

MVRPC INSTITUTE STEERING COMMITTEE

September 24, 2021

9:30 AM

<u>Item</u>	<u>Topic</u>	<u>Page</u>	<u>Est. Time</u>	<u>Presenter</u>
1.	Welcome and Introductions		9:30	D. Wallace
2.	ISC Methodology and Background		9:35	B. Martin
*	A. Agency Bylaws and Board Adopted Resolution	1		B. Martin
*	B. ISC Background	29		S. Schweikhart
*	C. Current partnerships/roster	39		B. Martin
*	D. Institute for Livable & Equitable Communities Draft Work Plan	41		T. Keels
	E. Current Institute budget and funding			T. Keels
	F. Staffing Plan			B. Martin
3.	Elections for ISC Vice Chairperson and Secretary		10:15	D. Wallace
4.	Seating of the subcommittee			
*	Roster of those who are currently involved and prospective members	51	10:25	B. Martin
5.	Discussion		10:40	D. Wallace
6.	Next Meeting:		10:55	D. Wallace
7.	Adjournment		11:00	D. Wallace

**Attachment*

Parking passes will be provided for those that park in Art's Garage at the corner of Second and Ludlow

Constitution and Bylaws of the



MIAMI VALLEY

Regional Planning Commission

Adopted: May 6, 2021



MIAMI VALLEY

Regional Planning Commission

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**A RESOLUTION BY THE
MIAMI VALLEY REGIONAL PLANNING COMMISSION
APPROVING PROPOSED AMENDMENTS TO ITS CONSTITUTION AND BYLAWS**

WHEREAS, the Miami Valley Regional Planning Commission desires to amend its Constitution and Bylaws; and

WHEREAS, the Constitution and Bylaws of the Miami Valley Regional Planning Commission require that a Resolution approving the form of the proposed amendments be adopted by the Executive Committee at least fifteen (15) days prior to the date of the next regular meeting of the Commission; and

WHEREAS, the MVRPC Executive Committee adopted the amendments highlighted in the attached draft proposed Constitution and Bylaws during its regularly scheduled meeting on April 1, 2021; and

WHEREAS, the MVRPC Executive Director distributed the draft proposed Constitution and Bylaws to the MVRPC Board of Directors within five (5) days as required; and

WHEREAS, the Board of Directors desire to include meetings conducted on electronic platforms and to create an Institute for Livable & Equitable Communities Steering Committee (ISC) as set forth in the draft proposed Constitution and Bylaws hereby attached as Exhibit A with amendments in blue.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Miami Valley Regional Planning Commission approves the aforesaid amendment.

Brian O. Martin, AICP
Executive Director

Chris Mucher, Chairperson
Board of Directors of the
Miami Valley Regional Planning
Commission

Date: May 6, 2021

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CONSTITUTION AND BYLAWS
OF THE
MIAMI VALLEY REGIONAL PLANNING COMMISSION

SECTION I. A REGIONAL PLANNING COMMISSION CREATED AND NAMED

As set forth in their Resolutions of Cooperation and in fulfillment of the desires and wishes of the several Boards of County Commissioners, City and Village Councils, and Planning Commissions within the Miami Valley Region of southwestern Ohio, a regional planning commission is hereby created and it shall be named and known as “The Miami Valley Regional Planning Commission.”

SECTION II. AUTHORITY

The Miami Valley Regional Planning Commission, vested with all the powers, both expressed and implied, as set forth in the Ohio Revised Code, Title 7, Chapter 713, is established as a regional planning Commission to serve those political subdivisions within the Miami Valley Region of southwestern Ohio that join together in the execution of their Resolutions of Cooperation.

SECTION III. OBLIGATIONS

The Constitution and Bylaws of the Miami Valley Regional Planning Commission, as outlined herein, is binding upon all parties who are in good standing with the Miami Valley Regional Planning Commission and shall be the official document used by the Commission to delineate and describe its functions, duties, procedures, and areas of operation.

SECTION IV. DEFINITIONS

Alternate – each appointing authority may appoint one alternate to the member it has designated, who shall be an elected official or the chief executive officer or administrator of the appointing body at the time of this appointment. Said alternate shall be authorized to act in place of such member in the event of the latter’s absence at any meeting of the Board of Directors and to cast such votes as such member could have cast if present.

Appointing Authority – member organizations that appoint Board of Director delegates or Technical Advisory Committee members.

Board of Directors – the Members of the Miami Valley Regional Planning Commission.

Commission – the Miami Valley Regional Planning Commission.

Delegate – the voting representative from the governmental, other governmental and non-governmental members of the Commission.

Executive Committee – a permanent committee appointed by the Board of Directors that is responsible for working with the Executive Director to act on routine and emergency matters of the Commission and responsible for all powers and authority delegated and assigned by the Board of Directors.

Governmental Member – the person selected by any unit of local government participating in the Miami Valley Regional Planning Commission to represent that body in accordance with the provisions defined herein.

Institute for Livable & Equitable Communities Steering Committee - a permanent committee comprised of regional partners who are representative of MVRPC member organizations or Institute funders, approved by the members of the Commission to provide oversight, guidance and advisory leadership to accomplish the mission and vision for the MVRPC Institute for Livable & Equitable Communities.

Metropolitan Planning Area (MPA) – Metropolitan Planning Area (also known as the MPO Planning Area) is the geographic area as determined by agreement between the MPO and the Governor. At a minimum, the MPA boundaries shall encompass the entire existing urbanized area as defined by the Bureau of the Census plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan.

Metropolitan Planning Organization (MPO) – a designation given to the Commission in accordance with federal and state regulations for the purpose of conducting the urban transportation planning process for the Dayton, Ohio Urbanized Area.

Miami Valley Region – the geographic area that includes all or portions of Clark, Darke, Greene, Miami, Montgomery, Preble and Warren Counties.

Miami Valley Regional Planning Commission – MVRPC board members representing the Miami Valley Region.

Non-governmental Member Organization – any organization that is not a unit of local government or other governmental organization as defined herein.

Other Governmental Member Organization – a governmental organization other than a unit of local government. Examples of such organizations include, but are not limited to: library districts, park districts, County Engineers located within the Metropolitan Planning Organization (MPO) planning boundaries; and, in accordance with the requirements of the current surface transportation reauthorization bill, the district office(s) of the Ohio Department of Transportation that serve the MPO planning area and the urban transit operators.

Population – population based on the most recent U.S. Census or subsequent official U.S. Bureau of the Census estimates.

Technical Advisory Committee - a permanent committee, appointed by the members of the Commission to represent each of their respective organizations, that is responsible for advising the Board of Directors on technical issues or other delegated and assigned matters.

Unit of Local Government – a county, city, village, or township.

SECTION V. MISSION STATEMENT AND RESPONSIBILITIES

Being a regional planning Commission, the Miami Valley Regional Planning Commission shall be charged with carrying out the following expressed mission statement and responsibilities, as well as other assignments as may be adopted subsequently by the Board of Directors.

A. Mission Statement

The mission of the Miami Valley Regional Planning Commission is:

To serve as a forum and resource where regional partners identify priorities, develop public policy and implement collaborative strategies to improve the quality of life and economic vitality throughout the Miami Valley.

B. MVRPC Goals

1. Regional Stewardship - We think regionally while discussing and making decisions on issues that affect the Miami Valley Region. Our members collaborate on regional topics that improve service delivery and quality of life in our communities.
2. Vibrant Communities - We leverage the considerable resources of the Miami Valley Region, public and private funding to nurture and enhance our Region as well as our communities.
3. Partnerships - We partner with business, civic, and governmental organizations and jurisdictions resulting in relationships and synergies leading to shared initiatives and engagement.
4. Sustainable Solutions and Environment - We focus on preserving and enhancing the valuable ecosystem services that benefit the residents of the Miami Valley Region. The natural environment provides valuable ecosystem services to our Region that when properly preserved and protected, help to filter our water and air, moderate temperature extremes, store carbon and protect valuable topsoil.

C. Responsibilities

In keeping with this Constitution, the responsibilities of the Miami Valley Regional Planning Commission shall be to make studies, maps, plans, recommendations, and

other reports of the region that may include adjoining areas or portions thereof, that affect the development and welfare of the region as a whole or one or more political units within the region or a county. The responsibilities may include, but not be limited to:

1. Preparing plans, including studies, maps, recommendations, and reports on:
 - a. Regional goals, objectives, opportunities and needs; standards, priorities, and policies to realize such goals and objectives
 - b. Economic and social conditions; quality of life issues
 - c. The general pattern and intensity of land use and open space
 - d. The general land, water and air transportation systems, and utility and communication systems
 - e. General locations and extent of public and private works, facilities, and services
 - f. General locations and extent of areas for conservation and development of natural resources and the environment
 - g. Long range programming and financing of capital projects and facilities
2. Promoting understanding of and recommending measures to implement the plans of the region.
3. Collecting, processing and analyzing social and economic data; undertaking continuing studies of natural and human resources; and coordinating such research with other government agencies, educational institutions and private organizations.
4. Contracting with and providing planning assistance to units of local government, agencies, districts, planning commissions, and other organizations, both public and private; coordinating the planning with neighboring planning areas; and cooperating with the state and federal governments in coordinating planning activities and programs in the region.
5. Reviewing comprehensive land use, open space, transportation, public facilities and equity plans, projects, and implementing measures of local governments.
6. Reviewing applications for state and federal financial assistance projects; commenting upon and making recommendations to promote coordination of planning activities in the region.
7. Reviewing the planning, programming, location, financing and scheduling of public facility projects within and/or affecting the development of the region.

8. Undertaking other studies, planning, and programming; conducting experimental or demonstration projects found necessary in the development of plans for the region; and coordinating work and exercising all other powers necessary and proper for the discharging of its responsibilities.
9. Providing a forum for the sharing of information and ideas, the exploration of regional issues, and the initiation of special projects and cooperative ventures.
10. Providing a variety of mechanisms to solicit broad public input on regional programs and activities.
11. Serving as the Metropolitan Planning Organization (MPO) in accordance with federal and state regulations for the purpose of conducting the urban transportation planning processes for the MPO Planning Area.
12. Serving as the Area wide Water Quality Planning Organization in accordance with federal and state regulations for the purpose of conducting water quality planning for the Miami Valley Region.

SECTION VI. PARTICIPATION AND MEMBERSHIP

A. Participation

1. Upon execution of a Resolution of Cooperation, all units of local government located within the Miami Valley Region may participate in the Commission and appoint members to the Board of Directors.
2. The Board of Directors may consider requests for participation by units of local government located outside the Miami Valley Region that also demonstrate the regional significance of their activities and interests and their willingness to comply with the terms of membership participation as prescribed herein.
3. Non-governmental organizations located within the Miami Valley Region that satisfactorily demonstrate to the Board of Directors that their programs, activities, interests or facilities are regionally significant or regionally oriented may appoint liaison representatives and provide financial support to the Commission and may nominate individuals for appointment to the Board of Directors and its committees.
4. Other governmental organizations located within the Miami Valley that satisfactorily demonstrate to the Board of Directors that their programs, activities, interest or facilities are regionally significant or regionally oriented may appoint representatives, may provide financial support to the Commission and may nominate individuals for appointment to the Board of Directors and its committees (except as specified in the Executive Committee appointment section). Examples of such organizations include, but are not limited to: County Engineers located within the Metropolitan Planning Area (MPO) planning boundaries; and, in accordance with the requirements of the current surface transportation

reauthorization bill, the District Office(s) of the Ohio Department of Transportation and the urban transit operations that serve the MPO planning area.

B. Membership; Appointment

1. Each participating unit of local government shall be entitled to appoint one member to the Board of Directors, who shall be an elected official of the appointing body at the time of this appointment. Members appointed by units of local government shall be known as “governmental members.”
2. Each appointing authority may also appoint one alternate to the member it has designated, who shall be an elected official or the chief executive officer or administrator of the appointing body at the time of this appointment. Said alternate shall be authorized to act in place of such member in the event of the latter’s absence at any meeting of the Board of Directors and to cast such votes as such member could have cast if present.
3. The Board of Directors may at any time, or from time to time, appoint additional “non-governmental” or “other governmental” members to the Board of Directors who may be persons nominated by non-governmental organizations or other governmental organizations deemed by the governmental members to be fairly representative of groups or interests having substantial interests in and impact upon the Miami Valley. All such members shall be known as “non-governmental” or “other governmental” members of the Board of Directors, as defined herein. Said members shall be an employee or an appointed official of the member organization.

The non-governmental or other governmental members may also appoint one alternate to each member it has designated, who shall also be an employee or an appointed official of the member organization. Said alternate shall be authorized to act in place of such member in the event of the latter’s absence at any meeting of the Board of Directors and to cast such votes as such member could have cast if present. The number of non-governmental members shall be limited so that the aggregate number of all non-governmental members shall not exceed one-third (1/3) of the aggregate number of all governmental members.

4. Each member may be appointed for a term of two years and may be re-appointed. Terms are effective with annual membership January 1st.
5. In the event that a governmental member shall resign, die, be incapacitated or fail or refuse to carry out his duties as a member of the Board of Directors, that member’s appointing body may appoint a successor. In the event that a non-governmental member shall resign, die, be incapacitated, or fail or refuse to carry out his or her duties as a member of the Board of Directors, the governmental members of the Board of Directors may appoint a successor. A person who shall succeed a member in the events stated shall serve for the unexpired term of such member.

SECTION VII. MEETINGS OF THE BOARD OF DIRECTORS

A. General

1. There shall be at least six meetings of the Board of Directors within a calendar year. The Board of Directors meetings can include MPO and Regional issues. The Board of Directors shall schedule a calendar of events at its annual meeting, which shall include time and place. The Chairperson, with the concurrence of a majority of the Executive Committee members, shall have the discretion to add, delete or modify the time, date and/or place of any meeting.
2. Meetings of the Board of Directors, Executive Committee, Board Committees and Subcommittees may be conducted by means of teleconference, video conference, or any other similar electronic technology while remaining compliant with Ohio's Open Meetings Act (OMA) if granted authority by Legislation or Executive Order.
3. The Executive Director, in consultation with the Chairperson, shall prepare the agenda. Matters to be discussed, along with the agenda, shall be distributed to the Board of Directors at least seven (7) calendar days prior to any meeting of the Board of Directors.
4. The Annual Meeting of the Miami Valley Regional Planning Commission shall be held in March concurrent with or immediately following the March Board of Directors meeting, for the primary purposes of electing officers and members of the Executive Committee, and for conducting business pertinent to the well being of the Commission and its members.
5. In addition to the responsibilities described in Section V, other functions that the Board of Directors may perform at its meetings include, but are not limited to, the following:
 - a. Select Executive Committee members, as prescribed in Subsection IX. B.
 - b. Adopt and amend the constitution and bylaws, as prescribed in Section XVI.
 - c. Approve the annual budget and work program.
 - d. Establish membership assessments and dues, in accordance with Subsection XIII.
 - e. Appoint non-governmental and other governmental members.
 - f. Appoint a Nominations Committee to solicit nominations for officers, to be nominated at the next annual meeting.
 - g. Act upon requests for participation in the Commission by units of local government located outside the Miami Valley Region.

- h. Develop and establish regional goals and objectives that carry out the mission and responsibilities of the Commission as stated in Section V and approve any official comprehensive regional plans resulting there from.
 - i. Review and approve revisions to official comprehensive regional plans that may periodically be required to insure the currentness of said documents. Establish such committees as it may deem necessary or desirable; appoint persons thereto, who need not be members of the Board of directors; and oversee the operation of said committees, including approval of committee reports.
 - j. Serve as a forum for the exchange of information and ideas and the discussion of significant regional issues.
- 6. In addition to the regularly scheduled meetings of the Board of Directors, special meetings may be called to consider a specific item(s) of business that urgently requires action. Such meetings shall be called by the Chairperson in consultation with the Executive Director or by petition of ten (10) of the members to the Chairperson.
- 7. Meeting notices for public meetings to be conducted by teleconference, video conference, or other similar means will include the technology and specifications required to provide proper access to the public which may include URL, Meeting ID, web address, telephone numbers, password(s) and access code(s).
- 8. Except as otherwise provided herein, all meetings of the Board of Directors shall be conducted in accordance with the most current edition of Robert's Rules of Order, Newly Revised.

B. Quorum

- 1. A quorum shall consist of one-third (1/3) of the total number of all members of the Board of Directors or their alternates, and for an MPO vote one-third (1/3) of the total number of all MPO members of the Board of Directors or their alternates.
- 2. The presence of a quorum shall be established by audible roll call at the beginning of the meeting and upon the request of any member. Such request may be made following the departure of any member, or following the taking of any vote for which the announced totals add to less than a quorum.
- 3. If a quorum shall not be present at any Board of Directors meeting and the Chairperson shall deem action necessary on any matter determined to be of an emergency nature, the Chairperson may call an emergency meeting of the Board of Directors, not sooner than three (3) days from the date of the meeting at which there was not a quorum.

Notice of the emergency meeting and the items to be discussed shall be provided to all Board of Directors members at least seventy-two (72) hours before the hour

of the special meeting. At the emergency meeting, those members present at the meeting shall constitute a quorum.

C. Voting

1. Except where otherwise specified herein, at any meeting of the Board of Directors at which a quorum shall be present, the action of members casting a majority of all votes shall constitute official action by the Board of Directors.
2. Voting for meetings conducted by teleconference, video conference, or other similar means may be performed by audible roll call or electronic roll call unless required under the rules or ordered by the Board to be taken by ballot. Business may also be conducted by unanimous consent.
3. Each member of the Board of Directors shall be entitled to one vote, unless weighted voting is invoked according to Division 3 of this section.
4. In order to preserve an approximation of proportional representation by population, some Board members are entitled to cast votes on a weighted basis, but only after following the procedure described in Division a. and/or b. of this section.
 - a. Unless otherwise prohibited herein, a request by a member to employ weighted voting may be made at a meeting of the Board of Directors. The request shall specifically identify the agenda item for which weighted voting is sought and shall be made prior to any non-weighted vote being taken. The item shall then automatically be placed on the agenda of the next meeting, at which time a weighted vote will be conducted.
 - b. Unless otherwise prohibited herein, a motion to suspend the above rule and permit weighted voting on a specifically identified agenda item at that same meeting may be made prior to any non-weighted vote being taken. In order to take effect, the motion shall be approved by an affirmative vote of three-fourths (3/4) of the members present.
 - c. Vote allocation: Members of the Board of Directors shall be entitled to cast the following number of votes on issues related to the Commission's duties and responsibilities as an MPO:

Individual	Number of Votes
Member designated by the Board of Commissioners of the largest county in the Region	3
Member designated by each Board of Commissioners of other member counties	2
County Engineer of each MPO member county	1

Member designated by:

Largest city in the region	6
Each other city	2
Each village	1
Member designated by each township	1
Other governmental members	1
Non-governmental members	1

5. Upon the request of any member, a roll call vote shall be taken.
6. On issues for which the Chairperson, acting in consultation with the Executive Director, shall deem that it is desirable to obtain a vote of the full Board of Directors, a vote by mail may be conducted, using a mailing list which exactly corresponds to the current official roll of voting members.

D. MPO Voting

Only those governmental members located within the MPO Planning Area and paying the assessment required for participation in the MPO function as described in Subsection XIII. C may vote on issues related to the Commission's duties and responsibilities as an MPO.

Those governmental or other governmental members appointed to the Board of Directors in accordance with the requirements of the current surface transportation reauthorization bill, i.e., the district office(s) of the Ohio Department of Transportation that serve the Dayton Urbanized Area and the urban transit operators, may vote on issues related to the Commission's duties and responsibilities.

In conjunction with the annual meeting, a total of three non-governmental and/or other governmental members shall be chosen by a caucus of the non-governmental and other governmental members to vote on issues related to the Commission's duties and responsibilities as an MPO. Said members shall be announced immediately thereafter and become effective at the next Board meeting.

SECTION VIII. OFFICERS OF THE BOARD OF DIRECTORS

A. Election of Officers

At the Annual Meeting of the Miami Valley Regional Planning Commission, the Board of Directors shall, in accordance with the requirements of Section IX, appoint members of the Board of Directors to the Executive Committee, and shall also elect a Chairperson, a First Vice-Chairperson, and a Second Vice-Chairperson to serve as Officers for the Board of Directors until the next Annual Meeting and until their successors shall have

been elected and qualified. The following procedures shall be used to elect the Chairperson, First Vice-Chairperson and Second Vice-Chairperson:

1. The Board of Directors shall appoint a Nominations Committee. All Board of Directors members, except the current Chairperson, shall be eligible for membership on the Nominations Committee.
2. The Nominations Committee shall solicit candidates from the full governmental membership of the Board of Directors for the Offices of Chairperson, First Vice-Chairperson and Second Vice-Chairperson and shall nominate one candidate for each office. All full governmental membership members of the Board of Directors, including members of the Nominations Committee, shall be eligible to become nominees, except that no member shall serve more than two (2) consecutive terms in the same office. Alternates to the Board of Directors shall not be eligible to become nominees. The Nominations Committee shall contact each person whom it wishes to nominate to ascertain willingness to serve.
3. The report of the Nominations Committee shall be sent to the membership in the regular mailing for the Annual Meeting and shall be presented at the Annual Meeting.
4. Following presentation of the Nominations Committee report, the Chairperson shall ask for nominations from the floor by officer position. Individuals may be nominated for, but may not hold, more than one position. Each officer shall be elected separately and voted upon in the following order: Chairperson, First Vice-Chairperson and Second Vice-Chairperson.
5. If there is more than one nominee for any position, elections for that office shall be conducted by secret ballot.
6. Newly elected officers shall assume office at the close of the election process and shall serve until the next Annual Meeting and until their successors shall have been elected and qualified.
7. In the event that an Executive Committee Officer shall resign, die, be incapacitated or fail or refuse to carry out his duties as a member of the Executive Committee, only those members who have served on the Board of Directors for two years or more shall be eligible for filling a vacant Executive Committee Officer position.

B. Duties of Officers

1. The Chairperson of the Board of Directors shall conduct all meetings of the Board of Directors and shall sign all resolutions enacted by the Board of Directors and the Executive Committee.

2. The Vice-Chairpersons shall acquaint themselves with the duties of the Chairperson. The First Vice-Chairperson shall serve as Secretary, and in the absence of the Chairperson shall assume all responsibilities charged to the Chairperson. The Second Vice-Chairperson shall be responsible for providing fiscal oversight of the Commission's finances and, in the absence of the Chairperson and First Vice-Chairperson, shall assume all responsibilities charged to the Chairperson.
3. The Executive Director of the Miami Valley Regional Planning Commission shall serve as Treasurer to the Commission, shall be an officer of the Commission without vote, and the Executive Director, acting as the Treasurer, shall be responsible for the execution of all duties and responsibilities as defined in Section XIII.
4. The First Vice-Chairperson, acting as the Secretary, shall be responsible for the recording of all minutes of meetings of the Board of Directors and the Executive Committee and shall sign said minutes. The Executive Director shall be responsible for all mailings of minutes and notices of meetings, all correspondence, and the safekeeping of records and other documents of the Commission.
5. The Second Vice-Chairperson shall be responsible for fiscal oversight and authorization of expenditures and disbursements, in accordance with Division 2 of Subsection IX. A, Divisions 1, 2 and 3 of Subsection XIII. D and Division 3 of Subsection XIII. E.
6. The Officers shall also concurrently serve as their jurisdiction's representative to the Executive Committee.

SECTION IX. EXECUTIVE COMMITTEE

A. Duties and Responsibilities

Within the membership of the Board of Directors, there is hereby created an Executive Committee that is authorized by the Board of Directors to:

1. Establish such committees as it may deem necessary or desirable; appoint persons thereto, who need not be members of the Board, and oversee the operation of said committees, including approval of committee reports.
2. Approve the draft annual budget and work program, as well as budget and work program revisions, in accordance with Subsection XIII. B.
3. Establish procedures regarding authorization of expenditures and disbursements, including contracts and agreements for expenditures or disbursements, in accordance with Subsection XIII. D and E.

4. Establish personnel policies, in accordance with Section XV.
5. Provide general direction to the Executive Director regarding implementation activities for the above in accordance with the policies of the Board of Directors.
6. Oversee the recruitment of, develop a recommendation for, negotiate with and act to select an Executive Director.
7. Evaluate the Executive Director through appointment of an Evaluation Committee and action upon that Committee's recommendations.
8. Exercise all other powers that may be delegated to it by resolution of the Board of Directors.
9. Transmit copies of minutes of Executive Committee meetings to the members of the Board of Directors no later than the earlier of (a) thirty (30) days from the date of the meeting at which action was taken, or (b) the next meeting of the Board of Directors.

B. Appointments

1. At the annual meeting, members of the Executive Committee shall be selected for a one year term from those members serving on the Board of Directors. Alternates to the Board of Directors shall not be eligible to serve as Executive Committee members.
2. The composition of the Executive Committee shall be as follows:
 - a. One member representing each member County Commission.
 - b. Members are selected from representing cities and villages, one of which shall be the largest populated city in the region. The other members shall be chosen by a caucus of the member cities in attendance, to be held in conjunction with the annual meeting. One member shall be chosen from each of the counties located within the MPO Planning Area and paying the assessment required for participation in the MPO function. Selection of additional members equal to the number of counties in the Region's MPO Planning Area shall be chosen from all eligible members, with a restriction that the county with the largest populated city in the region shall have a total of no more than the number of counties in the MPO Planning Area plus one for the largest city in the region. Results will be announced immediately thereafter and become effective at the next Executive Committee meeting.
 - c. Three members representing townships, to be chosen by a caucus of the member townships in attendance, to be held in conjunction with the annual meeting. Members shall be chosen from the counties located within the MPO Planning Area and paying the assessment required for participation

in the MPO function. No more than one member shall be located within the same county. Results will be announced immediately thereafter and become effective at the next Executive Committee meeting.

- d. Three members representing non-governmental and/or other governmental participants, to be chosen by a caucus of those non-governmental and other governmental members in attendance, to be held in conjunction with the annual meeting. Results will be announced immediately thereafter and become effective at the next Executive Committee meeting.
- e. The Chairperson of the Board of Directors, who shall also serve as Chairperson of the Executive Committee.
- f. The First Vice-Chairperson and Second Vice-Chairperson of the Board of Directors.
- g. In the event that an Executive Committee member shall resign, die, be incapacitated or fail or refuse to carry out his duties as a member of the Executive Committee, a caucus of the member's type of entity shall be reconvened to select a replacement member using the process described in this section. A person who shall succeed a member in the events stated shall serve for the unexpired term of such member.

C. Executive Committee Meetings

- 1. **General** The Executive Committee will be scheduled to meet at least six times within the calendar year. The time and the place shall be determined by the Board of Directors, with every consideration given as to the probability of maximum attendance at the meetings. The Chairperson, with the concurrence of a majority of the Executive Committee members, shall have the discretion to add, delete, or modify the time, date, and/or place of any meeting.
- 2. **Quorum** A quorum shall consist of a majority of the total number of all Executive Committee members
- 3. **Voting** Each member of the Executive Committee shall be entitled to cast one vote on matters coming before the Executive Committee. At meetings at which a quorum is present, a majority of the votes cast shall constitute official action by the Executive Committee. Upon the request of any member, a roll call vote shall be taken.

D. Procedures

The procedures and operations of the Executive Committee shall be the same as those applicable to the Board of Directors, except to the extent otherwise provided in this Section IX.

SECTION X.

TECHNICAL ADVISORY COMMITTEE

A. Duties and Responsibilities

There is hereby created a permanent Technical Advisory Committee (hereinafter called TAC) that shall provide advice to the Board of Directors in regard to:

1. Long and short range comprehensive plans for the development of the region.
2. Professional and technical considerations involved in plans and decisions.
3. Programs for financing, staging, detailing, administering, or otherwise implementing the plans.
4. Solutions to specific development programs.
5. Evaluating, making recommendations, and reviewing analysis for recommendation to the Board.

B. Participation

1. Each participating unit of local government shall be entitled to appoint one voting member to the TAC, who shall be an employee or, if there is no appropriate employee available, an elected official of that member's organization. Each non-governmental or other governmental appointing authority shall be entitled to appoint one member to the TAC, who shall be an employee or an appointed official of that member's organization. In the event that a TAC member shall resign, die be incapacitated or fail or refuse to carry out their duties as a member, that member's appointing body may appoint a successor. A person who shall succeed a member in the events stated shall serve for the unexpired term of such member.

The County Engineers from each of the counties that are members of the MPO in accordance with the provisions of Division 4 of Subsection VI.A. shall also be members of the TAC. Additionally, in accordance with the requirements of the current surface transportation reauthorization bill, the district office(s) of the Ohio Department Of Transportation that serve the MPO Planning Area and the urban transit operators are each eligible to appoint one member to participate in the TAC.

2. Each appointing authority may also appoint one alternate to the member it has designated. Said alternate shall be employee or, if there is no appropriate employee available, an elected or appointed official of that member's organization and authorized to act in place of such member in the event of the latter's absence at any meeting of the TAC and to cast such votes as such member could have cast if present.

3. Each member may be appointed or elected for a term of two years and may be re-appointed or re-elected. Terms are effective with annual membership January 1st.

C. Officers

The officers of the TAC shall consist of a Chairperson, Vice-Chairperson and Secretary. The County Engineers from each of the counties that are members of the MPO, in accordance with the provisions of Division 4 of Subsection VII. C, shall Chairperson the TAC on an annual rotating basis. The Chairperson of the TAC shall appoint, annually at the March meeting, the Vice-Chairperson from among the members of the TAC. The Executive Director of the Commission shall serve as Secretary of the TAC.

D. Quorum

A quorum shall consist of TAC members or their alternates present at the meeting.

E. Voting

Each member of the TAC shall be entitled to cast one vote on matters coming before the TAC at meetings thereof, except that only members of the MPO in accordance with the provisions of Division 4 of Subsection VII. C may vote on issues related to the Commission's duties and responsibilities as an MPO.

At meetings at which a quorum is present, a majority of the votes cast shall constitute official action by the TAC. Upon the request of any member, a roll call vote shall be taken.

**SECTION XI. INSTITUTE FOR LIVABLE & EQUITABLE COMMUNITIES
STEERING COMMITTEE**

A. Duties and Responsibilities

There is hereby created a permanent Institute for Livable & Equitable Communities Steering Committee (hereinafter called ISC) that, on behalf of the Board of Directors, shall:

1. Provide oversight, guidance and advisory leadership to accomplish the mission and vision for the MVRPC Institute for Livable & Equitable Communities.
2. Establish strategic direction for the Institute and determine near and long-term priorities for the ISC and all Institute Sub-Committees, whether temporary or permanent.
3. Appoint members to serve on Institute Sub-Committees.
4. Evaluate and explore evidence based solutions and create synergy for the Institute strategic priorities.

5. Ensure a sustainable operations strategy and alignment of resources to accomplish the established strategic priorities.
6. Advocate for funding, legislation, and policy adoption in support of Institute strategic priorities.
7. Offer formal motions of support, recognition and commendation for efforts aligned with Institute strategic priorities.

B. Participation

1. Members of the ISC will represent MVRPC member organizations or Institute funders and will be approved by the MVRPC Board of Directors.
2. The Executive Committee will determine the initial members of the ISC with approval by the Board of Directors.
 - a. After the initial members have been approved, future members and the chairperson will be recommended by the nominating committee that is appointed by the Chairperson in January. The nominating committee will provide their recommendations at the March Board of Directors meeting for approval.
3. The total number of voting members of the ISC shall be thirteen (13) with not more than 3 Institute funders.
4. Members of the ISC will be diverse and will include representatives from MVRPC member organizations or Institute funders who align with the Institute domains, and will include grassroots community leaders.
5. The ISC shall meet at least quarterly and provide summary reports to the MVRPC Board of Directors on a quarterly basis with a formal presentation no less than annually.
6. The time and the place shall be determined by the ISC, with every consideration given as to the probability of maximum attendance at the meetings. The Chairperson, with the concurrence of a majority of the ISC members, shall have the discretion to add, delete, or modify the time, date, and/or place of any meeting.
7. In the event that an ISC member shall resign, die, be incapacitated or fail or refuse to carry out their duties as a member, that member's organization may appoint a successor subject to the approval of the Executive Committee. A person who shall succeed an ISC member in the events stated shall serve for the unexpired term of such member.
8. Each member is appointed for a term of one year and may be re-appointed annually. Chairpersons serve two (2) year terms. Terms are effective with annual membership on January 1st.

C. Officers

The ISC officers shall consist of a Chairperson, Vice-Chairperson and Secretary. The Chairperson will be appointed by and a member of the MVRPC Board of Directors. The Executive Committee will appoint the initial Chairperson. The Chairperson of the ISC shall appoint annually at the January meeting a nominating committee to recommend a slate of candidates to serve as the Vice-Chairperson and Secretary from among the members of the ISC. Members of the ISC shall vote on the slate of candidates annually at their April meeting.

D. Temporary Sub-Committees, Working Groups or Task Forces

1. The ISC may establish other temporary sub-committees, working groups or task forces in order to meet a specific challenge.
2. These temporary groups shall not be permanent, and must have limited scope and timeframe.
3. These temporary groups shall be led by a member of the appropriate group. Participants shall be comprised of individuals and organizational representatives committed to accomplishing the task of the temporary group. Participants will be solicited, not appointed.
4. These temporary groups shall provide reports to the ISC at each meeting during the temporary committee's tenure.

E. Quorum

For the meetings of each body, a quorum shall consist of 1/3 of current ISC members.

At meetings for which a quorum is present, a majority of the votes cast shall constitute official action by the ISC. Upon the request of any member, a roll call vote shall be taken.

F. Procedures

The procedures and operations of the ISC shall be the same as those applicable to the Board of Directors, except to the extent otherwise provided in this Section XI.

SECTION XII. OTHER COMMITTEES

- A.** The Board of Directors may establish and appoint members to standing committees, whose members may be drawn from both the membership of the Board of Directors as well as other sources, on such basis as may be appropriate. Any Board of Directors member shall be eligible to be appointed by the Board of Directors as Chairperson of a standing committee.

Said committees may carry out any activities within the scope of the Commission's authority in order to facilitate intergovernmental cooperation or coordination between participating units of governments, or for any other lawful purpose. Any such committee may represent, or be formed for a purpose concerning, fewer than all units of governments participating in the Commission.

- B.** The Board of Directors shall have the authority to establish and appoint members, including committee Chairpersons, to ad-hoc committees, whose functions consist of providing advice and counsel to the staff, standing committees, Executive Committee and/or Board of Directors, on a specific task or project.
- C.** At any committee meeting, a quorum shall consist of a majority of the total number of all committee members.
- D.** A majority vote of those committee members present and voting shall constitute official action by any committee.
- E.** Each committee member shall be permitted to name an alternate to act for the member in the member's absence. The alternate's name shall be provided by the member to the Chairperson of the committee in writing.
- F.** Committee meetings shall be held at such time as there occurs a need to do so. Time and place of meetings shall be determined by the Chairperson of the committee in consultation with the Executive Director. The Chairperson of the Board of Directors shall be informed of the time and place of all committee meetings.

SECTION XIII. FINANCIAL RESPONSIBILITIES

A. General

The Board of Directors may accept, receive, and expend funds, grants, donations, and services from: the federal government or its agencies; departments, agencies, and instrumentalities of state or local governments; quasi-governmental sources; and civic and other non-governmental sources. It may also contract with respect thereto, and provide such information and reports as may be necessary to secure such financial aid. Any liabilities or obligations that the Board of Directors may incur in the exercise of these powers shall not constitute any liability or obligation on the part of the individuals who are members of the Board of Directors, the participating units of local government, or the cooperating non-governmental organizations.

B. Annual Budget and Work Program

- 1. The Annual Budget and Work Program for maintaining and operating the Miami Valley Regional Planning Commission, for the fiscal year beginning July 1st next, shall be prepared by the Executive Director and submitted to the Board of Directors prior to the date of its May meeting for approval. Said budget shall not

include expenditures in excess of current revenues and available resources. Budget and work program revisions shall also be prepared by the Executive Director as necessary during the course of the fiscal year and submitted to the Executive Committee for approval.

2. Following approval by the Board of Directors of the Annual Budget and Work Program, the Executive Director shall prepare an appropriations budget for expenses to be incurred for that year. Such appropriations may be modified or supplemented from time to time during the year, but shall at no time exceed the amount reflected in the currently approved Budget and Work Program or revisions approved by the Executive Committee thereto.

C. Apportionment of Costs

1. General

- a. As a condition of participation, each unit of local government shall be required to pay a per capita assessment based upon the total population within that government's boundaries, as determined by the most recent U.S. Census. In the case of a township, the assessment shall be calculated upon the total population of the unincorporated areas within its boundaries. In the case of a county, the level of assessment shall be calculated upon an amount equivalent to 25% of the total county population.

One level of per capita assessment shall be established for those members located within the MPO Planning Area that are eligible to participate in the MPO function. A separate level of assessment shall be established for those members that are not located within the MPO Planning Area.

The assessment level shall be reviewed and approved annually by the Board of Directors and any changes therein shall be approved by two-thirds of the total membership. Any change shall be effective January 1st of the following calendar year and no change shall be made after November 1st of any year. Weighted voting shall not be employed in establishing the assessment level.

- b. Each non-governmental organization and other governmental member that desires to participate and establish liaison with the Commission and nominate persons for appointment as non-governmental or other governmental members thereto shall pay an annual fee to defray such additional costs as their activities may engender for the Commission. The amount shall be determined annually by the Board. Any change in this fee shall be effective January 1st of the following calendar year, and no change shall be made after November 1st of any year.
- c. In the first year of participation, the applicable assessment or fee shall be prorated based upon the amount of time remaining in that calendar year. In the case of a unit of local government, the amount shall be paid no later

than thirty (30) days following the passage of the resolution of cooperation. Commencement of participation is contingent upon receipt of payment.

- d. Where functions or committees shall be established by the Board of Directors that shall represent less than all units of government participating in the Commission in order to carry out activities within the scope of the Commission's authority, special assessments may be levied against those units of government represented based upon the cost of services rendered to, and the operation of, such functions or committees.

2. Delinquency in Payment

- a. After the first year of participation, annual membership assessments, fees, and dues shall be billed by the Commission no later than January 1 and shall be paid no later than April 15. Failure to remit payment within this period shall be construed as withdrawal by the delinquent party, resulting in the removal of all rights and privileges of participation, including the right of the member appointed by it to vote, until said remittance shall be received by the Commission. Should any delinquent party seek reinstatement in any subsequent year, said party shall be reinstated only after payment of all assessments, dues and fees owed to the Commission.

D. Receipts, Expenditures and Disbursements

1. Upon receipt of any funds, the Treasurer of the Commission shall deposit them with the Treasurer of Montgomery County, Ohio. Said funds shall be deposited to the account of "Miami Valley Regional Planning Commission."
2. An imprest cash account shall be maintained by the Treasurer for the purpose of minor disbursements. All other disbursements of the Commission and the replenishment of the imprest cash account shall be made by voucher drawn on the Auditor of Montgomery County, signed as hereinafter provided.
3. The procedures for authorizing expenditures or disbursements shall be periodically reviewed and established by the Executive Committee, with the provision that the Executive Director shall not approve his/her own account.
4. A monthly report detailing expenditures and reimbursements shall be prepared by the Executive Director, reviewed by the Second Vice-Chairperson, and provided to the Executive Committee.
5. Should the need arise, the Executive Director may temporarily designate a deputy administrative employee of the Commission to act in the Executive Director's behalf on the matters referred to in paragraphs 3 and 4 above.

E. Contracts and Agreements

1. The Executive Director is hereby authorized to undertake for any government participating in or any nongovernmental organization cooperating with the Commission, the study, planning and mapping of, or reporting upon public matters affecting the development of such participating government or nongovernmental organization, which pertain to the region as a whole or any part thereof. The costs and scope of such services shall be by agreement and shall be paid by the participating government or non-governmental organization in accordance with that agreement.
2. The Executive Director is hereby authorized to make formal application for, accept, and execute all grants and contracts which are specified and approved by the Board of Directors or Executive Committee as part of the Annual Budget and Work Program.
3. The procedures for authorizing the execution of all other agreements/contracts for expenditures or disbursements shall be periodically reviewed and established by the Executive Committee.
4. Should the need arise, the Executive Director may temporarily designate a deputy administrative employee of the Commission to act in the Executive Director's behalf on the matters referred to in paragraphs 1, 2 and 3 above.

SECTION XIV. AUDIT OF RECORDS

A fiscal audit of the operations, activities and records of the Commission shall be performed annually by a firm of independent certified public accountants. A copy of the audit shall be made part of the permanent records of the Commission and copies shall be made available to all participating governments and public agencies in addition to appropriate state and federal agencies.

SECTION XV. PERSONNEL

The Board of Directors shall delegate to the Executive Committee the responsibility for the employment of an Executive Director and such other personnel as may be necessary to perform the work of the Commission within the limits of the budget.

- A. The Executive Director shall be appointed by and serve at the pleasure of the Executive Committee of the Board of Directors.
- B. The Executive Director, as an Officer of the Commission without vote, shall have charge of and manage the active operation of the Commission; shall employ all personnel and superintend and control the work to be done by said personnel; shall sign all reports, correspondence, and recommendations of the Commission; shall keep active accounts of all property passing through the Executive Director's

hands; shall be responsible for public relations and information; shall do and perform all other duties incident to the operation of the Commission; and perform such other duties as may from time to time be assigned to or requested of the Executive Director by the Board of Directors or the Executive Committee.

- C.** The Executive Director shall prepare and, upon approval by the Executive Committee, administer personnel policies, job classifications, and a salary plan for Commission employees.
- D.** The Executive Director shall serve as Secretary to any committees and shall see that such duties as the position entails are performed.
- E.** Should the need arise, the executive director may temporarily designate a deputy administrative employee of the Commission to act in the Executive Director's behalf on the matters referred to in paragraphs B through D above.
- F.** In the event of the resignation, extended absence, or incapacity of the Executive Director, the Board of Directors may employ such person or persons as necessary, including any member of the Board of Directors, on an interim basis, until the Executive Director resumes responsibilities or a new Executive Director is selected, and may compensate the person so appointed from funds available for that purpose; and may also allocate and apportion the functions and duties assigned to the Executive Director under this Constitution among such persons, and in such manner, as the Board of Directors may decide.

SECTION XVI. AMENDMENT PROCEDURES

This Constitution may be amended from time to time only in accordance with the following procedures, and under no circumstance shall weighted voting be employed:

- A.** A resolution approving the form of such proposed amendment shall be adopted by the Executive Committee at least fifteen (15) days prior to the date of the next regular meeting of the Board of Directors; or a petition signed by at least ten (10) members setting forth the proposed amendment shall be delivered to the Executive Director at least fifteen (15) days prior to the next regular meeting of the Board of Directors.
- B.** The Executive Director shall, within five (5) days thereafter, transmit to each Board of Directors member a copy of the proposed amendment.
- C.** Such proposed amendments shall be presented at the next regular meeting of the Board of Directors. Amendments shall become effective upon receiving the affirmative vote of a majority of all Board of Directors members present and voting at such meeting, if a quorum is present.
- D.** Paragraphs A, B, C and D of this Section XV may be amended only if the proposed amendment has been approved at a meeting by the affirmative vote of a

two-thirds majority of the Board of Directors members present and voting at such meeting, if a quorum is present.

SECTION XVII. INCLUSION OF STATUTES AND SEVERABILITY

All applicable statutes of the State of Ohio are included in this Constitution and are made a part thereof.

If any article, section, subsection, paragraph, sentence, or phrase of this Constitution is for any reason held to be invalid by a court of competent jurisdiction, such provision shall be considered to be severable and such decision shall not affect the validity of the remaining portions of this Constitution.

SECTION XVIII. WITHDRAWAL

- A.** Any unit of local government may withdraw its participation at any time by duly adopting a resolution to do so and delivering a certified copy thereof approved by the legislative body of said unit of local government to the Executive Director of the Miami Valley Regional Planning Commission, at least three hundred sixty-five (365) days prior to the actual date of withdrawal.

Such withdrawal shall be effective on the three hundred sixty-sixth (366th) day from the date the Executive Director acknowledges receipt of the certified copy of the resolution to withdraw. Presentation of the resolution to withdraw shall not relieve the withdrawing party of its obligations to contribute its pro-rata share of fees, costs and assessments during its period of participation, nor shall said withdrawing party withdraw its area from the study area before the effective date of withdrawal.

- B.** Any non-governmental or other governmental organization may withdraw its support, maintenance and cooperation at any time by a letter indicating its intent to do so, and delivering a copy thereof, approved and signed by the chief executive officer of said organization, to the Executive Director of the Miami Valley Regional Planning Commission, at least ninety (90) days prior to the actual date of withdrawal.

Such withdrawal shall be effective on the ninety-first (91st) day from the date the Executive Director acknowledges receipt of the letter of withdrawal. Presentation of the letter of withdrawal shall not relieve the withdrawing party of its obligation to contribute its annual dues during its period of participation, nor is any portion of said dues considered refundable.

- C.** If official notice of withdrawal from the Commission is not given as prescribed herein, the withdrawing party shall remain liable for all fees, costs and assessments applicable to it and shall be reinstated only after payment thereof to the Commission.

SECTION XIX. DISSOLUTION OF THE MIAMI VALLEY REGIONAL PLANNING COMMISSION

MPO designation shall remain in effect until an official re-designation is made by agreement between the Governor and local government units that represent at least 75% of the existing MPA population (including the largest city), based upon population as named by the US Bureau of Census.

The Miami Valley Regional Planning Commission shall be dissolved only after and upon full compliance with the procedure for dissolution as described herein and under no circumstance shall weighted voting be employed:

- A.** The Chairperson of the Board of Directors shall notify every member of the Board of Directors by registered mail, return receipt requested, at least sixty (60) days before the day of the Board of Directors meeting at which a motion for dissolution is to be discussed. At said meeting, a motion will be entertained to dissolve the Miami Valley Regional Planning Commission. Following said motion, which is duly made and seconded, each member in attendance shall be polled and his/her vote recorded.
- B.** After the votes have been tabulated and it has been ascertained that more than two-thirds (2/3) of the full membership of the Miami Valley Regional Planning Commission have voted to dissolve the Miami Valley Regional Planning Commission, the Commission shall be dissolved. At the earliest possible date following date of dissolution, all monetary debts incurred by the Board of Directors, Executive Committee, and/or the staff, shall be paid in full.
- C.** Each political subdivision represented on the Board of Directors at the time of dissolution shall be entitled to and receive its pro-rata share of the net proceeds from the disposal of the assets after all debts are paid, to be used exclusively for public purposes.

Adopted by the Miami Valley Regional Planning Commission, July 18, 1963

Amended April 3, 1968
Amended May 23, 1973
Amended September 26, 1973
Amended March 27, 1974
Amended December 3, 1975
Amended September 22, 1976
Amended September 28, 1977
Amended September 26, 1979
Amended March 24, 1982
Amended January 26, 1983
Amended October 26, 1983
Amended October 24, 1984
Amended January 22, 1986
Amended September 23, 1992

Amended February 25, 2004
Amended September 7, 2006
Amended January 4, 2007
Amended December 3, 2009
Amended March 7, 2019
Amended May 6, 2021

Institute for Livable and Equitable Communities

Institute Steering Committee

September 16, 2021



MIAMI VALLEY

Regional Planning Commission

INSTITUTE FOR LIVABLE & EQUITABLE COMMUNITIES



Institute for Livable and Equitable Communities

Vision

The Institute places an intentional focus on livability and equity, launching programs and transforming systems that create a community where all people can thrive.

Mission

The Institute for Livable & Equitable Communities at the Miami Valley Regional Planning Commission (MVRPC) convenes critical partners and is the central point of coordination for a long-term, multi-faceted effort to address nine domains proven to enhance livability and equity in communities.

Institute for Livable and Equitable Communities

INSTITUTE STEERING COMMITTEE

REGIONAL EQUITY INITIATIVE

REGIONAL EQUITY INITIATIVE
SUB-COMMITTEE

RACIAL EQUITY TASK FORCE

NEEDS OF
UNDERSERVED
COMMUNITIES
& STRATEGIC,
INTENTIONAL
ENGAGEMENT

LIVABLE COMMUNITIES INITIATIVE

REGIONAL LIVABLE COMMUNITIES
SUB-COMMITTEE

MIAMI VALLEY AGE-FRIENDLY
COMMUNITIES NETWORK

INSTITUTE DOMAINS

ALWAYS APPROACHED USING THE LENS OF IMPROVING BOTH LIVABILITY AND EQUITY



EDUCATION



ENTREPRENEURSHIP,
EMPLOYMENT &
VOLUNTEERING



ENGAGEMENT



HEALTH &
ENVIRONMENT



HOUSING



NEIGHBORHOOD



SAFETY &
JUSTICE



TECHNOLOGY &
CONNECTIVITY



TRANSPORTATION

Creating the Institute

- MVRPC Bylaws 5/6/2021 update adds an Institute for Livable and Equitable Communities Steering Committee (ISC)
- 13 members approved by MVRPC Executive Committee and Board of Directors
 - At least 10 Delegates from MVRPC Board of Directors
 - No more than 3 Institute Funders
- Chairperson serves 2 years
- Other members serve 1 year renewable terms

ISC Duties & Responsibilities

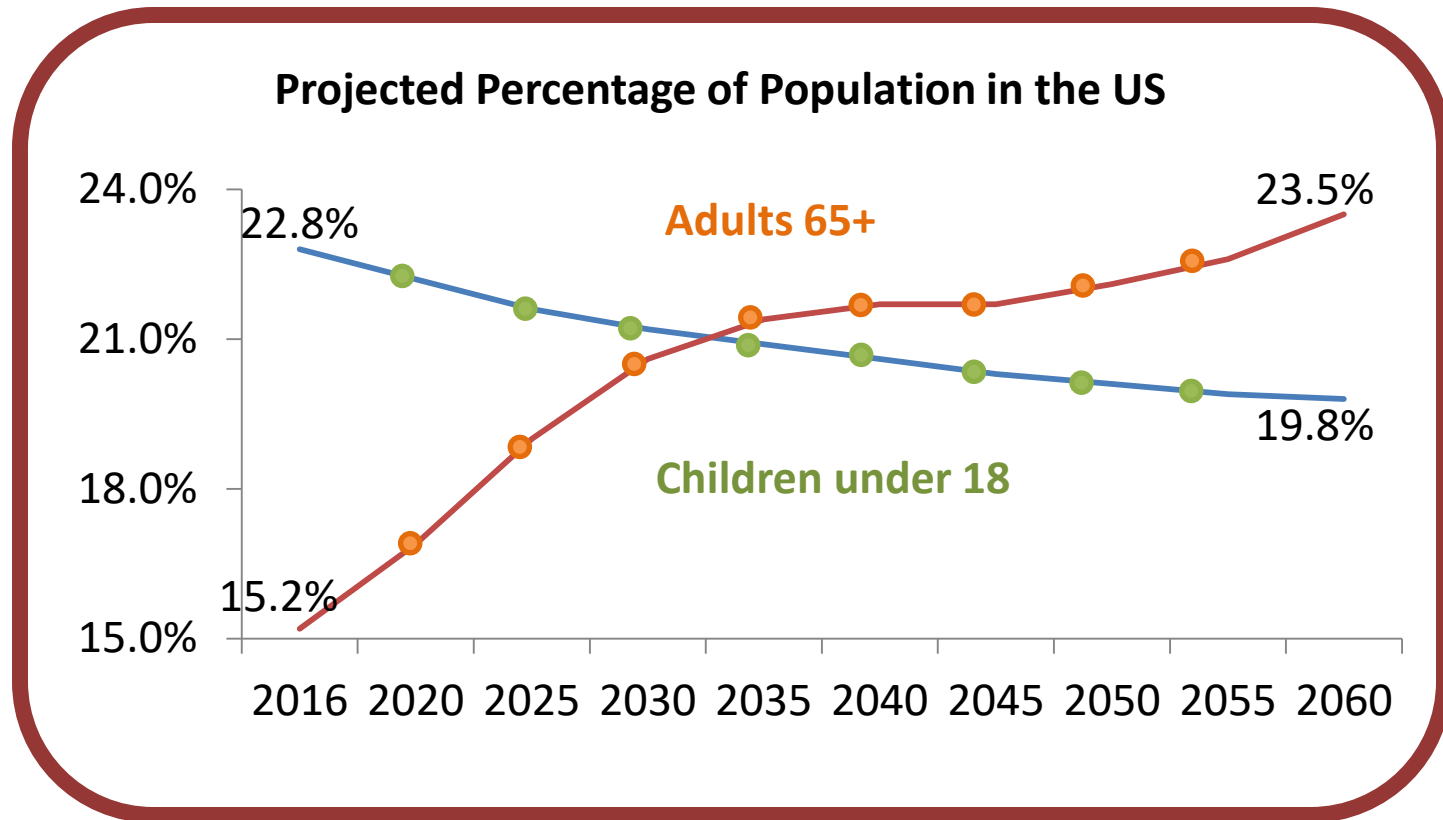
1. Provide oversight, guidance and advisory leadership to accomplish vision and mission
2. Establish strategic direction and set priorities in the Institute's Work Plan
3. Establishes a process for selecting REI and RLC delegates
 - Confirms whether current REI members desire to continue under the new structure
4. Evaluate and explore evidence based solutions
5. Ensure sustainable operations strategy and alignment of resources
6. Advocate for funding, legislation and policy adoption
7. Offer formal motions of support, recognition, and commendation for efforts aligned with Institute priorities.

Institute Committees Timeline

- June MVRPC Nominating Committee Formed and ISC Positions Announced
- August Nominating Committee Report out
- MVRPC Executive Committee and Board Confirm
- September ISC Inaugural Meeting
- October ISC announces REI and RLC members
- November or December: First Meetings of both subcommittees



Monumental Shift: Changing Demographics



By 2035, older adults will outnumber children for the first time in history



Join the National Age-Friendly Movement

Enrollment – AARP Age-Friendly Communities/Coalition of Communities in Ohio

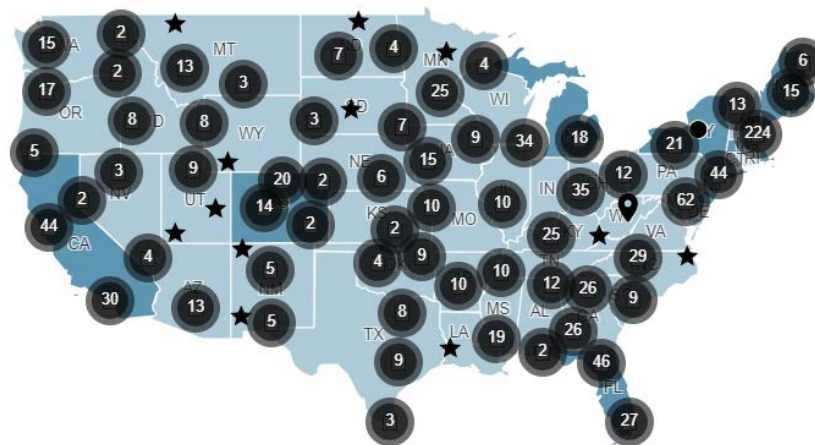
Year 1: Conduct a survey and listening sessions

Year 2: Create an action plan

Years 3-5: Implementation

Year 5: Progress /status update

AARP National Network of Age-Friendly States & Communities



Coalition of Age Friendly Communities Ohio



Age Friendly Next Steps

- The first quarterly meeting of the Miami Valley Age-Friendly Network (MVAFN) will meet Wednesday, October 13th at 10am via Zoom. mvrp.org/age-friendly
- The MVAFN will establish a network of key stakeholders who will work together to establish age-friendly community objectives for the region
- Next year funding will become available for agencies who are active in the MVAFN to implement demonstration projects which promote age-friendly communities in the Miami Valley region



MIAMI VALLEY

Regional Planning Commission

Shaping Our Region's Future Together

937.223.6323

<https://www.mvrpc.org>

ISC Members

Full Name		Company	Business Phone	E-mail	Categories
Ms. Debborah Wallace	Chairperson	Beavercreek Township	(937) 429-4472	dwallace@beavercreektownship.org	ISC M
Mr. Willis O. Serr		City of Centerville	(937) 433-7151	wserr@centervilleohio.gov	ISC M
Mr. Matthew F. Joseph		City of Dayton	(937) 333-3636	matt.joseph@daytonohio.gov	ISC M
Ms. Nancy Byrge		City of Huber Heights	(937) 233-1423	nbyrge@hhoh.org	ISC M
Ms. Sarah A. Williams		City of Huber Heights	(937) 223-1423	swilliams@hhoh.orh	ISC A
Ms. Mary Ann McDonald		City of Trotwood	(937) 837-7771 Ext. 721	mmcdonald@trotwood.org	ISC M
Mr. Rap Hankins		City of Trotwood	(937) 854-7212	raphankins@mac.com	ISC A
Mr. Jeffrey Hoagland		Dayton Development Coalition	(937) 222-4422	jhoagland@daytonregion.com	ISC M
Mr. David Burrows		Dayton Development Coalition	937-222-4422	dburrows@daytonregion.com	ISC A
Mr. Michael M. Parks		Dayton Foundation	(937) 222-0410	mparks@daytonfoundation.org	ISC M
Ms. Rebecca A. Benná		Five Rivers MetroParks	(937) 277-5300	rbenna@metroparks.org	ISC M
Ms. Kristina Scott		Learn to Earn Dayton	(937) 225-4598 ex 3054	kristina.scott@learntoearn Dayton.org	ISC M
Mr. Chris Mucher		Miami Township in Greene Cou	(937) 767-2460	trustees@miamitownship.net	ISC M
Ms. Judy Dodge		Montgomery County	(937) 225-6470	dodgej@mcohio.org	ISC M
Ms. Geraldine Pegues		Montgomery County	(937) 225-4695	peguesg@mcohio.org	ISC A
Mr. David Haber		Preble County	(937) 456-8143	dhaber@prebco.org	ISC M
Ms. Shannon Isom		YWCA	(937) 465-5550	sisom@ywcadayton.org	ISC M
ISC M = Member ISC A = Alternate					

INSTITUTE FOR LIVABLE & EQUITABLE COMMUNITIES - REVISED FIVE YEAR BUDGET

ANNUAL REVENUE PROJECTIONS BY SOURCE

ANNUAL INVESTMENT

SOURCE	ACTUAL 2020	2021	2022	2023	2024	TOTAL REVENUES	INVESTMENT TYPE/ DESCRIPTION
MIAMI VALLEY REGIONAL PLANNING COMMISSION	\$ 96,115	\$ 200,000	\$ 253,885	\$ 250,000	\$ 200,000	\$ 1,000,000	Projections based on MVRPC project work in transportation planning, air quality, equity, information systems, finance and project management funded through state and federal grants.*
The DAYTON FOUNDATION	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 750,000	Grant for Equity & Livable Communities Work \$125,000 6/2020, \$125,000 3/2021
DEL MAR FUND - THE DAYTON FOUNDATION	\$ -	\$ 74,000	\$ 37,000	\$ -	\$ -	\$ 111,000	Del Mar Encore Fellows
DEL MAR FUND - THE DAYTON FOUNDATION	\$ -	\$ 25,000	\$ 10,000	\$ 7,500	\$ 7,500	\$ 50,000	Age-Friendly Initiative Administration
DEL MAR FUND - THE DAYTON FOUNDATION	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 300,000	Responsive Grant Making
FUNDRAISING	\$ -	\$ -	\$ -	\$ 200,000	\$ 225,000	\$ 425,000	Fundraising required to balance in 2023, 2024 and out years
TOTAL REVENUE	\$ 346,115	\$ 624,000	\$ 625,885	\$ 532,500	\$ 507,500	\$ 2,636,000	

ANNUAL EXPENSE PROJECTIONS WITH SOURCE

ANNUAL EXPENDITURE BUDGET

DESCRIPTION	2020	2021	2022	2023	2024	TOTAL	FUNDING SOURCE
DIRECTOR STRATEGY & ENGAGEMENT	\$ 9,694	\$ 34,362	\$ 35,393	\$ 36,455	\$ 37,548	\$ 153,452	MVRPC*
TRANSIT PLANNER - LIVABLE COMMUNITIES	\$ 8,719	\$ 18,955	\$ 31,356	\$ 32,297	\$ 33,265	\$ 124,592	DEL MAR FUND - THE DAYTON FOUNDATION - FUNDRAISING
PROJECT MANAGEMENT, TRANS PLANNING, INFORMATION SYSTEMS, ADMINISTRATION, OFFICE SPACE & SUPPORT	\$ 86,422	\$ 165,638	\$ 218,491	\$ 213,545	\$ 162,452	\$ 846,548	MVRPC*
REGIONAL EQUITY INITIATIVE MANAGER	\$ 66,902	\$ 129,553	\$ 120,216	\$ 123,822	\$ 127,537	\$ 568,029	THE DAYTON FOUNDATION - FUNDRAISING
INSTITUTE LEADERSHIP INDIRECT	\$ 34,088	\$ 58,691	\$ 65,761	\$ 65,761	\$ 65,761	\$ 290,061	THE DAYTON FOUNDATION - DEL MAR FUND - FUNDRAISING
DEL MAR FELLOW - AGE FRIENDLY COMMUNITIES	\$ -	\$ 37,000	\$ -	\$ -	\$ -	\$ 37,000	DEL MAR FUND
DEL MAR FELLOW - EQUITABLE COMMUNITIES	\$ -	\$ 37,000	\$ 37,000	\$ -	\$ -	\$ 74,000	DEL MAR FUND
SUPPLIES	\$ 16	\$ 257	\$ 257	\$ 150	\$ 150	\$ 830	THE DAYTON FOUNDATION
POSTAGE	\$ -	\$ 300	\$ 300	\$ 300	\$ 300	\$ 1,200	THE DAYTON FOUNDATION
TRAVEL	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 6,000	THE DAYTON FOUNDATION
MILEAGE & LOCAL TRAVEL	\$ -	\$ 500	\$ 750	\$ 750	\$ 750	\$ 2,750	THE DAYTON FOUNDATION
TRAINING, MEETINGS & EVENTS	\$ -	\$ 7,500	\$ 30,000	\$ 10,000	\$ 4,800	\$ 52,300	THE DAYTON FOUNDATION
RESEARCH, DATA & DASHBOARDS	\$ -	\$ 4,000	\$ 15,000	\$ 4,000	\$ 500	\$ 23,500	THE DAYTON FOUNDATION
PLANNING & EVALUATION	\$ -	\$ 3,000	\$ 14,000	\$ 2,000	\$ 500	\$ 19,500	THE DAYTON FOUNDATION
ADVERTISING	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 500	\$ 2,500	THE DAYTON FOUNDATION
PRINTING	\$ -	\$ 200	\$ 200	\$ 200	\$ 200	\$ 800	THE DAYTON FOUNDATION
MEMBERSHIPS	\$ -	\$ 500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,500	THE DAYTON FOUNDATION
OTHER EXEPENSES	\$ -	\$ 9,000	\$ 9,000	\$ 5,000	\$ 1,000	\$ 24,000	THE DAYTON FOUNDATION
RESPONSIVE GRANT MAKING TO MVRPC MEMBERS	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 300,000	DEL MAR FUND
TOTAL	\$ 205,840	\$ 581,456	\$ 658,723	\$ 575,279	\$ 515,264	\$ 2,536,562	
OVER/UNDER	\$ 140,275	\$ 42,544	\$ (32,838)	\$ (42,779)	\$ (7,764)		
GRANT FUNDS AVAILABLE	\$ 140,275	\$ 182,819	\$ 149,981	\$ 107,202	\$ 99,438		

* MVRPC personnel funded through state and federal grants. Descriptions and estimated costs of project work are maintained in separate project tracking documents.

MEMORANDUM OF UNDERSTANDING (“MOU”) Amendment #1
Institute for Livable & Equitable Communities
The Dayton Foundation and The Miami Valley Regional Planning Commission

The Institute for Livable & Equitable Communities (the “Institute”) at the Miami Valley Regional Planning Commission (“MVRPC”) will convene critical private, public and community partners from all sectors and be the central point of coordination for a long-term, multi-faceted effort to address nine domains proven to enhance livability and equity in communities.

The launch of the Institute will be a partnership between MVRPC and The Dayton Foundation (“TDF”), in full collaboration with and support from Learn to Earn Dayton, The Del Mar Healthcare Fund of The Dayton Foundation, AARP/WHO, and local business, healthcare, non-profit and higher education institutions.

The Institute will have a profound impact on the Region, providing a sustainable framework for strategic initiatives that focus on systems transformation and collective impact in areas ranging from economic development to transportation to education. It also creates the opportunity for substantive partnerships between public and private entities and the community which result in an equitable, attractive, engaging, supportive and sustainable Region for all people. The Institute will coordinate research and assemble data; lead a robust community engagement process resulting in a high-level strategic plan which identifies assets, needs, resources and potential actions for each domain; secure grants and alternative funding; leverage the region’s resources for collective impact; and create the opportunities for communities and organizations to implement an ever-evolving range of aligned strategies and demonstration projects to advance livable & equitable communities throughout the Greater Miami Valley Region (the “Region”).

Vision:

The Institute places an intentional focus on livability and equity, launching programs and transforming systems that create a community where all people can thrive.

Mission:

The Institute for Livable & Equitable Communities at the Miami Valley Regional Planning Commission (MVRPC) convenes critical partners and is the central point of coordination for a long-term, multi-faceted effort to address nine domains proven to enhance livability and equity in communities.

Framework

The framework for the Institute for Livable and Equitable Communities is derived from the Livable Communities domains outlined by the World Health Organization / AARP. A

set of nine domains specific to the most critical challenges in our Miami Valley Communities are identified as follows:

Education

A commitment to learning, beginning at an early age and continuing through all stages, is essential to developing a strong workforce and ensuring long-term economic viability.

Entrepreneurship, Employment & Volunteering

All individuals should have the opportunity to work for themselves, work for others, or to volunteer their expertise, and contribute productively in a way that is meaningful and a benefit to our community.

Engagement

Authentic engagement of all individuals to shape the future of their community and a culture which embraces interactions among diverse groups, learning, mutual respect and value of the contributions of all.

Health & Environment

Access to quality, affordable health services, mental health resources and wrap-around community support systems are vital. Clean air and clean water have a direct connection to health and quality of life.

Housing

Communities need to include affordable and desirable housing options for varying life stages, varying abilities, and varying bank accounts.

Neighborhood

Vibrant neighborhoods include residential, retail and open spaces that are well connected and meet the needs of all in the surrounding community.

Safety & Justice

Public health, safety, general welfare, and justice are fundamental needs. They are not luxuries afforded to a few. They must be protected and upheld for all individuals.

Technology & Connectivity

Expansion of access to technology, connectivity and the intentional dissemination of information through a wide variety of traditional and digital means to ensure all members of the community are informed of matters that impact them.

Transportation

Driving a car shouldn't be the only way to get around. Public transit, coordinated mobility and human service transportation systems, integrated freight and logistics systems, walkability, and bike-friendliness contribute to livable, equitable and lively communities for all.

All work of the Institute will aim to improve livability and equity in the Miami Valley. The lenses of livability and equity will be used to shape the work of the Institute in all of the domains critical to thriving communities. The domains will not operate in isolation; rather they will permeate all work of the Institute.

Governance Structure

The governance structure for the Institute was established in the MVRPC bylaws, with a revision adopted by the MVRPC Board of Directors in May 2021. The governance structure for the Institute is consistent with membership and term structure of other MVRPC committees. This means members will be appointed and terms will be prescribed.

Institute Steering Committee (ISC)

The Institute Steering Committee will be comprised of 13 representatives from MVRPC member organizations or Institute funders. The responsibilities of the ISC are to provide oversight, guidance and advisory leadership; establish strategic direction; appoint members to sub-committees; evaluate and explore evidence based solutions; establish strategic priorities; advocate for funding, legislation, and policy; and offer support, recognition and commendation.

1. Scope of Work:

MVRPC will provide oversight and administration for functions of the Institute.

Administrative functions include:

- Providing technical direction and program oversight to the Institute;
- Forming and supporting the Institute Steering Committee, Sub-Committee and various Work and Focus Groups;
- Coordinating the program with other agencies, area jurisdictions, transportation system operators and other agency divisions (per MOU and formal agreements);
- Managing reporting/documentation of program activities, such as work program preparation, progress reports, and annual reports;
- Administering grant record-keeping and reporting, ensuring compliance with grant requirements and sub-recipients; and
- Conducting outreach to inform residents, partnering with agencies, and educating communities of the Institute's purpose and role.

Programming functions include:

- Coordinating research and assembling data;
- Facilitating a robust community engagement process that synthesizes equity and age-friendly issues in the context of each of the nine domains;
- Creating a high-level strategic plan which identifies needs, resources, and potential actions for each domain and prioritizes components of initiatives;
- Developing metrics to capture impact of equity work; and
- Creating opportunities for communities and organizations to implement demonstration projects to advance livability and equitable communities.

TDF will provide advisory, capacity building and fundraising support for the Institute, and in so doing will:

- Act as a champion for the work of the Institute;
- Serve as convener of critical partners to advance community conversations around equity and livability;

- Contribute to community wide engagement and leadership capacity building to sustain the work of the Institute;
- Provide guidance and insight, particularly as it relates to funder expectations;
- Secure funds for the launch of the Institute as outlined in the program budget (Exhibit A); and
- Cooperate with MVRPC for the distribution of funds and strategic support of initiatives.

Institute Work Plan will be developed by MVRPC and reviewed annually with TDF.

2. Performance Management:

Annual budgets, work plans and goals for the Institute will be established by MVRPC in consultation with TDF. Day-to-day performance expectations for the Institute will be managed by MVRPC.

TDF and MVRPC will participate in quarterly performance evaluation meetings to review progress and to establish next steps. Should conflicts with either party's policies arise; matters will be resolved on a case-by-case basis to allow both parties to adhere to their respective missions.

3. Employee Status:

All MVRPC staff contributing to the Institute (i.e. those staff members not including Del Mar Fellows) will be employed by MVRPC. MVRPC will conduct all recruiting, hiring, training and performance evaluations. Any human resource issues that arise relating to these employees will be addressed by MVRPC.

4. Office Space, Expense Budgeting and Accounting:

Office space for the Institute will be provided by MVRPC. All anticipated direct and indirect expenses relating to the Institute will be included in the Institute's annual budget. MVRPC shall account for expenses according to its standard accounting principles and practices.

5. Procurement:

MVRPC shall employ its own procurement procedures, provided said procedures comply with applicable federal and state law, regulations and rules.

6. Mutual Investment:

The Institute is funded by TDF grants financed by contributions from private entities and initiative funders and supported by personnel currently funded through federal and state funds secured by MVRPC.

Unless and until this MOU is terminated, and as more specifically set forth below, TDF will make annual grants to MVRPC in support of the Institute in the amount of \$250,000 per year and from the Del Mar Fund in the amounts listed in Exhibit A. MVRPC will support the Institute through contributions of staff leadership, office support and office space.

MVRPC, with support from TDF, will develop a strategic plan for financial and resource sustainability for the Institute beyond the established program budget (Exhibit A).

MVRPC may be eligible to apply for other Dayton Foundation funding sources. This MOU in no way guarantees additional funding from TDF to MVRPC.

7. Reporting:

MVRPC will provide frequent communications and status reports to TDF in order to facilitate cooperation under this MOU. MVRPC will be responsible for reporting annual interim and final reports on January 31 and July 31, respectively, to TDF.

8. Payment and Use of Grants:

The grants from TDF to MVRPC in support of the Institute will be made quarterly and shall be used by MVRPC in accordance with the Institute's agreed upon annual budget. The initial grant shall be made on or within a reasonable time after the effective date of this MOU.

The grants from the Del Mar Fund in support of the Institute will be made annually and shall be used by MVRPC in accordance with the Institute's agreed upon annual budget. The initial grant shall be made on or within a reasonable

time after the effective date of this MOU. MVRPC will invoice TDF for grant funds from the Del Mar Fund.

9. Separate Accounting:

MVRPC will account separately from other revenues received and expenditures made for all funds received and expenditures made in support of the Institute. This includes the creation and consistent use of unique project codes for personnel expenditures.

10. Required Notification:

Immediate notification to TDF is required of any change in MVRPC's ability to meet the terms of this MOU. Likewise, TDF will notify MVRPC immediately of any impending changes to the resources available to support the Institute.

11. Reasonable Access for Evaluation:

Upon request, MVRPC will release to TDF all records and data necessary for financial audits, verification or program evaluations. MVRPC will maintain all records associated with the Institute for a period of no less than three years from the date of final payment.

12. Publicity:

TDF and MVRPC will be acknowledged in all media communication, public announcements or printed materials related to the Institute. Both parties must mutually approve of all media statements and publicity relating to the Institute.

13. Assurances:

Each party to this MOU assures and represents that it:

- a. Has all requisite power and authority to execute this MOU;
- b. Will comply with all the terms of this MOU and all applicable laws and regulations.

14. Insurance:

MVRPC shall maintain and pay for Commercial General Liability Insurance, broad form property damage and personal injury and products/completed

operations coverages occurring out of obligation set forth in this MOU. MVRPC shall deliver to TDF within five business days after the effective date of this MOU and on or before each renewal period, original certificates of insurance as evidence of coverage with limits of at least \$1,000,000. SAID POLICIES AND CERTIFICATES SHALL INCLUDE THE DAYTON FOUNDATION AS AN ADDITIONAL INSURED.

15. Indemnity and Hold Harmless:

MVRPC shall fully indemnify, defend and hold harmless TDF, its officers, directors, employees, agents, volunteers, subsidiaries, affiliates, representatives, successors and assigns from and against any and all claims, allegations, suits, damages, liabilities, losses, expenses, costs, including reasonable attorney's fees, or amounts payable under any judgment, verdict, court order or settlement resulting from or arising out of any damages suffered by any of them or any third party due to (i) MVRPC's and/or its employee's, agent's, or personnel's negligence, tortious or illegal activity or conduct; (ii) any death or injury to any persons or any damage to any property caused by or arising out of any conduct, acts, or omissions of MVRPC and/or its employees, agents or personnel; or (iii) any breach by MVRPC of any of its representations, covenants, or obligations.

Likewise, TDF shall fully indemnify, defend and hold harmless MVRPC, its officers, directors, employees, agents, volunteers, subsidiaries, affiliates, representatives, successors and assigns from and against any and all claims, allegations, suits, damages, liabilities, losses, expenses, costs, including reasonable attorney's fees, or amounts payable under any judgment, verdict, court order or settlement resulting from or arising out of any damages suffered by any of them or any third party due to (i) TDF's and/or its employee's, agent's, or personnel's negligence, tortious or illegal activity or conduct; (ii) any death or injury to any persons or any damage to any property caused by or arising out of any conduct, acts, or omissions of TDF and/or its employees, agents or personnel; or (iii) any breach by TDF of any of its representations, covenants, or obligations.

16. Effective Date/Duration/Termination:

This MOU, and the obligations to which it pertains, was effective as of February 21, 2020. MOU Amendment #1 is effective as of May 6, 2021. Subject to the termination rights set forth below, this MOU is intended to be in effect for three years of the effective date and may be renewed thereafter by agreement of the

parties The effective start date for the Institute is February 21, 2021 and upon the effective date of this MOU, MVRPC may include allowable expenditures which occurred on or following the effective start date.

Each party has the right to terminate this MOU without cause upon 90-days written notice of termination sent to the other. Either party may terminate this MOU without notice in the event of a breach by the other which breach is not cured within ten (10) days after written notice thereof is given. In the event of termination, MVRPC shall be reimbursed for all financial obligations it incurs up to the date of termination.

17. Governing Law, Dispute Resolution and Limitation of Liability:

All questions concerning the validity, operation, interpretation, and construction of this MOU, and all claims that relate to, pertain to or arise out of this MOU or the parties obligations or performance hereunder, will be governed by and determined in accordance with the substantive laws of the State of Ohio and the Federal laws of the United States, without giving effect to the conflict of law provisions thereof. Any dispute or claim that arises out of, relates to or pertains to this MOU or the parties' obligations or performance hereunder shall first be submitted to the MVRPC Executive Committee and TDF Board for resolution. If no resolution is agreed upon then the dispute or claim should be submitted to mediation where the parties shall in good faith attempt to resolve their dispute. The parties shall equally divide mediation fees, if any. If no settlement is achieved through mediation, or if the parties cannot in good faith agree on a mediator, claims must then be resolved by way of arbitration, before a single arbitrator. The arbitration shall be held in Dayton, Ohio, with the arbitrator chosen and the arbitration proceedings conducted pursuant to the American Arbitration Association's Commercial Arbitration Rules.

Neither party shall be liable for or be required to indemnify the other party for any incidental, consequential, exemplary, special, punitive, or lost profit damages that arise in connection with this MOU, regardless of the form of action (whether in contract, tort, negligence, strict liability, or otherwise) and regardless of how characterized, even if such party has been advised of the possibility of such damages.

18. Integration:

This MOU represents the complete and exclusive statement of agreement respecting the subject matter hereof and supersedes and renders null and void any and all agreements and proposals (oral or written), understandings, representations, conditions, and other communications between the parties relating hereto and shall constitute the only valid binding and enforceable agreement between them. This MOU may be amended only by a subsequent writing that specifically refers to this MOU.

The Dayton Foundation

**Miami Valley Regional
Planning Commission**

Michael M. Parks, President

Brian O. Martin, Executive Director

Dated

Dated

DRAFT



MIAMI VALLEY

Regional Planning Commission

INSTITUTE FOR LIVABLE & EQUITABLE COMMUNITIES

DRAFT WORK PLAN

2021 - 2022

Institute for Livable and Equitable Communities

INSTITUTE STEERING COMMITTEE

REGIONAL EQUITY INITIATIVE

REGIONAL EQUITY INITIATIVE
SUB-COMMITTEE

RACIAL EQUITY TASK FORCE

NEEDS OF
UNDERSERVED
COMMUNITIES
& STRATEGIC,
INTENTIONAL
ENGAGEMENT

LIVABLE COMMUNITIES INITIATIVE

REGIONAL LIVABLE COMMUNITIES
SUB-COMMITTEE

MIAMI VALLEY AGE-FRIENDLY
COMMUNITIES NETWORK

INSTITUTE DOMAINS

ALWAYS APPROACHED USING THE LENS OF IMPROVING BOTH LIVABILITY AND EQUITY



EDUCATION



ENTREPRENEURSHIP,
EMPLOYMENT &
VOLUNTEERING



ENGAGEMENT



HEALTH &
ENVIRONMENT



HOUSING



NEIGHBORHOOD



SAFETY &
JUSTICE



TECHNOLOGY &
CONNECTIVITY



TRANSPORTATION

Institute Staffing

Committee/Initiative	MVRPC Lead/s	TDF Point of Contact
Institute Steering Committee	Brian / Stacy	Mike / Barbra
Regional Livable Communities	Stacy	Barbra
Regional Equity Initiative	Carlton	Barbra

Targeted Institute Meeting Schedule

Committee/Initiative	Frequency	Total Meetings / Year
Institute Steering Committee	Quarterly	4 meetings
Regional Livable Communities Sub-Committee	Semi-Monthly	6 meetings
Regional Equity Initiative Sub-Committee	Monthly	12 meetings
Miami Valley Age-Friendly Network	Quarterly	4 meetings
Institute Core Group (MVRPC & TDF) for overall Institute Coordination	Quarterly	4 meetings

Institute Administration Next Steps

✓ Bylaws approved & adopted through MVRPC legal counsel & TAC/Board	Brian / Tawana / Stacy
Determine and execute process for nominations and appointments to ISC/RLC/REI	Brian / Tawana/ Stacy
Revise MOU with the Dayton Foundation to reflect the new Institute structure and clarify roles and responsibilities of the work of the Institute	Tawana / Barbra
Develop a dashboard / tracking tool for capturing the MVRPC staff work on the portfolio of Institute projects within MVRPC	Tawana / Andrew / Carlton
Dayton Foundation and MVRPC teams meet quarterly to discuss Institute progress internally, meeting one month to 6 weeks prior to ISC meetings/subcommittee meetings.	All MVRPC leads / TDF counterparts

Institute Projects & Institute Steering Committee

ISC 1. Bring together in a collaborative way key stakeholders to identify a community strategy. Establish livability and equity action steps, leveraging the region's resources for collective impact.

<p>Manage the Institute Structure.</p> <ul style="list-style-type: none"> ✓ Formation of the ISC and Sub - Committees ✓ Membership ✓ Chairpersons ✓ Meeting frequency 	MVRPC & ISC
<p>Guide the work of the ISC and Institute Sub-Committees.</p> <ul style="list-style-type: none"> • Establish a comprehensive strategic planning process • Deliberate engagement of critical community partners and the public • Consider the elements of livability and equity in the framework of the nine domains 	
<p>Use data from 2020 Census and other data to establish benchmarks and dashboards around each of the Institute domains.</p>	

ISC 2. Creating a network of critical partners through attendance at relevant meetings, trainings, & community events.

ISC, RLC and REI meetings will feature informative and action oriented agendas to propel the work of the Institute.	MVRPC
<p>Host Annual Institute Forum.</p> <ul style="list-style-type: none"> • Collaborative project between the ISC, Regional Livable Communities and Regional Equity Sub-Committees • Agenda of the annual Institute Forum will be focused on the domains • These one-day events will enhance the preparedness of agency staff, member jurisdictions and partners to advance the work of the Institute through the lenses of livability and equity 	

ISC 3. Broad communication about the value and impact of creating livable & equitable communities.

Institute communication plan and strategy established.	MVRPC
Institute website, e-newsletters, collateral materials developed.	

ISC 4. Execute high-impact, focused projects that address community needs, leveraging resources and leadership in multiple domains.

Identify one or two projects to lead where the Institute will have a significant impact. <ul style="list-style-type: none">• Digital Divide – Actively working on this project since 2020, and this work will continue/expand• MVRPC launching a regional “Plan4Health” initiative• Determine priority for additional projects	MVRPC & ISC
Ensure all Institute projects and programs include a community facing outreach strategy so that the process is informed by the public at regular intervals.	

ISC 5. Celebrating and institutionalizing best practices.

Develop focused strategies and tools that help transform member jurisdictions into livable and equitable communities. Promote solutions among member and partner organizations.	MVRPC & ISC
Establish a library of best practices, both locally and nationally to share as examples for members, stakeholders and partners.	
Explore opportunities to formalize recognition of efforts that support the mission and vision of the Institute through media, awards and commendations.	

Regional Livable Communities Sub - Committee / Age - Friendly Network

<i>RLC 1. Building a coalition of key allies and participants</i>	
Manage the RLC Sub-Committee <ul style="list-style-type: none"> ✓ Membership ✓ Chairperson ✓ Meeting frequency 	MVRPC
Create opportunities for member organizations, partners, stakeholders and community members to engage with the work of the RLC	

<i>RLC 2. Coordinating with AARP and other partners around age-friendly communities objectives</i>	
Establish Age Friendly Network	Serena / Del Mar Encore Fellow
Coordinate quarterly meetings covering a broad range of topics to include topics on the AARP Age Friendly Designation process	

<i>RLC 3. Creating the structure and opportunities for communities and organizations to implement an ever evolving range of demonstration projects to advance age-friendly communities throughout the region</i>	
Encore Fellow onboarding and establishment of a process for administering demonstration grants	Serena / Del Mar Encore Fellow

RLC 4. Initiating a process to formally join Age-Friendly Network with AARP / WHO, solidifying the focus on livability for all ages

Convene meetings and provide technical assistance for applicants who are looking to go through the official Age-Friendly Designation process and/or apply for AARP Community Challenge grants

Develop a process for communities to apply for Del Mar demonstration grants to implement pilot projects within the Region

Serena /
Del Mar
Encore
Fellow

RLC 5. Institute Coordination

Coordinate projects and opportunities for cohesive work in the domains with the Regional Equity Sub-Committee.

Report progress quarterly to the Institute Steering Committee

Stacy /
Serena

Regional Equity Initiative Sub - Committee / Racial Equity Task Force

<i>REI 1. Establishing a shared vision, common equity goals, and a defined strategy for Regional equity efforts.</i>	
Manage the REI Sub-Committee. <ul style="list-style-type: none"> ✓ Membership ✓ Chairperson ✓ Meeting frequency 	Carlton Eley and the REI Subcommittee.
✓ REI vision statement, mission statement, and goals developed in 2020.	
Continue and complete the REI Subcommittee's, self-initiated immersion training on racism – the Sankofa Project. <ul style="list-style-type: none"> • The Racial Equity Task Force proposed this project as a priority • The Sankofa Project centers around joint read of a text, allowing the REI Sub-Committee to understand and confront the nuances and subtleties of racism • The monthly conversations inform the equity strategies that are devised by the REI Subcommittee 	
Arrange opportunities for the REI Subcommittee to meet and learn from local and national experts who can elevate solutions from advancing equity in various domains, including clear outcomes and tangible results.	

<i>REI 2. Ensuring meaningful community engagement. Identify, include and engage under-represented community members in the work, making sure that all voices are represented at the table so that we plan with – not for them.</i>	
Review and process input from Equity Listening Sessions and other forums. <ul style="list-style-type: none"> • Identify most frequent concerns • Follow up on outstanding questions • Insights gained from this input will inform projects and outreach 	Carlton Eley, Public Engagement Subcommittee
Launch an equity events calendar. <ul style="list-style-type: none"> • Single resource site for local events and trainings • Public facing with focus on opportunities for community members along with member organizations, partners and stakeholders 	
Create opportunities beyond the monthly REI Sub-Committee meetings which allow and encourage broad community, member organization, partner and stakeholder engagement.	

REI 3. Execute high-impact, equity focused projects that address community needs, leveraging resources and leadership in multiple domains.

<p>Assist member organizations and partners to deliver projects and programs with local impact.</p> <ul style="list-style-type: none"> • Provide advisory services and technical expertise to those interested in advancing equity in their organization or community • Examples: Miamisburg, Huber Heights, Dayton, Omega CDC 	Carlton Eley
<p>Collaborate with Learn to Earn and other partners on the Northwest Dayton / Blue Meridian project.</p>	
<p>Undesign the Redline</p> <ul style="list-style-type: none"> • Support Learn to Earn's leadership of the exhibits through active participation in the community engagement and public information planning committees. • Lead the "What's Next?" efforts after the exhibit – creating opportunities for further engagement and project related efforts identified as a result of exhibit 	
<p>Launch the "Environmental Justice Academy" in cooperation with EPA Region 5 in Chicago.</p> <ul style="list-style-type: none"> • The Environmental Justice Academy equips grassroots leaders with skills necessary to take action, and to influence change in their communities. • Participants develop skills to identify environmental challenges resulting in adverse conditions and accomplish their communities' environmental improvement goals. • Topics include environmental law, visioning, community capacity building, leadership development, consensus building and dispute resolution, partnering and leveraging resources, identifying financial resources, management and leadership, replication of best practices. • As communities consider how to advance equity, it is important to acknowledge environmental justice represents one of the pathways for achieving this goal. • The Environmental Justice Academy will increase the capacity building and organizational development of participants, and it will facilitate opportunities for MVRPC to establish relationships with new partners. 	

REI 4. Developing and implementing an approach to scale equity efforts to additional cities, institutions and corporate partners in order to create a “culture of equity” and to accomplish systems transformation.

Identifying a cohort of equity facilitators in each domain so that there is cross-sector agreement about what engagement around equity should entail within the different participating partner organizations and that will represent a reliable and reputable community of professionals devoted to equity work.	Carlton & Del Mar Encore Fellow
Convening a critical mass of cross-sector leaders to experience the same equity trainings, resulting in shared understanding about what equity means to community leaders and requires of community organizations.	
Create an Equity Training and Education Program to help partner organizations within the Miami Valley to cultivate “an equity filter” and equity thought process in their communities.	
Identifying partners in each domain who will serve as “early adopters” for exploring how to address institutional policies and practices that are contributing to or exacerbating inequities within their organizations and their systems by conducting equity impact reviews.	

REI 5. Using data to identify the most appropriate approaches to address equity issues

Synthesize findings from local research and ensuring that all the relevant data for addressing the equity issues associated with underserved populations are available, especially as related to the targeted sectors.	Carlton & REI Subcommittee
Leverage MVRPC’s convening power and host a “strategic discussion” on metrics and indicators for equity.	
Explore options for creating an equity metrics tool. <ul style="list-style-type: none"> • Create a tool to track, analyze and display performance indicators for equity • Use of multiple data sources, including those related to the domains • Focus on transparency and general accountability. 	

RLC 6. Institute Coordination

Coordinate projects and opportunities for cohesive work in the domains with the Regional Livable Communities Sub-Committee.	Carlton
Report progress quarterly to the Institute Steering Committee	

REGIONAL EQUITY INITIATIVE			
EQUITY LEADERSHIP TEAM MEMBERS			
Last Name	First Name	Email	Agency/Company
Belcher	Ellen	ellenbelcherlanger@gmail.com	Community Leader
Brown	Branford	branford.d.brown@gmail.com	Community Leader
Budzik	Ron	rbudzik042@gmail.com	Ron Budzik Consultant - Owner
Burnley	Dr. Larry	lburnley1@udayton.edu	University of Dayton
Carter	Michael	Michael.carter@sinclair.edu	Sinclair Community College
Cooper	Jeffrey	jacooper@phdmc.org	Public Health Dayton & Montgomery County
Fields	Erica	erica.fields@daytonohio.gov	Dayton Human Relations Council
Hankins	Rap	raphankins@mac.com	City of Trotwood
Hollingsworth	Torey	Victoria.Hollingsworth@daytonohio.gov	City of Dayton Asst. to Mayor Whaley
Lieberman	Deborah	liebermand@mcchio.org	Montgomery County Commissioner
Liss-Katz	Julie	Jelisskatz@gmail.com	Dayton Business Committee
Martin	Brian O.	bmartin@mvrpc.org	MVRPC
Maultsby	Tom	Tomm@dayton-unitedway.org	United Way
Miller	Adriane	amiller@nccjgreaterdayton.org	National Conference for Community Justice
Mims	Jeffrey	jjmimsjr@gmail.com	City of Dayton Commissioner
Naas	Steve	snaas@countycorp.com	County Corp
Parks	Mike	mparks@daytonfoundation.org	Dayton Foundation
Pinkard	Dr. Elfred-Anthony	epinkard@wilberforce.edu	Wilberforce University President
Rice	Walter	Walter_Rice@ohsd.uscourts.gov	U.S. Federal Courts - Judge
Scott	Kristina	kristina.scott@learntoearn Dayton.org	Learn to Earn Dayton
Tyler	Mary	Maryetyler16@gmail.com	Community Leader
Whaley	Nan	Nan.whaley@daytonohio.gov	City of Dayton - Mayor
RACIAL EQUITY TASK FORCE MEMBERS			
Brown	Branford	branford.d.brown@gmail.com	Community Leader
Burnley	Dr. Larry	lburnley1@udayton.edu	University of Dayton
Fields	Erica - RETF Chair	erica.fields@daytonohio.gov	Dayton Human Relations Council
Hollingsworth	Torey	Victoria.Hollingsworth@daytonohio.gov	City of Dayton Asst. to Mayor Whaley
Rice	Walter	Walter_Rice@ohsd.uscourts.gov	U.S. Federal Courts - Judge
Stonerock	Barbra	bstonerock@daytonfoundation.org	Dayton Foundation
Theobald	John	theobaldj@mcchio.org	Montgomery County
Roediger	Michael	mroediger@daytonart.org	Dayton Art Institute
Sellassie	Amaha	internationalmorality@gmail.com	Community Leader
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NON MEMBERS - INFO ONLY			
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