CITY OF SHELTON POVERTY TASK FORCE
CHARTER
July 2013

Introduction
On July 8, 2013 the City of Shelton Commission authorized the formation of a volunteer citizens’ Poverty Task Force. The purpose was to collect data and develop facts in order to propose mitigations that will ease the impacts of poverty on people and businesses in Shelton. The Task Force is made up of persons from divergent backgrounds, in order to provide the widest possible perspective on this difficult challenge. Task Force members will bring their experience, background and points of view to thoughtfully, creatively and collaboratively create viable and definitive recommendations.

Define the Volunteer Citizen’s Poverty Task Force
- **Membership**
  1. Melanie Bakala
  2. Tom Davis
  3. Steve Goins – non-voting member
  4. Jessica Hopper
  5. Tamra Ingwaldson
  6. Marcus Jernberg
  7. Joe Mikel
  8. Jim Morrell
  9. Dave Salzer

- **Mission** – The Task Force is charged to collect data and develop facts in order to propose recommendations that will mitigate the impacts of poverty in Shelton.
- **Tasks & Responsibilities** – Task Force members will attend each meeting unless excused in advance, accomplish all homework on time, be willing to do other work as necessary, be open minded, and work collaboratively in order to accomplish the mission.
- **Deliverables** – Create viable, written recommendations and present them to the City Commission in a regular public meeting, with all Task Force members present to affirm their agreement.
- **Group Process, and Reporting** – The Task Force will elect their own officers, and be led by an openly elected Task Force Chair. Task Force members will support one another during this effort and follow the agreed upon ground rules listed below in order to accomplish the Task Force’s mission.
- **Sunset Provision** – The Task Force will disband upon presenting its recommendations to the City Commission.

Timeline
The Task Force will deliver its written recommendations to the City Commission at a Regular Formal Business meeting on or before November 25, 2013.

Ground Rules and Task Force Membership Commitment:
- Each member will demonstrate a genuine commitment to problem solving and mutual respect among the other Task Force members.
- Members will commit to listening carefully, asking questions to understand, and making statements to explain or educate.
- Members will state needs, problems and opportunities first and positions last, and avoid hidden agendas.
- If members do not agree with statements or positions by other members, they will offer reasons why and alternatives.
- Members will work to reach consensus on all proposals being considered by the Task Force. Consensus means that all members will support all parts of a proposal.
- Members are to collaborate, build consensus, and create proposals that represent the opinions of the Task Force members. Proposals will therefore seek to be inclusive of all members' opinions. Alternative opinions will be incorporated in the final deliverables of the Task Force.
- At the conclusion of an issue, members will work to agree on the message that will be included in the report.
- No member may speak for another member while communicating with non-members.
- Each member will accept the responsibility to keep friends and associates informed of the progress of the Task Force.
- Members will engage in actions that promote productive meetings and will encourage the active participation of each individual member. Examples of these actions are:
  a. Speak to educate, listen to understand.
  b. Pursue win/win solutions.
  c. State motivations and justifications clearly. Discuss issues openly with all concerns on the table. Avoid hidden agendas.
  d. Ensure that each individual has a chance to be heard.
  e. Start and stop meetings on time.
  f. Take side conversations outside—listen respectfully.
  g. Be trusting and trustworthy.
  h. Acknowledge and appreciate the contributions of others, even when you disagree.
- Members agree to spend the time in preparation for meetings so that their participation is both meaningful and relevant and to refrain from participation if they are unprepared.

Agreed upon by the members of the Volunteer Citizen's Poverty Task Force

Melanie Bakala

Signature

Date

Tom Davis

Signature

Date

Steve Goins

Signature

Date

Jessica Hopper

Signature

Date

Tamara Ingwaldson

Signature

Date

Marcus Jernberg

Signature

Date

Joe Mikel

Signature

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Jim Morrell

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Dave Salzer

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