

Homeless Services Consortium Nominating and Governance Committee
Tuesday August 17, 2021 from 2:30-4PM
Meeting held Virtually on Zoom

Meeting Minutes

In Attendance:

Maggie Carden, Liz Duffie, Kristin Rucinski and Kim Sutter

1. Nom and Gov Committee Leadership
 - a. Liz unable to participate next 2-3 months due to maternity leave
Matt Julian will take notes and help with agenda. Looking for someone to facilitate meeting.
2. Questions for Board candidates.
 - a. Candidates will have two minutes to speak at the membership meeting per the Bylaws. May look at changing the Bylaws for future years.
 - b. Reviewed and edited list of questions for Board candidates.
3. Survey Responses
 - a. Reviewed responses to survey about organizations for Board recruitment/involvement in the HSC
 - b. Assigned agencies to contact about the Board. Kristin will draft an introductory email.
 - i. **Insert List Here**
4. Code of Conduct
 - a. Liz will be presenting the draft Code of Conduct to the Board for approval on Thursday, August 26.
5. Job Descriptions
 - a. Reviewed edits to the Board Member job description
 - b. Job description will be sent out with the announcement of upcoming Board elections
 - c. Kristin will work on job description for HSC Membership Chair/Vice-chair
6. Upcoming Board elections.
 - a. Kristin will send out email announcement via HSC listserv about the upcoming elections.
 - b. Reviewed upcoming election timeline
7. Training for New Board Members
 - a. Training should include:
 - i. How the Board is run
 - ii. Coordinated Entry
 - iii. Funding process – what funding the Board approves
 - iv. Continuum of Care

- v. Orientation to agencies and the services they provide – program types funded by EHH and CoC funding
- vi. Homeless service data – data collection process and what data is available
- vii. System Performance Measures
- viii. Local context – current numbers of people experiencing homeless; racial disparities
- ix. Written Standards – what they are and the role of the Board approving standards
- x. HSC By-laws
- xi. Community Plan
- xii. HSC Committees
- b. Liz will send out the survey to current and former Board members. Will review suggestions in Sept/Oct. Plan training for November

8. Future Meetings

- a. Board Election Process
 - i. Review and make sure it is on track
- b. Continue Code of Conduct work
 - i. Conflict of Interest Policy
 - ii. Other sections if Code of Conduct is not approved by Board and sent back for edits.
- c. Board Exec Committee election process
 - i. Recommendations for improvements to the process for election the Board Executive Committee
- d. Training for new Board Members
 - i. Survey current and former Board Members about their training
- e. Connect with Board Exec Committee about recommendations for Board work/processes
 - i. Set annual calendar for what the Board will work on
 - ii. Annual report from Board (work on including Committees eventually)
- f. Work with Lived Experience Committee and Youth Action Board on person nominated to the Board by each group. Nomination completed by October election so that the Board members can be included in training in November and December.