Homeless Services Consortium Nominating and Governance Committee
Tuesday January 18th, 2022 from 2:30-4PM
Meeting held Virtually on Zoom
Meeting ID: 830 2142 0691
Passcode: 210149

1. **Introductions and icebreaker**

Discussion Topics

2. **Onboarding for New Board Members / Membership Chairs**
   a. Update on support for new Membership Chair / Vice Chair
   b. Follow-up after committee members attended the training for new Board members
   c. Upcoming plans for training

3. **Conflict of Interest Policy**
   a. Review current status
   b. Work toward a draft to bring to the board of directors for approval
   c. Goal: complete this work in time to present it to the board in its March meeting
   d. Link to our current working draft:
      https://docs.google.com/document/d/1LmbziAv6i5QpGLJm9sQ-WhuzfMv4TOdiOrrPtdd9PNE/edit?usp=sharing

Action Items and Proposals

Next meeting scheduled for Tuesday, February 15th, 2022 from 2:30-4:00PM

Homeless Services Consortium Nominating and Governance Committee
Tuesday February 15th, 2022 from 2:30-4PM
Meeting held Virtually on Zoom
Meeting ID: 829 5609 0984
Passcode: 994032

1. **Introductions and icebreaker**

Discussion Topics

2. **Onboarding for New Board Members / Membership Chairs**
   a. Review of past discussions of how to prepare Board members
   b. Plan for 2022 training of newly elected (or continuing) Board members
      i. When
      ii. What
      iii. Who
   c. Should there be any additional info made available to prospective Board members?

3. **Upcoming work for NomGov committee**
   a. Further work on conflict of interest policy depending on Board response
   b. Review and update Bylaws
   c. Election planning (beginning in ~July)

Action Items and Proposals

Next meeting scheduled for Tuesday, March 15, 2022 from 2:30-4:00PM

Homeless Services Consortium Nominating and Governance Committee
Tuesday March 15th, 2022 from 2:30-4PM
Meeting held Virtually on Zoom
Meeting ID: 829 5609 0984
Passcode: 994032

1. **Introductions and icebreaker**

<u>Discussion Topics</u>

2. **Reminder of upcoming co-chair vacancy beginning with May's meeting**

3. **Review feedback from Board members re: Conflict of Interest Policy**
   a. Only one message received by Torrie – review that feedback
   b. Will be discussed further (and hopefully voted on) in Board meeting on Friday 3/18

4. **Follow-up on conversation about board member training**
   a. In last meeting we agreed to follow up and come up with brief (1-2 paragraph/5 minutes) information on the following topics (we will recommend to the board that they cover these during meetings over the course of the year in a rotating fashion):
      i. Housing First - Matt
      ii. Categories of homeless - Liz
      iii. Prevention - Maggie
      iv. Street Outreach - Matt
      v. Diversion - Maggie
      vi. Emergency Shelter - Matt
      vii. Transitional Housing - Liz
      viii. Permanent Supportive Housing – Brad
      ix. Rapid Rehousing - Liz
      x. Coordinated Entry - Maggie
   b. Please do not forget to do this. Maybe we can aim to provide the first content for April?
   c. Still need to talk to board exec committee about fitting this in / what they think of the idea

5. **Begin review of Bylaws (slated for Mar-Apr-May-Jun meetings)**

<u>Action Items and Proposals</u> – n/a

Next meeting scheduled for Tuesday, April 17th, 2022 from 2:30-4:00PM

Homeless Services Consortium Nominating and Governance Committee
Tuesday April 19th, 2022 from 2:30-4PM
Meeting held Virtually on Zoom
Meeting ID: 829 5609 0984
Passcode: 994032

1. **Introductions and icebreaker**

Discussion Topics

2. **Review new agenda template (see below) with roadmap and list of interested members**

3. **Where should committee documents live (other than Minutes/Agenda on HSC website)?**

4. **Identify upcoming facilitators**

5. **Outcome of Board meeting re: Conflict of Interest Policy / current status of this item**

6. **Review status of Board training efforts (see attached sheet)**

7. **Review Bylaws (as time allows)**

Action Items and Proposals – n/a

Next meeting

Annual Roadmap:

Month	Key Tasks	Facilitator
January	Review goals for year; establish plan for facilitation if needed	
February March April May	Review of BOD Code of Conduct / Bylaws (alternating years); other projects as indicated	
June	Review election process and tasks; review and update job descriptions	
July	Review BOD positions that will be opening; develop BOD candidate questions	
August	Announce open positions and communicate election process and timeline to HSC membership; plan November training for new members	
September	Send official call for nominations (nominations due September 31st); distribute candidate questions to nominees; plan November training for new members	
October	Ensure candidate answers are disseminated to membership; identify eligible voters; create the ballot and facilitate its use	
November	Conduct new board member training (1 NomGov member plus CoC Coordinator)	
December	Debrief election and orientation processes; continue work on Code of Conduct / Bylaws as needed	

Current Nominating and Governance Committee "mailing list":
Matt Julian <matt.julian@unitypoint.org>
Torrie Kopp Mueller <TKoppMueller@cityofmadison.com>
John Brown <unifymadisonwi@gmail.com>
Brenda Konkel <brenda@machonehealth.org>
Chara Taylor <charataylor2876@gmail.com>
Maggie Carden <maggie.carden@icalliances.org>
Melissa Mennig <melissam@trhome.org>
Brad Hinkfuss <bhinkfuss@housinginitiatives.org>
Nick Fatsis <nick@justdane.org>
Kim Sutter ksutter@porchlightinc.org

June 2022 Meeting Agenda

Facilitator: Kim Sutter
Notetaker: ask for volunteer

1. **Introductions**

2. **Brainstorming session re: Coordinated Entry prioritization categories**
   (Report ideas to hsc@cityofmadison.com.)

3. **Review progress on Board training topics, address any questions**
   Brenda → street outreach, prevention
   Brad → permanent supportive housing, board orientation
   Chara → rapid rehousing, categories of homelessness
   Melissa → housing first, diversion, transitional housing
   Kim → coordinated entry, emergency shelter, intro to N&G + Board committee participation

4. **Review election process and tasks, review and update job descriptions**

5. **Review and revise HSC Bylaws**

6. **Walk-on items** (as time allows)

7. **Next meeting**
   Tuesday, 7/19 @ 2:30pm
   Facilitator: TBD
   Notetaker: TBD

*If you need meeting materials in another format, please contact Kim Sutter at ksutter@porchlightinc.org.

August 2022 Meeting Agenda

Facilitator: Chara Taylor
Notetaker: ask for volunteer

1. **Introductions**

2. **Review election process and tasks**
   a. Board position description
   b. Open Board positions
   c. Candidate questions
   d. Election process and timeline
   e. Get on HSC Membership meeting agenda for September, October
   f. Communicate w/ the HSC membership

3. **Review progress on Board training topics, address any questions**
   Brenda → street outreach, prevention
   Brad → permanent supportive housing, board orientation
   Chara → rapid rehousing, categories of homelessness
   Melissa → housing first, diversion, transitional housing
   Kim → coordinated entry, emergency shelter, intro to N&G + Board committee participation

4. **Review and revise HSC Bylaws**

5. **Walk-on items** (as time allows)

6. **Next meeting**
   Tuesday, 9/20 @ 2:30pm
   Facilitator: TBD
   Notetaker: TBD

*If you need meeting materials in another format, please contact Kim Sutter at ksutter@porchlightinc.org.

HSC Nominating and Governance Committee
Tuesday, October 11, 2022 from 2:30pm – 4:00pm
Meeting held virtually on Zoom
Meeting ID: 829 5609 0984
Passcode: 994032

October 2022 Meeting Agenda

Facilitator: Kim Sutter
Notetaker: ask for volunteer

1. **Introductions**

2. **Review election process and tasks**
   a. Create list of potential membership chairs, recruit if possible
   b. Send out candidate questions
   c. Send out candidate slate to membership
   d. Get on HSC Membership meeting agenda for October
   e. Create final ballot w/ write-in slots (present and absentee)
   f. Create and send out list of eligible voters
   g. Announce elected seats

3. **Review and revise HSC Bylaws**

4. **Review progress on Board training topics, address any questions**
   Brenda → street outreach, prevention
   Brad → permanent supportive housing, board orientation
   Chara → rapid rehousing, categories of homelessness
   Melissa → housing first, diversion, transitional housing
   Kim → coordinated entry, emergency shelter, intro to N&G + Board committee participation

5. **Walk-on items** (as time allows)

6. **Next meeting**
   Tuesday, 11/15 @ 2:30pm
   Facilitator: TBD
   Notetaker: TBD

December 2022 Meeting Agenda

Facilitator: Kim Sutter
Agenda & Notetaker: Kim Sutter
Attendance: Kim Sutter

1. **Introductions**

2. **Debrief election process**
   a. Recruitment – process and timeline
   b. Finding a membership chair → contingency plan, change to bylaws (February agenda)
   c. Membership meeting process
   d. Voting and electronic ballot
   e. Any other takeaways/feedback/suggestions for the future

3. **Review and revise HSC Bylaws**

4. **Review progress on Board training topics, address any questions**
   Brenda → street outreach, prevention
   Brad → permanent supportive housing, board orientation
   Chara → rapid rehousing, categories of homelessness
   Melissa → housing first, diversion, transitional housing
   Kim → coordinated entry, emergency shelter, intro to N&G + Board committee participation

5. **Walk-on items** (as time allows)

6. **Next meeting**
   Tuesday, 1/17 @ 2:30pm
   Facilitator: Brad Hinkfuss
   Agenda & Notetaker: Chara Taylor
   Attendance: Wendy Siewert

*If you need meeting materials in another format, please contact Brad Hinkfuss at bhinkfuss@housinginitiatives.org.