



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 – Matt Julian, Liz Duffie, Maggie Carden, Brad Hinkfuss, Melissa Mennig, Chara Taylor, Nick Fatsis**

Discussion Topics

- 2. Onboarding for New Board Members / Membership Chairs**

- a. Update on support for new Membership Chair / Vice Chair
 - i. Kim S checked in with Jael, Joel and Nick for the transition (first HSC meeting happened earlier today).
- b. Follow-up after committee members attended the training for new Board members
 - i. Decided to discuss at a later date when we actually begin planning for training
- c. Upcoming plans for training
 - i. Will begin this in March or whenever finished with conflict of interest policy

- 3. Conflict of Interest Policy**

- a. Review current status –
 - i. Financial conflict of interest in definition is predominantly from HUD – little room for change here
- b. Work toward a draft to bring to the board of directors for approval
 - i. Do we need to define family? Yes, definition added
 - ii. Language is broad and complex
 - Provide examples for clarity
 - iii. Potential vs Relational Conflict of interest – will use “Relational Conflict of Interest” to be more clear that it is an actual conflict not just “might be” a conflict
 - iv. Disclosures: how is this addressed at each meeting?
 - v. Review and fill out form annually as a group
 - vi. Reminder of what agencies are relevant for specific meetings
- c. Goal: complete this work in time to present it to the board in its March meeting
 - i. We were able to come to consensus about the draft in our January meeting; Liz cleaned up, added examples, and sent to Torrie and Board president to be added to the February Board agenda

- d. Link to our current working draft:

<https://docs.google.com/document/d/1LmbziAv6i5QpGLJm9sQ-WhuzfMv4TOdiOrrPtdd9PNE/edit?usp=sharing>

Action Items and Proposals

Liz will clean up, add examples, and sent to Torrie and Board president to be added to the February Board agenda

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 – Liz Duffie, Matt Julian, Maggie Carden, Brad Hinkfuss, Kelly Knutowski, Brenda Konkel**

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 –
 1. Before they start (operating procedures, structure) –
 - a. Who: 1 n&g member and 1 board member – potentially November
 2. Before they start – before EHH, ESG – this type of funding and programs – clarifying that our board exists by directive of HUD so funding is – Hsc is comprehensive and Board is more HUD Focused. For instance, not doubled up – but if the board chooses – can assign priorities/community needs (LIM/KOPP MUELLER)
 3. Role of the board – is it easily understood – 1 page sell sheet.
 - a. Funding
 - b. Advocacy
 - c. Outreach/education
 - d. Consider webinar – several times a year – questions about the board – preferred you attend once before the election. High level vs some of the details – i.e. the glossary – website video 5 min video
 - e. End of year report vs the work. – website updates?
 4. Should funding approval meetings be a “special voting” meeting? No, probably not due to scheduling/attendance challenges/barriers
 5. Consider setting time aside for each meeting for monthly training topic
 - a. i.e. these are street outreach, psh, rrh,
 - b. data review
 - c. categories of homeless – McKinney Vento

- d. Consider Programs under Program types - which types, funders, community improvement or current problem., who
- e. Topics -
 - 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
- 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 April 19th, 2022 from 2:30-4PM
Meeting held Virtually on Zoom
Meeting ID: 829 5609 0984
Passcode: 994032

Notes: 4/19/22

Attendance: Kim Sutter, Melissa Mennig, Brenda Konkel, Chara Taylor, Liz Duffy
-Liz and Maggie's last meeting. Talked about the importance of the committee.

1. Introductions and icebreaker

Discussion Topics

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

- Talked through the annual roadmap, facilitators will rotate. Chara will lead next meeting.

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

- Chara proposed we create a Nominating Governance Committee gmail to store all notes. Everyone agreed. Kim agreed to set up the gmail.

4. Identify upcoming facilitators- Skipped

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

- Board decided to remove the 1 year from lived experience but keep the current participant requirement as it pertains to funding decisions. We have a new conflict of interest policy that passed. Torrie is updating the policy and signature page and sending to Kim to make it a fillable PDF. Need to find a time for the board to sign it. Kim will send documents send to the Executive committee and Brenda will make sure it gets followed up on.

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

- 5 min training topics: Recording or slides? Actual person is probably going to be better received. Suggestion to move Coordinated Entry up in the calendar, how do we keep the training to 5 mins?, Something short in writing and then a follow up link for people that want to deep dive, could Vice President read, could we have a joint project with Education and Advocacy where they do a deeper diver that mirrors the Board schedule, Kim offered to set up a joint PowerPoint template for topics that we can each add to. Suggestions to move categories to reflect funding timeline. Practice for the new board to be started in January 2023.

- Orientation to Board Purpose Training- Pick a Nominating Governance Meeting between now and October to invite TORrie and decide how this training looks, what support is needed?

7. Review Bylaws (as time allows)

- Melissa emailed Torrie to see if she has a current copy of the Bylaws as a word document to edit. -
- Article III is HUD regulation. We should double check that it still matches HUD regulations. Brenda put regulation in chat: <https://www.law.cornell.edu/cfr/text/24/578.7>
- Discussion about whether we should clarify language in Article III that clarifies the responsibility of membership or board.
- Worked on editing the Bylaws.

Annual Roadmap:

Month	Key Tasks	Facilitator
January	Review goals for year; establish plan for facilitation if needed	
February	Review of BOD Code of Conduct / Bylaws (alternating years); other projects as indicated	
March		
April		
May		
June	Review election process and tasks; review and update job descriptions. Invite Torrie to Nominating and Governance meeting to discuss how we can help train new board in the orientation process.	
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 31 st); 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



HSC Nominating and Governance Committee

Tuesday, June 21, 2022 from 2:30pm – 4:00pm

Meeting held virtually on Zoom

Meeting ID: 829 5609 0984

Passcode: 994032

June 2022 Meeting Minutes

Facilitator: Kim Sutter

Notetaker: Kim Sutter

1. Introductions

2. Brainstorming session re: Coordinated Entry prioritization categories

(Report ideas to hsc@cityofmadison.com.)

- Larger families
- Folks who are not well-connected
- Doubled up families
- Length of shelter stay
- Mental illness
- Chronic unemployment, inability to work
- Race (other ways to get at it)
 - o Language barriers
 - o Literacy
- Physical disabilities
- Education
- Sexual orientation
- Minor parents

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

- Chara started her two sections; we talked about adding a list of RRH programs currently operating in our community, will ask Torrie for a complete list
- Discussed four categories of homelessness, checking written standards, adding references to chronic homelessness and doubled-up homelessness

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

- Will review board job description and questions for nominees next month
- Discussed postponing executive committee job descriptions for now
- Will review current board slate, determine which positions will be open for October election
- Kim will do attendance analysis before next meeting for upcoming bylaws vote in HSC
- Discussed asking the Board of Directors to do direct outreach to potential nominees as well

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



HSC Nominating and Governance Committee

Tuesday, June 21, 2022 from 2:30pm – 4:00pm

Meeting held virtually on Zoom

Meeting ID: 829 5609 0984

Passcode: 994032

5. Review and revise HSC Bylaws

- Reviewed non-discrimination section, discussed changing language around Fair Housing Act (federal v. local standards)
- Reviewed sections regarding Board of Directors, made changes to match Code of Conduct

6. Walk-on items (as time allows)

7. Next meeting

Tuesday, 7/19 @ 2:30pm

Facilitator: Brad (if able)

Notetaker: TBD



HSC Nominating and Governance Committee

Tuesday, June 21, 2022 from 2:30pm – 4:00pm

Meeting held virtually on Zoom

Meeting ID: 829 5609 0984

Passcode: 994032

Annual Roadmap

Month	Key Tasks	Facilitators
January	Review goals for year; establish plan for facilitation if needed	Liz
February	Review Board of Directors (BOD) Code of Conduct / Bylaws (alternating years); other projects as indicated	Liz
March		Matt
April		Liz
May		Chara
June	Review election process and tasks; review and update job descriptions	Kim
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 31 st); 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 (N&G member(s) + CoC Coordinator)	
December	Debrief election and orientation processes; continue work on Code of Conduct / Bylaws as needed	

Current Nominating and Governance Committee Mailing List

John Brown – unifymadisonwi@gmail.com

Nick Fatsis – nick@justdane.org

Brad Hinkfuss – bhinkfuss@housinginitiatives.org

Matt Julian – matt.julian@unitypoint.org

Brenda Konkel – brenda@machonehealth.org

Torrie Kopp Mueller – TKoppMueller@cityofmadison.com

Melissa Mennig – melissam@trhome.org

Kim Sutter ksutter@porchlightinc.org

Chara Taylor – charataylor2876@gmail.com

HSC Lived Experience Committee – danelivedexperiencecommittee@gmail.com

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



HSC Nominating and Governance Committee

Tuesday, September 20, 2022 from 2:30pm – 4:00pm

Meeting held virtually on Zoom

Meeting ID: 829 5609 0984

Passcode: 994032

September 2022 Meeting Minutes

Facilitator: Kim Sutter

Notetaker: Kim Sutter

1. Introductions

2. Review election process and tasks

- a. Election announcement (1st round) – done 9/6/22
- b. Presentation at membership meeting – done 9/20/22
- c. Create list of potential candidates, recruit if possible – Kim sent out a template
 - i. Chara will reach out to CAC, LEC
 - ii. Melissa will reach out to MOM, Urban League
 - iii. Kim will reach out to Operation Fresh Start, DAIS
 - iv. Kim will connect Marie w/ Jael re: chair position
 - v. Brad will reach out to Meridian Group
- d. Send out candidate questions – sent questions to Torrie, N&G members may also send out
- e. Send out candidate slate to membership – Kim will create slate to send out
- f. Get on HSC Membership meeting agenda for October – Kim sent email to Joel and Nick
- g. Create final ballot w/ write-in slots (present and absentee) – work w/ Torrie
- h. Create and send out list of eligible voters – Kim will do attendance review
- i. Announce elected seats

3. Review and revise HSC Bylaws – took notes on election process section, will return to it after the election is over to determine if more clarification/edits are needed

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, 10/11 @ 2:30pm

Facilitator: TBD

Notetaker: TBD



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 Minutes

Facilitator: Kim Sutter

Notetaker: Kim Sutter

1. Introductions

2. Review election process and tasks

- a. Create list of potential membership chairs, recruit if possible – ask current chair if he has interest in continuing; send out an email to membership to solicit nominations again
 - i. Ask for nominations from the floor, if none come, Brad will give a little speech encouraging participation
 - ii. We will tell folks that we will propose a contingency plan in November, to vote on in December for what to do if a Chair does not volunteer
- b. Send out candidate questions – done by Torrie and Kim as nominees came in
- c. Send out candidate slate to membership – done by Kim 10/11/22
- d. Get on HSC Membership meeting agenda for October – done
 - i. Kim will reach out to the individual nominees to encourage them to attend the Membership Meeting on 10/18 to speak for up to 2 minutes about their interest
- e. Create final ballot w/ write-in slots (present and absentee) – Chara will work on this
- f. Create and send out list of eligible voters – Kim will send this to Torrie
- g. Announce elected seats – Torrie will do this after absentee votes are in

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: Kim

Notetaker: TBD



HSC Nominating and Governance Committee
Tuesday, December 20, 2022 from 2:30pm – 4:00pm
Meeting held virtually on Zoom
Meeting ID: 829 5609 0984
Passcode: 994032

December 2022 Meeting Minutes

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

1. Introductions

2. Debrief election process

- a. Recruitment – process and timeline
 - i. Like the idea of starting off earlier w/ recruiting
 - ii. Reach out to agencies EDs, maybe have them target their staffs and specifically suggest someone run for these leadership opportunities
 - iii. Could we make volunteering someone mandatory for funded agencies
 - iv. Post on volunteeryourtime.org for United Way
 - v. Check committee attendance to look for potential leaders
 - vi. Agencies could add questions to client surveys about interest
 - vii. Is the virtual meeting setting a deterrent? Is there a way to account for poor internet access, creative solutions?
 - viii. Do another survey of the membership earlier on for ideas of whom to target
 - ix. Should we pick a set time for the Board to meet so that we do not change the schedule every year? Consistency is also important for the public to attend
 - x. We should let folks know that they can be eligible for at-large seats even if they are on LEC or YAB
 - xi. Add an agenda item for the different committees and the Board to brainstorm on who should be on the Board and who individual members could reach out to w/ personal connections (Chara would be willing to bring this to the current Board)
 - xii. Have a consistent pitch and talking points (Takisha will take a swing at this)
 - xiii. Increase outreach effort – developing more of a strategy around how to best do that
 - xiv. How do agency boards recruit? Anything we can learn from that process/strategies?
- b. Finding a membership chair → contingency plan, change to bylaws (February agenda)
 - i. Virtual meetings are a little bit all over the place
 - ii. Scary to take on leadership positions w/ the time and commitment involved
 - iii. Is there a way to actually get work product out of meetings – breakout sessions?
 - iv. Could we come up with standing agenda items for membership meetings so there is less for the chair to come up with?
 - v. Liked how Jael did fish bowls/discussions on different topics w/ different providers + breakout sessions to discuss in smaller groups
 - vi. For contingency plan, we could suggest the Board needs to appoint someone as Chair
- c. Membership meeting process
 - i. Went well, people stayed within their time, though could it be shorter?
 - ii. PowerPoint was good to be visual



HSC Nominating and Governance Committee

Tuesday, December 20, 2022 from 2:30pm – 4:00pm

Meeting held virtually on Zoom

Meeting ID: 829 5609 0984

Passcode: 994032

- d. Voting and electronic ballot
 - i. Sent out the electronic ballot after the membership meeting and gave 48 hours
 - ii. We could extend the voting period to get more participation (e.g. end of the week)
- 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

For future meeting – reassign a couple of these topics to current members

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