



HSC Nominating and Governance Committee
Tuesday, January 17, 2023 from 2:30pm – 4:00pm
Meeting held virtually on Zoom

January 2023 Meeting Minutes

Facilitator: Takisha Jordan

Agenda & Notetaker: Brad Hinkfuss

Attendance: Torrie Kopp-Mueller

Zoom Host: Brad Hinkfuss

1. **Introduction** – There was some confusion initially about the Zoom session host, facilitator and other roles. Although it didn't reflect the original draft agenda, roles were filled as noted above.
2. **Sacramento City and County Continuum of Care**
 - a. Following up on past homework to research what other CoC's around the country were doing to recruit board members, Takisha shared with the group that she had found some excellent material in the [Sacramento City and County Continuum of Care](#).
 - b. Takisha shared a working document that she has been using to track and reference some of the material in the Sacramento document. That document is the "[Nomination Form Example](#)"
 - c. The group discussed several strong features of the Sacramento CoC approach, with the consensus that it would be good to adopt some of these features.
 - d. Question arose about the best path forward in terms of what to present to the HSC Membership and BOD. Like, how detailed should it be? Should it be a final form or just a concept?
 - e. Group decision to use the N&G meeting to draft a proposal to the Membership and BOD that provides highlights and concepts for what the N&G Committee would like to do in reworking the Dane County HSC Bylaws to adopt some of the practices found in the Sacramento CoC Charter. If the Membership/BOD approves of this effort at a concept/general level, then the N&G Committee will proceed to draft an actual rework to submit to Membership & the BOD later in 2023.
 - f. The February N&G meeting will be used to draft the concept that will then be presented to Membership & the BOD in March.
3. **Items below were not discussed, but were included on the original (unused) agenda**
 - a. **Committee plan and goals for 2023**
 - a. Does this meeting time/date still work for everyone?
 - b. Any volunteers for committee Chair?
 - c. Review committee description in the bylaws
 - i. Is this still an accurate description?
 - ii. Are there duties that could/should be added?
 - d. Look at what is in the committee google drive – anything missing?
 - e. Committee recruitment
 - i. Who might like to join us?
 - ii. Who could/should be at the table?



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iii. How can we

effectively recruit interested members?

- b. **Review and revise HSC Bylaws**
 - a. Ask each committee to review their descriptions/duties in the bylaws, suggest changes/revisions by the April N&G meeting
 - b. Should the Board also review committee descriptions and make suggestions?
- c. **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.
- d. **Next meeting**
 - Tuesday, 2/21 @ 2:30pm
 - Facilitator: Brad Hinkfuss
 - Agenda & Notetaker: Chara Taylor
 - Attendance: Wendy Siewert



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Annual Roadmap

Month	Key Tasks	Facilitators
January	Review goals for year; establish plan for facilitation if needed	Brad
February	Review Board of Directors (BOD) Code of Conduct / Bylaws (alternating years); other projects as indicated	Brad
March		Kim
April		
May		
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 30 th); 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 & Governance Committee Mailing List

John Brown – unifymadisonwi@gmail.com
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 Brad Hinkfuss – bhinkfuss@housinginitiatives.org
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*If you need meeting materials in another format, please contact Brad Hinkfuss at bhinkfuss@housinginitiatives.org.