



Homeless Services Consortium Nominating and Governance Committee
February 16, 2021, 2:30-4:00PM
Meeting held Virtually on Zoom

- 1. Introductions and icebreaker: Liz Duffie, Matt Julian, Kim Sutter, Kristin Rucinski, Brad Hinkfuss, Maggie Carden, Takisha Jordan**

Discussion Topics

- 2. Will provide a Board Update at the next Board meeting if time allows**
 - a. Who we are
 - b. Current discussions
- 3. Committee chairs and attendance update**
 - a. Committees were emailed the process and we can re-visit in a month
- 4. Feedback from Election**
 - a. Anyone that had issues with Google docs from their employers were able to use personal devices.
 - b. Approx 63% of eligible voters voted in Dec 2020. In Dec 2019, about 47% voted.
 - c. No feedback positive or negative were sent to the HSC.
- 5. Discuss how we decide to tackle topics**
 - a. Small groups vs discussing – we are small, and could go through together to review common issues that may intertwine with our documents
- 6. Code of Conduct review**
 - a. Board members sign upon beginning their term. Typically reviewed in the first month of
 - b. Interpret and communicate consortium's activities – what actions of advocacy are we doing
 - i. Representing HSC/Board vs agency or individual – previously precedence was President and Vice President for media requests.
 - ii. Letters and statement or position
 - iii. Discussed dual roles – mindful
 - c. Consider replacing some of the code of conduct with the expectations for participants
 - d. Think of code of conduct general conduct within board meetings and publicly.

- i. Dual roles/conflict of interest – speak about dual roles in committees
- e. Public statements – media requests, support letters, petition signatures,
- f. Expectations for Participation
 - i. Discussed absences committee vs board, need to specify how many, timeframe and consequences.
 - 1. Board – discuss excused or unexcused, prefer simply attendance due to the importance of folx participation.
 - 2. Committee – discussed participation over a period,
 - 3. Possible discuss with the board
- g. Assignments
 - i. Dual Roles – Duffie review
 - ii. Violation and Charges - Hinkfuss and Sutter

7. Disclosure of Conflict of Interest review & Recusal Process

- a. **Not yet discussed.**

8. Job Description review

- a. **Not yet discussed**

Action Items and Proposals

- 9. No action items discuss, will continue to review documents (Code of Conduct, Disclosure of Conflict of Interest & Recusal Process, Job Description)

Next meeting scheduled for March 16, 2021 2:30-4:00PM



Homeless Services Consortium Nominating and Governance Committee

March 16, 2021, 2:30-4:00PM

Meeting held Virtually on Zoom

Meeting ID: 987 9758 3796

Passcode: 415840

- 1. Introductions and icebreaker – Kim Sutter, Liz Duffie, Kristin Rucinski, Maggie Carden, Melissa Mennig, Queen Turner, Michelle Hawkins Ucheoma, Melissa Herriges, Matt Julian, Missy Russell, Brad Hinkfuss, Kelli Taylor**

Discussion Topics

2. Committee chairs and attendance update

- a. Asked chairs to take attendance in combination with chairs to determine accuracy of attendance.
- b. Still need to check-in on the burden on the chairs
- c. Would someone be open to comparing.
- d. Sutter, Rucinski, and Julian volunteer to compare the attendance results.
- e. Youth Action Board asked about tracking time for folks on their committee for reimbursement
 - i. Compensation at the HSC Board is individuals submit to the Treasurer.

3. Code of Conduct review

- a. Meeting conduct: prefer “individual interests” language
- b. Dual Roles
 - i. How do we define dual roles? And how to express that because it can mean more than financial benefit. We want the norm to be folks introducing their affiliations.
 - ii. Members are encouraged to announce or disclose any business that has bearing on the HSC.
- c. Conflicts of Interest
 - i. Conflict of interest form typically reviewed for the funding review committee. Need to be more explicit
 - ii. Consider the language change to the best interest of the all people served by the HSC (include homeless as well as those housed and served by HSC). Also suggested “preventing and ending homeless”

- iii. Appendix A (Balance of State) – initial revisions only to add HSC language vs Balance of State. This is a copy of Balance of State
 - 1. Purpose language is not readable. Consider replacing with language in document above.
 - 2. Decision making process clearer can make the conflict of interest more clear for folks.
 - 3. Clear up what is required
 - iv. Reviewed CoC – reallocation of funds based on – Core Committee should utilize in decision making.
 - v. Consider a small group to review language
 - d. Consider a policy of for funding decisions, likely separate from the Code of Conduct.
 - i. The funders put out recommendations how review team should function.
 - 1. Lives within Core, HSC board staff, funding requirements
 - e. Appeal Process:
 - i. Language added if a board president or vice president were listed in the violation.
 - ii. If allegation was towards an executive member, the rest of the members of the board would determine.
 - iii. Could not determine if a 3rd party should be involved for review of allegations.
 - iv. 2 tier process, so reviews are not done by the same group.
 - v. Should appeal go to the entire board for to increase diversity of decision making.
 - 1. Potentially consider a 3rd layer could be to the full board.
 - vi. Sentence regarding consequences for refusing to sign seem harsh.

4. Disclosure of Conflict of Interest review & Recusal Process

5. Job Description review

Action Items and Proposals

Next meeting scheduled for April 20, 2021 2:30-4:00PM



Homeless Services Consortium Nominating and Governance Committee

April 20, 2021, 2:30-4:00PM

Meeting held Virtually on Zoom

Meeting ID: 987 9758 3796

Passcode: 415840

- 1. Introductions – Kristin Rucinski, Matt Julian, Kim Sutter, Maggie Carden, Melissa Herriges, Missey Russell**

Discussion Topics

2. Committee chairs and attendance update

- a. Sutter reviewed data
 - i. First quarter of 2021 – we compared self-reporting attendance vs an assigned committee representative to be responsible for attendance
 1. There was a noticeable more amount of participants tracked when a representative was recording attendance that did not submit through the self-report.
 2. Self report data compared to those missed on ledger was fairly low.
 - ii. We should mandate attendance – Julian will summarize and review with Duffie to request committees continue to take attendance (exception for General membership meeting).

3. Code of Conduct review

- a. Public Statement – Sutter
- b. Appendix A – Julian and Joe Meyers – will review and bring changes back to the board.
- c. Add another layer to appeal process – consider full board review as part of the process – Sutter will work with the language.
 - i. Bylaws state that we have to have the Code of Conduct to be in compliance with federal guidelines.

4. Disclosure of Conflict of Interest review & Recusal Process

5. Job Description review

Action Items and Proposals

Next meeting scheduled for April 20, 2021 2:30-4:00PM



Homeless Services Consortium Nominating and Governance Committee
Tuesday May 18, 2021, 2:30-4:00PM
Meeting Minutes

In attendance:

Liz Duffie (Porchlight), Maggie Carden (ICA), Kristin Rucinski (The Road Home), Kim Sutter (Porchlight), Melissa Herriges (Sankofa ELU), Jalateefa Joe-Meyers (Sankofa ELU), Dana Stokes (self/lived experience)

Discussion Topics:

1. Committee chairs and attendance update

- Notice has gone out to all HSC committee chairs about the new method of tracking attendance
- This was also mentioned to the membership at the membership meeting
- Google Form will still be used for Membership meetings
- Liz will follow up to check spreadsheet periodically and provide reminders to chairs as needed

2. Looking ahead to 2021 HSC elections

- Liz shared a proposal to move HSC elections up from December to October to allow more time for onboarding of board members/membership chair before they begin in January
- To be adopted this would need to be voted on by the Membership (because it is spelled out in the bylaws)
- Items voted on by the Membership must be raised in one meeting and then voted on in the next meeting; proposed timeline would be to bring it up in the June membership meeting and vote in the July membership meeting, but this could be a challenging turnaround
- There was general agreement among N&G committee members that this idea (moving elections to October) had merit
- Even though the Board would not be voting on this, there was agreement that it would be good to provide information/get perspectives from the Board prior to having the membership vote
- Next steps: try to present this in the May Board meeting if possible (Liz would present)
- Revisited idea of sending a poll to HSC members about groups that they would like to see represented in HSC/on Board so that the N&G committee could outreach if needed to solicit nominations
- An idea was shared to potentially create specific seats for key constituents (e.g. County) rather than having them compete for existing seats

- It was noted that if this were adopted perhaps these seats should be appointed and non-voting
- Adding additional appointed/non-voting seats would require a by-laws change; this is something to explore further in the future
- In the short term, input from the membership about any groups they would like to see represented who could run for the usual seats can still be solicited; planned for June/July/August depending on how the election timeline changes or doesn't change
- Important point clarified that nominations will still happen the usual way – the idea of this would be to outreach and provide information to people/orgs that members think should be involved but aren't currently, so that they might choose to run

3. Code of Conduct review

- Reminder that after we complete a draft we feel good about it will go to the board and there is the possibility of pass-back before it is approved
- We were able to confirm a couple of sections that we feel are ready-to-go
- Discussion of difficulty with public statements in tradeoff between being able to respond to things/advocate and making sure there is consensus among the board if the board will take a position; I do not remember that a conclusion on this was reached. One option was to explore the ability to seek consensus virtually between meetings.
- Small group will convene to further discuss the conflict of interest section; info about scheduling this will go out to all committee members, but if I remember correctly the people who expressed interest were:
 - i. Kristin
 - ii. Brad
 - iii. Dana
 - iv. Matt (not present at this meeting but was going to participate after last meeting)

Next meeting scheduled for Tuesday June 15, 2021 2:30-4:00PM



Homeless Services Consortium Nominating and Governance Committee

March 16, 2021, 2:30-4:00PM

Meeting held Virtually on Zoom

Meeting ID: 987 9758 3796

Passcode: 415840

- 1. Introductions and icebreaker – Kristin Rucinski, Maggie Carden, Kim Sutter, Liz Duffie, Matt Julian**
 - a. **“Fierce by day, fabulous by night”**

Discussion Topics

- 2. Duffie proposed moving the elections up to October to the HSC general membership today**
 - a. No comments were made in the HSC meeting. It was presented to the board last week. It will go in front of the membership next month.
 - b. If passed, consider getting something together for elected board members for training, In conjunction with Torrie’s training. Consider a workgroup and solicit current and past board members.
 - c. Intention of change is to develop a better onboarding plan for board members.
 - d. May need to consider pivoting to complete the job descriptions.
- 3. Consider work plan through August**
 - a. What positions are being elected
 - b. Write-up on process of election timeline and process – Ruscinski will review old notice and update dates for a draft.
 - c. Job Descriptions next up
 - i. Code of Conduct agreement requirement
 - ii. Potential secretary monitors attendance and reports non-compliance – potentially warning
 - d. Sutter will take lead on determining voting eligibility based on attendance records
 - e. Duffie will put together a survey for membership about individuals/entities that should be approached about running for a Board seat – will share draft at July NomGov meeting
- 4. Code of Conduct**
 - a. Public statements discussed – consensus vs quick response items – Hinkfuss will be asked to make suggested edits
 - b. Expectations For Participation

- i. Change made to no longer be 'excused absences' rather just a limit on absences in a calendar year.
- c. Confidentiality
 - i. Need to determine if we can or cannot have closed sessions.
- d. Non-discrimination Sexual Harassment policy – no edits
- e. Addressing Violations of the Board of Directors Code of Conduct
 - i. Added 2 stages of review, and changed participants
 - 1. Initial allegations go to exec committee minus the president – VP leads
 - 2. Appeal has the President review
 - 3. Then the third step is to the board as a whole in closed session.
 - ii. The goal of the timeframe to complete investigation as a whole within 60 days (including appeals)
 - iii. During the 60 days, the person remains on the board.
- f. Conflict of interest
 - i. Financial vs personal ties
 - 1. Consider listing items: if you've received services in the last 2 years, if you sat on the board of the last two years, etc
 - 2. Conflict of interest disclosure form – consider completing each year – consider a mid-year prompt or pre-check in funding meeting votes (prior to voting)
 - ii. Recusing from the vote – partake in the discussion
 - 1. Consider allowing board members to participate in q&a, however not in the board's discussion of altering funding
 - 2. Clarify points of recusal for agencies.
 - iii. Financial interests are important and expected. We want to encourage board members to think of other conflicts of interest.
 - iv. Consider splitting the code of conduct and appendix a (conflict of interest)

Action Items and Proposals

Ruscinski and Duffie will review expected election positions

Julian will request time from the Board President to present the Code of Conduct in August

Next meeting scheduled for July 21, 2021 2:30-4:00PM



Homeless Services Consortium Nominating and Governance Committee
Tuesday July 20, 2021 from 2:30-4:30PM
Meeting held Virtually on Zoom
Meeting ID: 987 9758 3796
Passcode: 415840

- 1. Introductions and icebreaker - Kim Sutter, Liz Duffie, Maggie Carden, Melissa Mennig, Kelli Taylor, Jalateefa Joe-Meyers**

Discussion Topics

2. Election timeline change vote

- a. Debrief Membership meeting vote – 50 voted in favor, 2 abstain, none opposed
- b. Implications and next steps – Duffie will review what positions are open for August announcement. Rucinski started a draft from previous years.

3. Survey for membership re: potential Board nominees / new orgs to get involved with HSC

- a. Review drafted survey - [HSC Board and Membership Involvement Suggestion Form Survey \(surveymonkey.com\)](#)
 - i. Should we leave examples – but do not want to be leading
 - ii. Goal should be to create more equitable representation – Freedom Inc, Centro Hispano
- b. Edit and finalize for distribution
 - i. Consider drafting specific questions separate – those wanted to participate in the HSC and those that should be represented on the board.
 - ii. Consider adding a name/contact info if some can be the liaison/bridge for a nomination
 - iii. Duffie will edit, and email to the group.

4. Code of Conduct review

- a. Review drafted sections still to be finalized for presentation to the Board
 - i. Further discussed addressing violations of the code of conduct
 1. Discussed whether or not there was a higher authority to appeal violations.
 - a. Should we keep it set with the ability to appeal 2 times?

- i. First review is VP/Treasurer/Secretary, by appeal, then the President makes a determination, and then can appeal to the whole board.
 - 1. Remove step where the determination is put in 1 persons hand (Step 2 – President review). President to be included in the initial investigation.
 - b. Decide whether the Conflict of Interest Policy is ready for inclusion
 - i. Public statements
 - 1. Consider separating letter of support from public comment, political advocacy, and petition of signatures.
 - 2. Executive team should update board each meeting of their actions
 - 3. Consider power in the positions – importance of code of conduct is that folks know that these representatives have power to make certain decisions.
 - 4. Special meetings can be called for other urgent matters
 - 5. Consensus based decisions by the board – then it can assigned to a person to complete
 - c. Arrive at the Code of Conduct document to be presented to the Board of Directors at their August meeting

5. Election next steps

- a. Review tasks to be completed, division of labor, and timeline

Action Items and Proposals

Proposal from agenda item 3b: Send a survey to the HSC membership soliciting ideas for organizations and/or individuals who should be involved with HSC and/or run for a Board seat

Proposal from agenda item 4c: Present the Board of Directors with an updated Code of Conduct for their review and approval

Next meeting scheduled for Tuesday August 17, 2020 from 2:30-4:00PM

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.



Homeless Services Consortium Nominating and Governance Committee

Tuesday September 21, 2021 from 2:30-4PM

Meeting held Virtually on Zoom

Meeting ID:

Passcode:

1. Introductions and icebreaker

Discussion Topics

2. Committee Leadership

- a. Liz unable to participate next 2-3 months due to maternity leave
- b. Temporary or longer-term facilitator/co-chair desired

3. Election Updates

- a. Timeline
- b. Nominees
 - i. Lived Experience
 - ii. Agency Rep
 - iii. At Large
 - iv. At Large
 - v. At Large
 - vi. Membership Chair
 - vii. Membership Co-Chair (this position does not serve on the board)
- c. Appointments
 - i. YAB
 - ii. LEC
- d. Further Outreach needed

4. Survey on trainings for the board

- a. Review results

5. Election of Executive Committee

- a. Timeline for 2022 leadership roles

6. Updates on Code of Conduct and Conflict of Interest

- a. Board approved; requested additional thought on parts

Action Items and Proposals

Assign lead for October meeting

Next meeting scheduled for Tuesday, October 19, 2021 from 2:30-4:00PM



Homeless Services Consortium Nominating and Governance Committee
Tuesday October 19, 2021 from 2:30-4PM
Meeting held Virtually on Zoom
Meeting ID: 863 1184 3038
Passcode: 887052

1. Introductions – Maggie Sutter, Brad Hinkfus, Matt Julian,

Discussion Topics

2. Election Updates

- a. Timeline
 - i. Voting Open until 10/21 – will aim for announcement 10/22
- b. Appointments
 - i. YAB appointed Rachel Litchman
 - ii. LEC appointed Georgia Allen
- c. Membership leadership
 - i. Seeking clarity on nominee's availability – may need a special election if unavailable

3. Survey on trainings for the board

- a. Review results
 - i. 2 highest priorities were funding sources and board operating procedures
- b. Assign work groups to plan trainings for November/December
 - i. Current & past board members involved in the training would be ideal
 - 1. Funding: Torrie-CoC/Sarah Lim-EHH
 - a. Matt will coordinate try to do a November training
 - 2. Board Operating procedures – Brad volunteers to assist with this training
 - a. Complicated – although more inclusive process
 - b. Mini training – December?
 - c. Structure
 - 3. Potential committee trainings well
 - 4. Advocacy – the board is asked to take positions frequently
 - ii. Matt will meet with Torrie to discuss past training and look to divide it into two parts and identify board members. Board meetings are 4th Thursday in the month, but will likely be moved earlier given holidays coming up.

4. Election of Executive Committee

- a. Timeline for 2022 leadership roles
 - i. January meeting – executive committee

1. Recommended President and Vice-President leadership have experience on the board, but nothing written
 - a. How to train?
 - b. Suggested 1 full training session in January after the executive committee is elected to include the outgoing exec committee and the new exec committee
2. Board meeting likely virtual January – new board will have to decide how to meet moving forward.

5. Review Conflict of Interest

- a. Continue to review and solidify - tabled

Action Items and Proposals

6. YAB Proposed Bylaw change:

- a. YAB made a proposal at the HSC Membership. Members should have the proposed language changes provided. The elements of the change were proposed today, therefore it should move forward with a vote next month.
 - i. Change by-laws to indicate change in number 1-2, change in board size, and pluralize representative for YAB
 - ii. Request it be sent out in advance of the next membership meeting, the sooner the better.
 - iii. Verify if it changes the description of the committee that was voted on today
 - iv. If an election next time – Sutter is gone the beginning of November – will need to create a plan to track attendance for voting.
 - b. Matt will reach out to discuss with YAB folks.
- 7. Kim will make a recurring meeting to update through January to prevent further errors in Zoom meeting info**
- 8. Matt will reach out to Torrie about training schedule.**

Next meeting scheduled for Tuesday, November 16, 2021 from 2:30-4:00PM



Homeless Services Consortium Nominating and Governance Committee

Tuesday December 14, 2021 from 2:30-4PM

Meeting held Virtually on Zoom

Meeting ID: 830 2142 0691

Passcode: 210149

- 1. Introductions – Chara Taylor, Maggie Carden, Joel Girard, Kim Sutter, Liz Duffie, Brad Hinkfuss, Melissa Mennig, Matt Julian, Jalateefa JoeMeyers**

Discussion Topics

- 2. Board appointment updates for open positions**

- a. Brian Benford stepped down, appointed Robin Sereno.
 - i. Question related to definition of At-Large seat and whether an agency can fill.

- 3. Board Trainings**

- a. New Board starts January 2021 – Catherine Reiersen will chair the January meeting and elections will take place in that meeting.
- b. Scheduled – can folks attend
 - i. 12/20 10am – Lim/Kopp Mueller
- c. Operating rules of order – no training set up at this time.
 - i. Hinkfuss will offer as new leadership with the executive committee is elected.
- d. This group should plan ahead for Nov/Dec trainings for 2022.
- e. Historically
 - i. Doodle poll to schedule
 - ii. Record and offer to meet separately if needed
 - iii. Long training or chunking in smaller pieces
 1. Consider opportunities throughout the year
 - a. i.e. for funding closer to times of the year
 - b. Separate vs tacking it on to the end of the meeting
 - c. Explicitly acknowledge 90 min of board meeting is agenda, and then 30 min of board training.
 - d. Consider beginning of the meeting to spend more time explaining the business of the day
- f. February EHH, July NOFA, November Rules of Order
 - i. What is eligible/why, why might the docket look like it does, info on gaps analysis, performance measures
 - ii. Discussion questions when discussing funding:

1. How do board members find out what's missing/needs to be funded?
2. Is Funder's Committee providing their gaps analysis to the Board/funding review committees
3. Can the Community Plan better inform decisions?
4. How do we use more data to inform decisions?

4. Review Conflict of Interest

- a. Continue to review and solidify – tabled to January

5. Membership chair election is next week

- a. Kim will review attendance Friday

Action Items and Proposals

6. Plan for 2022

- a. Discuss board orientations
- b. Finish conflict of interest by March 2022
- c. New leadership – April
- d. Review the Bylaws

Next meeting scheduled for Tuesday, January 18, 2021 from 2:30-4:00PM