

Nominating & Governance Committee

February 19, 2019

1:00-2:30 PM

The Road Home, 890 W. Wingra Dr.

Agenda

1. Review and Feedback from Election

a. HSC Chair and Vice Chair

b. Board of Directors

- different colored ballots, having someone pass out ballots at the meeting, People may not be reading information that is sent out in advance, recruitment can be challenging;

- Future meeting: discuss how to recruit for HSC Chair and Vice Chair; ask past chairs co-chairs if they got enough support, what do they need, should the Chair be a CoC- EHH funded agency

2. Review of feedback from Core Committee on Membership Application

Core Notes

- Biannual or Quarterly membership meeting each year

- vote for elections & by-laws

- committee updates

- data presentations

- setting direction for HSC

- Monthly meetings are networking meetings

At-large board members need to be recruited as committee members before they can run for board

- have an application for membership

- what is voting membership requirement: for example attend 3 meetings

- have an orientation for new members prior to the membership meeting

Membership meetings: quarterly, directed strategic,

- *There should be an agency membership and individual membership.

- as an individual do we ask about which agencies you volunteer for

3. Next steps and timeline for membership application

4. Code of Conduct for Board members

5. Full Review of By-laws for 2019

6. Set a regular monthly meeting

Nominating and Governance Committee

March 20, 2019

11 – 12:30

The Road Home

Attendance: Maggie Carden

Brenda Konkel

Torrie Kopp Mueller

Connor Wild

1. Chose regular meeting time: 4th Monday of the month, 11 – 12:30

2. Review membership application

- New members are recruited in the first quarter of the year
- Voting member – attend nine membership meetings or Board approved committee/work group meetings
- Agency voting representative and alternate – must attend nine meetings (membership or committee/work group) each in order to be designated as a voting member
- non-voting membership application – will use with the sign-in sheet at membership meetings to encourage people to become non-voting members and complete the non-voting membership application.

3. Membership meetings – keep membership meetings as they are for now. Have two larger voting member meetings this year. Update by-laws to transition membership meetings for 2020.

4. Board Member Code of Conduct

Will draft and include the following:

- Conflict of interest
- Speaking on behalf of the HSC
- Representation in the community
- On the Board you are there on behalf of the HSC – not special interest/agency
- Non - disclosure/confidentiality
- sexual harassment

5. Review By-laws at next meeting

Torrie will review previous suggestions for by-law changes and send out information about which section(s) will be reviewed at the next meeting.

6. Membership recruitment – will discuss at next meeting.

- Process for recruitment
- How to improve and make sure we're successfully recruiting new members

Nominating & Governance Committee Minutes

April 22, 2019

11:00-12:30 PM

The Road Home, 890 W. Wingra Dr.

Attendees: Torrie Kopp Mueller, Kristin Rucinski, Katie Jaeger, Maggie Carden, John Brown

1. Review Code of Conduct for Board members
 - Reviewed the document and members gave suggestions.
 - Torrie will update document and have committee give final approval to implement with new Board members.
 - Discussed having a conflict of interest statement for all Board members to sign.
2. Membership Recruitment
 - Process for recruitment
 - How to improve to ensure successful recruitment of new members
 - Should do recruitment via telephone/in-person. Emails will likely be ignored
 - Try to figure out how each party can benefit the other
 - When orgs/committees do presentations, let people know how they can become a member
 - Each month assign a duty to work on towards recruitment: For June meeting, Torrie will look at the HUD application and identify areas of no membership or weak membership
3. Begin review of By-laws
 - Committee members started to review by-laws and make changes
 - Need to ensure that changes align with the draft membership application
 - Decided to meet in May and use the time to work on language in the bylaws and ensuring it all matches up

Nominating & Governance Committee - Minutes

June 24, 2019

11-12:30

The Road Home, 890 W. Wingra Dr.

Attendees: Torrie Kopp Mueller, Maggie Carden, Kristin Rucinski, Brenda Konkel

1. Review of By-laws
 - a. Went through the by-laws and made suggested updates and changes
 - b. Will attempt to present by-laws and membership application together at September's HSC Membership meeting
 - c. Torrie will have committees review their descriptions in the appendix of they by-laws
2. Next meeting: July 15th at 11AM at The Road Home
 - a. Changed meeting time since Torrie will be at a conference on 7/22
 - b. Review membership application
 - c. Ensure by-laws and membership application have matching language
 - d. Move on to other items from June agenda

Nominating and Governance Committee – 9/23/2019

Attendance: Torrie Kopp Mueller, Kristin Rusinski, Maggie Carden

1. HSC Bylaws – final review of the Bylaws before HSC presentation. Reviewed feedback from HSC Chair, Kim Sutter, and made some updates to the bylaws. Worked on presentation for HSC meeting.

- Reviewed the Committee to End Youth Homelessness description.
- Reviewed the Board Executive Committee description.

2. HSC Board Member elections

Discussed recruiting efforts for:

- Workforce Development – Employment and Training Network
- Landlord Representative – Apartment Association
- DV Provider – DAIS, Unidos, Freedom Inc.
- PHA – CDA
- Healthcare – connect with H2, UW
- Culturally Specific – Sankofa, Anesis
- County Board Members
- Child Welfare
- Downtown Business Owner
- EMT

Nominating and Governance Committee
October 29, 2019
The Road Home

Present: Torrie Kopp Mueller, Casey Behrand, Kristin Rusinski, Maggie Carden, Garret Lee, Conner Wild

1. Bylaws – update on HSC presentation. Reviewed comments and suggestions
Made changes for clarity. Changes did not affect content of presented Bylaws

Developed process for ability to provide feedback to bylaws in case full bylaws do not pass. Written feedback requested within one week (11/12). Can join Nominating and Governance committee meeting on 11/25 for discussion. Nominating and Governance Committee will present revised sections of the bylaws to the HSC membership.

2. Review nominations for HSC Board, HSC Chair and Vice-Chair
Each nominee can only run for one position. Torrie will contact people nominated for more than one position to determine which position they'd like to run for.

Discussion about how many seats to fill for At-large seats and seats for persons with Lived Experience. If recommend the maximum number of seats, concern with maintaining quorum, finding a meeting time and location, and working with a larger group. Recommend going with precedent set in place from previous elections. Not changing anything this year, but will clarify bylaws around existence of range of seats.

3. Will review job descriptions for Board leadership positions via email.

4. Next meeting 11/25/19.

Nominating and Governance Committee

November 25, 2019

11-12:30; The Road Home

Present: Torrie Kopp Mueller, Garrett Lee, Takisha Jordan, Maggie Carden

1. Election

- Liz Duffie withdrew her nomination
 - Responses to the questions for candidates are due to Torrie. Will be sent out by Wednesday 11/27.
 - Torrie will create ballots (electronic and paper)
 - Takisha and Garrett will distribute ballots at the Annual meeting
 - Torrie will lead the election process at the meeting
 - Maggie and Torrie will count the ballots after the voting ends (electronic voting for eligible voters who cannot make the meeting will take a few days)
-
- The election results will be announced a week after the Annual Meeting

2. Update Job Descriptions for Board Members

- update general duties for all positions

3. Bylaws: Next Steps

- Will meet in December to determine how to proceed with By-laws in 2020