days, who will then convene the Leadership Team in a special executive meeting to consider the matter no later than 30 days from receiving notification. The Director must also notify the member that is the subject of the allegation.
- f. **Reappointment.** Any member removed from the Task Force for reasons other than Conflict of Interest will be ineligible for reappointment for a period of 3 years.

X. Definitions

- a. **Body.** The 24-member Inclusive Housing Task Force
- b. **Historically disadvantaged neighborhoods:** Historically disadvantaged neighborhoods in Dallas have faced systemic challenges over the years, often due to practices like redlining and infrastructure inequities. The Dallas Housing Policy 2033 (DHP33) was implemented to mitigate the disparities impacting historically disadvantage communities through the implementation of initiatives promoting quality affordable housing across the city of Dallas. The city has Identified three Equity Strategy Target These areas have been the focus of various city initiatives aimed at addressing disparities and promoting equitable development. The racial equity plan conducted by the city of Dallas
- c. **Member.** A person appointed to serve on the Inclusive Housing Task Force, whether for a full term or on an interim basis.
- d. **Representation Role.** The member requirements being fulfilled by an individual member of the Inclusive Housing Task Force. This includes their representative designation as well as their Council District representation.