



Decision Committee Structure

Rapid Response Community Fund

About the Rapid Response Community Fund

The Rapid Response Community Fund is a Field of Interest Fund led by the Regional Response Team and co-directed by a decision-making committee of organizations invested in building a food-secure Bi-state St. Louis region. The Fund's purpose is to immediately respond to food insecurity exacerbated by the Fall 2025 federal shutdown, November 2025 Supplemental Nutrition Assistance Program (SNAP) lapse, SNAP eligibility changes, and economic consequences caused by removal of federal funding.

Fund Objectives

The fund prioritizes small community groups and food justice organizations ready to scale existing farming and food work, provide direct cash assistance to communities impacted by SNAP loss, deliver food to homes, or become a food distribution partner. Funds raised will be used to

- Increase access points by getting dollars immediately to community-rooted groups able to put food into people's hands, especially where there are geographic gaps;
- Coordinate connection between food, needs, and capacity;
- Remove barriers for small groups who fill a crucial role in place-based food security but may not have the resources or infrastructure to partner with larger regional entities.

Decision Committee

The Fund's Decision Committee will be made up of individuals who are interested in applying the current socioeconomic context to application review, partner selection, and award distribution between November 1, 2025 and December 31, 2025.

Members

- Michael Doss, East Side Aligned
- Marissa Hardwict, Washington University in St. Louis
- Michelle Higgins, St. Johns Church
- Andrea Jackson-Jennings, Regional Response Team
- Val Joyner, St. Louis Housing Authority
- Annissa McCaskill, Forward through Ferguson
- Tamyka Perine, Gateway Early Childhood Alliance
- Riisa Rawlins, Community Health Commission
- Bethany Springer, St. Louis Community Foundation

Meetings

The team will meet virtually on a weekly basis through December 31, 2025 or until all funds are permanently expended (whichever comes first). Meetings will include the following:

1. Review of fund health, including balance, expenditures, and solicitations
2. Updates on dollars and/or goods distributed since the last meeting
3. Votes on applications received since the last meeting

Changes to Membership

The Committee will maintain between 7 and 9 members at all times. Membership changes can be made as follows:

- If a new member is added to the starting roster, the first addition must live in Illinois and represent Metro East priorities.
- A member may leave the Committee by sending a written resignation to the RRT Managing Director or the full Committee.
- Any member may recommend a replacement for a vacated seat. The recommendation should be made at least 3 days before the next Committee meeting. Approval of new members will be by a 75% vote.
- A member may be removed from the Committee by a 75% vote should their conduct or ability to serve violate this agreement or prove detrimental to the Fund's purpose.

Responsibilities

Meetings will be managed by Regional Response Team staff. Roles are as follows:

- Managing Director Dr. Andrea Jackson-Jennings will convene the group.
- Facilitation of application review and voting will be conducted by Program Managers Marcel Hagens and Kaelin Richardson.
- Application summaries, data, and other voting materials will be provided by Alaina Smith, Operations Director.
- Meeting reminders, calendar holds, and notes will be documented and distributed by Carrie Crompton. Minutes will be available on the Regional Response Team's website.

Members agree to do the following:

- Build public awareness for the fund and its impact.
- Attend at least 75% of all meetings between November 1-December 31.
- Prepare to actively engage in each meeting by reviewing relevant minutes and materials.
- Contribute to at least one round of application review and approval.
- Adhere to confidentiality, nondisclosure, and conflict of interest agreements.

Decision Procedures

Decision Rule

In order to support equitable decision-making across a diverse leadership group, the Committee uses supermajority quorum and decision rule. This means that in order for a formal vote to take place

- 70% of Committee members must be in attendance or have submitted Absentee votes, and
- 75% of votes must be in the same direction in order for the item to be voted for or voted against.

Abstention

Members are strongly encouraged to vote if there are no ethical concerns or conflict of interest but may determine at any time that they will not vote on an item. It is requested, however, that the individual notifies the full Committee of the abstention as a commitment to creating transparent decision making processes in the collaborative.

Absentee Voting

Members may vote absentee regardless of circumstances so long as

- They commit to having enough information to vote ethically.
- They send their vote via written form, e.g. via text, email, etc.
- They complete their vote within 1 business day after the meeting during which the vote takes place.

Confidentiality and Nondisclosure

The Decision Team recognizes that to fulfill its purpose and ensure efficient operations it must maintain and manage records and information on existing and prospective partners, community members served by partners, donors, prospective donors, grantees, and prospective grantees. These records may contain sensitive information that has been shared with or developed by the Committee and/or its members on a confidential basis. As such, the Committee agrees to adhere to the following norms around sensitive or confidential information.

Confidentiality of Records

The Managing Director of the Regional Response Team shall be responsible for maintaining the confidentiality of the Committee's records. At the discretion of management, members may make all or part of any record available to people outside of the Committee to assist them in executing specific responsibilities that relate directly to Fund business. RRT and the St. Louis Community Foundation staff, Committee members, auditors, legal counsel, and other contractors are authorized to review RRT records as required for the purposes for which they are engaged.

Data Access Best Practices

All data gathered in Regional Response Community Fund activities belongs to the Regional Response Team and not to any individual or organizational member. Members should not download copies of any materials to personal drives or accounts unless necessary to carry out the work of the Committee or without prior authorization from the Committee.

Application submissions, scores, and awards will be documented through a shared database in Airtable, which will be managed by the Regional Response Team's Director of Operations. Full application data will be available to all members of the Fund's Decision Committee through a secure Airtable account associated with their email.

Members should refrain from accessing the Airtable database, funder outreach lists, or other sensitive data points on public networks or in public settings but may otherwise access materials as needed to carry out committee responsibilities.

Data Sharing Guidelines

Committee members will only share information on aggregate total requests and community needs for the purpose of mobilizing funding, addressing service gaps, and maintaining a transparent funding process. This information will be made available through the Airtable data platform in which applications will be stored throughout the Fund's existence.

In some cases, select partners may agree to share the details of their grant request with organizations or individuals outside of the Committee. If a member determines that doing so would

benefit the grantee or fund, they may present a data sharing proposal for a vote during a standard meeting time.

Conflicts of Interest

All members of the Committee and staff are to avoid conflicts of interest or the appearance of conflicts of interest. A member shall be considered to have a conflict of interest if any of the following applies to a circumstance in which a member is a participant in formal voting procedures:

- The member has existing or potential interests that might bias their judgment;
- The member staff is aware that a member of their biological, legal, or chosen family has a controlling interest in the vote or;
- The member staff is an organization or board member with a controlling interest in the vote.

Member Access to Funding

The Committee recognizes that in crises where basic needs are immediately impacted – like with food insecurity – individuals and organizations may have crucial roles in leadership as well as with distribution of goods and services. To account for this, members may receive funding but only if they meet minimum recipient qualifications and recuse themselves from all voting during the meeting in which their application is reviewed.

Members may not receive funding in excess of any award maximums set by the Committee, nor may they receive funding for geographic areas beyond the scope of this fund's geography.

Changes to the Decision Committee

This document and its contents may be changed at any time by a 75% vote of the Decision Committee. In order to begin this process, a member should send to RRT's Managing Director a memo containing a copy or summary of the proposed change at least 3 days prior to the next Committee meeting.

Authorization

The undersigned acknowledge that they have read this agreement and agree with the terms outlined herein.

Signature

Date

Name, Title & Affiliation