

Community Advisory Council (CAC) Charter

Updated: February 2020

BACKGROUND

The Federal Reserve Bank of Cleveland's Community Development Department is responsible for research on, analysis of, and engagement with economic issues facing underserved and lower-income individuals and communities across the Fourth District, which is comprised of Ohio, eastern Kentucky, western Pennsylvania, and the northern panhandle of West Virginia. The Department's goals include:

- Fostering a better understanding among policymakers, community leaders, and private-sector decision makers of the challenges faced by underserved and lower-income individuals and communities, to promote data-driven solutions and practices;
- Promoting effective cooperation among community organizations, government agencies, financial institutions, and other practitioners to their mutual benefit; and
- Fostering the active engagement of depository institutions in providing credit and other banking services to their communities.

CAC PURPOSE

In support of the above goals, the Community Advisory Council (CAC) helps to inform the Federal Reserve Bank of Cleveland's Community Development Department staff, senior leadership, and president about current and emerging economic and social issues and trends impacting underserved and lower-income individuals and communities in the Fourth District. The Banks' Community Development Department staff use this information to guide their priorities. CAC members also learn about the Bank's resources and activities, and the meetings provide a useful communication bridge between the Bank and community leaders.

CAC MEMBERS AND SERVICE TERMS

The CAC is made up of a diverse group of experts and leaders who represent the geographic, demographic, and sector diversity of the Fourth District. These could be sectors involved in community and economic development, including community development corporations, foundations, state and local government offices, labor representatives, academic institutions, and other organizations focused on financial health, housing, small business, workforce development, and community development investments. CAC members are thought leaders who, through significant experience, have knowledge of and are able to represent issues of concern for underserved and lower-income individuals and communities.

CAC membership may be up to 15 individuals at any given time who apply through an online application process. Members are selected by Community Development Department staff and senior leadership of the Bank.

The service term of the inaugural CAC, initiated October 2018, will include meetings convened through 2021. For 2022, if needed to introduce a staggered rotation of members, half of the inaugural group will be invited to stay on the council for an additional term. Thereafter, an open application process will be held every three years to fill the seats of CAC members who are due to rotate off the Council. A public

call for applications will be issued during the second quarter of a year, and selections will be announced in the fourth quarter.

The preference is for all members to serve two three-year terms unless circumstances warrant inviting particular members to serve an additional term. These circumstances could be to ensure there is a balance between existing and new members or if a current member is involved in a project or issue that greatly contributes to the CAC's role to advise the Community Development Department.

Terms refer to a seat on the Council, not to particular individuals. CAC members who resign their seats before their terms expire will be replaced at the discretion of the Community Development Department of the Federal Reserve Bank of Cleveland. Their selection will strive to maintain the balance and diversity of the Council's membership—that is, geographic, demographic, and industry sector.

MEETING FORMAT AND MEMBER CONTRIBUTIONS

Two meetings—one in the spring and one in the fall—are held per year; each meeting generally lasts 2–3 hours. Meetings may be supplemented with special presentations or tours. One meeting is held in Cleveland so the Bank president may participate; it focuses primarily on economic issues and trends impacting underserved and lower-income communities and individuals. The second meeting's location rotates between the Pittsburgh and Cincinnati Branch offices to promote regional engagement; it is devoted to a topic of interest to stakeholders and to the Bank. The Bank president, executive vice president, and other senior leadership are invited to attend all meetings. Agendas are developed by Community Development Department staff and circulated with supporting materials to CAC members at least two weeks prior to each meeting. CAC members may also receive specific questions to address at the upcoming meeting.

An official of the Community Development Department oversees CAC activities and meetings. A Community Development Department staff member serves as secretariat and is responsible for acting as the official repository of group documents, including agendas, minutes, and public communications. Meeting minutes are circulated to council members and to Bank senior leadership following each meeting.

In addition to meetings, CAC members may be asked to contribute to Community Development-related activities, such as surveys, research, events, and interpretation of findings. At various times, Community Development Department staff may enlist CAC members to contribute to projects, initiatives, and events that align with the members' specific expertise and background.

MEMBER EXPECTATIONS

Attendance at all CAC meetings is a requirement for participation. The Federal Reserve Bank of Cleveland recognizes situations can arise that prohibit participation in an individual meeting. If a CAC member is unable to attend a meeting, the member must inform the appropriate Community Development Department staff person in a timely fashion. Continued absence without reasonable cause may result in dismissal from the CAC.

All incoming CAC members are required to participate in an orientation session. This orientation session may include an overview of the Federal Reserve System, the role of the individual CAC member within the Fourth District and within the CAC, and related administrative topics such as travel reimbursement

procedures. The orientation session is generally held immediately prior to or immediately following the fall meeting.

If a member separates from their current employer during their tenure on the CAC, the Federal Reserve Bank of Cleveland reserves the right to ask that member to resign his or her membership.

PUBLIC UPDATES REGARDING THE CAC

All CAC members are listed in the Advisory Council section of the Federal Reserve Bank of Cleveland's website. The Bank will announce new appointments.

Meeting agendas are posted on the Bank's website after each meeting.

TRAVEL AND LOGISTICS

The Bank reimburses members for reasonable and necessary business travel expenses. On request, members are reimbursed for mileage from their home or office to the meeting location at the IRS standard rate. Travel reimbursement includes the actual direct miles to and from the meeting location, parking, and tolls, if applicable.

To request travel expense reimbursement in accordance with the Bank's travel policy, council members must complete and sign a supplier profile form, ACH payment authorization form, and an IRS W9 form. Payments are made directly to the CAC member's bank account, and payment notification is sent by email. Travel expense forms should be submitted within 10 calendar days after returning from a meeting. Costs in excess of \$75 require a receipt.

In the unusual event that an overnight stay is deemed necessary, hotel information will be provided to members in advance of the meeting. The Bank will arrange for hotel accommodations through the Bank's travel service provider and will reimburse members for room, parking, and tax. Any additional charges will not be reimbursed.

COUNCIL EVALUATION AND DISSOLUTION

Community Development Department staff conducts a biennial review of the charter and an evaluation of the effectiveness of the CAC. The CAC may be dissolved at the discretion of the Bank's senior leadership.