



## **Safety and Health Committee Charter**

The Safety and Health Committee is a standing committee of the Windom Community Council (WCC). It supports the WCC in developing neighborhood safety strategies and seeks to empower neighborhood residents to take leadership in crime prevention initiatives and to take a proactive stance to increase safety for Windom residents.

### **Mission and Scope of Responsibilities:**

#### **Mission**

*To advise the organization on matters of public safety throughout our neighborhood through the lens of harm reduction and accountability. It promotes a vibrant, safe, and healthy Windom community for all.*

The Safety and Health Committee's scope of responsibilities include:

- Make recommendations for neighborhood safety and health improvement.
- Participate in committee safety and health meetings as organized by the charter and Board.
- Report unsafe neighborhood conditions to local authorities.
- Review neighborhood security issues
- Review and recommend safety policies to local government.
- Identify crime trends in the neighborhood.
- Recommend ideas for improving safety and health.
- Create and promote open and positive communication around public safety and health within Windom neighborhood.
- Monitor the progress of recommendations, corrective actions to local government agencies with regards to public safety and health.

### **Structure and Roles and Responsibilities:**

The Safety and Health Committee is led by the Chairperson who is elected among members of the Windom Community Council (WCC) Board of Directors at the Annual Officer Elections Meeting for a term of one year. The duties of the Chairperson are to: a.) Conduct all meetings of the committee; b.) Prepare the agenda for all committee meetings; c.) As necessary, form subcommittees and appoint members of such subcommittees. d.) Lead the development of an Annual Committee Work Plan to be approved by the Board each fall.

The Safety and Health Committee shall be comprised of the Chairperson, at least one other WCC Board member, a Windom block leader for each of the 6 (see map) neighborhood quadrants, and at least three additional community members. Committee members should have a strong background in one of the following: public safety, neighborhood block leadership or community health and be representative of diversity in the broader neighborhood. At least one WCC staff member will attend meetings and provide support to carry out the work and goals of the committee.



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Qualified Committee members will:

- Proactively develop relationships with local law enforcement, businesses, and residents.
- Promote community engagement with multiple resources in order to create a safe and inclusive neighborhood for visitors and residents.
- Consider how housing, resources, jobs, and healthcare can be leveraged to make our community safer.
- Coordinate with local organizations that provide outreach to individuals experiencing homelessness or engaging in illegal sex activity or public drug use.

The Committee may meet at least four times per year, (and more often if determined necessary), based upon the scope of work. Meetings are called by the Chairperson of the Committee. Upon the request of the Board, the Committee shall submit the minutes of all meetings of the Safety and Health Committee to, or discuss the matters discussed at each Committee meeting with the board.

The Chairperson may select a Vice Chairperson and a Secretary, which collectively constitute the leadership of the Committee. Leadership positions can be held by existing WCC Board members or other members of the Windom community. The primary duties of the Vice Chairperson are to: a) Serve in the absence of the Chairperson and perform all duties as described above. The primary duties of the Secretary are to: a) Record the minutes of all committee meetings, as necessary; and b) Submit approved minutes to the WCC.

### **Committee's Mode of Operation:**

- Hold Committee meetings at a minimum on a quarterly basis.
- Hold ad-hoc or out-of-cycle meetings as required, including for subcommittee activities.
- Provide regular public updates on activities during the monthly WCC meeting and periodically through social media channels, as appropriate.
- A dedicated email address, managed by the Committee Chairperson, should serve as the primary mechanism for regular Windom neighborhood engagement with the activities of the Committee.
- The Committee will create minutes or reports of its meetings for Board review including dates, roll call information, and decisions made (if any are authorized).

