



**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 3<sup>rd</sup> 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 3<sup>rd</sup> 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**