



**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:

<b>Month</b>	<b>Key Tasks</b>	<b>Facilitator</b>
January	Review goals for year; establish plan for facilitation if needed	
February		
March	Review of BOD Code of Conduct / Bylaws (alternating years); other projects as indicated	
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 <sup>st</sup> ); 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>  
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