

Governance and Nominating Committee Minutes

1/27/20

The Road Home

Attendance: Garrett Lee, Casey Behrend, Kim Sutter, Kristin Rucinski, Maggie Carden, Torrie Kopp Mueller

1. Need a committee chair – will wait for the Board to appoint someone

2. Work plan for 2020

1. Review the changes made to the bylaws at the November HSC meeting

2. Possible items for bylaw changes: Membership application; Board structure (length of terms, officer positions)

At our February meeting – Develop “big idea” changes to take to the HSC membership meeting

After: - Get Board member support. Will draft memo for the Board describing the potential changes.

Articles/Sections to review

- Article V., Sections 1 – 4
- Board member eligibility criteria
- Membership Application
 - need an application in order to document who are the members of the HSC and formalize recruitment process.
 - concern about enforcement of member voting status
 - agency identification as an agency member – voting members are individuals. Is there a benefit for agency participation?

3. Recruitment process for new Board members – begin around September

Governance and Nominating Committee
Meeting Minutes
2-24-2020
The Road Home

Attendance: Casey Behrend, Kristin Rucinski, Kim Sutter, Takisha Jordan, Maggie Carden, Garrett Lee, Ulysses Williams, Dana Stokes, Torrie Kopp-Mueller, Lane Hanson, Anupama Bhalla

1. Review of Bylaws – reviewed suggested changes from Casey. Major suggested change includes moving the Membership section to Appendix A.

2. Membership Application – who will collect the completed applications? How often should membership applications be renewed?

- applications may be collected by the CoC Coordinator
- applications will be automatically renewed if member meets previous year membership requirements to be a voting member.
- members with lived experience of homelessness may have automatic renewal of their membership and will automatically be voting members.

3. Submit to membership a change to the by-laws to into two sections – Board and Membership. If membership approves this change, then the Board would be able to review the by-laws related to Board.

- Changes to the Membership Requirements (Appendix A) – Add this to Article V.
 - option 1 – will require a two-thirds vote of approval of the membership.
 - option 2 – will require approval of the Board before a vote of the membership – simple majority for both Board and membership.

4. Need to define process for members to suggest/recommend changes to the By-laws. Two members can suggest a change to the by-laws. Changes will first go to Governance and Nominating Committee and then to the Board. Will need to add this to Appendix A, Section 2 – Membership Responsibilities.

Next Steps

5. Will take Article III, Appendix A, and Article V to the membership for approval.

6. If membership does not like this change, will need to have a facilitated discussion about what else the membership would like to have control over.



Governance & Nominating Committee Meeting Minutes
Monday, April 27, 2020 11:00
Virtual

Attendees: Torrie Kopp Mueller, Maggie Carden

- HSC Membership likely won't be able to meet in person in 2020, need to figure out how membership functions this year, Torrie will connect with Jael and Casey for this discussion
- May meeting is regularly scheduled for Memorial Day, Torrie will send a Doodle poll to re-schedule the meeting
- Committee members to look over by-laws and identify the large concerns, will take to the Board to present suggested changes to the larger concerns, with support can then take to membership, Torrie will send the bylaws in a google doc so committee members can comment on the large concerns

Governance and Nominating Committee

May 19th at 10 AM

Attendees: Torrie Kopp Mueller, Kristin Rucinski, Casey Behrend, Maggie Carden, Takisha Jordon

1. Need a chair for this committee. Anyone interested?
 - a. Still do not have anyone to Chair the committee. Torrie could continue, but does not have the energy to go through another complete bylaw review.
2. By-Laws
 - a. Committee members agree that we can't do another bylaw review as we are essentially the same group that presented revisions in November that were mostly rejected by the membership.
 - b. Committee will seek guidance and leadership from the Board.
 - c. Committee identified a few areas of the bylaws to address soon. Maybe focusing on some small areas will allow for more discussion and future success
 - i. Bylaws state that the membership meets monthly: this has not been the case most years
 - ii. Would like to remove the ranges for Board seats and just have a number
 - iii. Need a process if an officer steps down from their position mid-term
 - iv. Consideration of 3 year board term and requirement of one year on the board in order to be considered for an officer position
 - d. Torrie will send the bylaws to the Board and ask them to review the sections listed above. Hope to discuss at a future Board meeting.
3. Next meeting – June 22nd at 11AM
 - a. Will review election section of the bylaws and discuss any changes that may need to happen in light of work happening virtually.

Governance and Nominating Committee
Meeting Minutes
June 22, 2020

Attendance:

Torrie Kopp Mueller, Kristin Rucinski, Melissa Mennig, Matt Julian, Maggie Carden

1. Election Changes are needed due to current circumstances with COVID and virtual meetings.
Reviewed the Election Process listed in the by-laws
 - Considering changing the number of HSC meetings someone needs to attend this year to vote at the Annual Meeting because meetings have been canceled this Spring
 - Currently members must attend 3 HSC membership meetings to be eligible to vote. Suggesting opening this up to three membership meetings or committee meetings from the calendar year. Will work with Committee chairs to get meeting attendance from the first half of the year. Will create a Google Doc to track attendance for the second half of the year.
 - Committee meetings up through the December Annual Membership meetings will count. Will put out a list of committee meetings.
 - In the future will consider increasing the number of meetings that someone needs to attend. Somewhere in the 4 – 9 range.
2. Board Terms – considering a proposal to increase Board Member terms from 2 to 3 years and considering a proposal to remove the ranges in the number of Board Members for each Board Member seat type.
 - Increasing the length of term will mean less turnover annually – needed because it often takes up to a full year to understand what the Board is working on
 - The number range in the types of Board seats causes confusion during elections. The Governance and Nominating Committee has been unsure of how many Board seats to fill at each election.
 - The Gov. and Nominating Committee will consider different proposals for lengthening terms and how many slots to fill during elections and then work with the HSC Board to present any suggested changes to the HSC Membership.

Governance and Nominating Committee – July 27, 2020

Attendance: Casey Behrend, Matt Julian, Kristin Rusinski, Kim Suter, Maggie Carden, Torrie Kopp Mueller

Minutes:

1. Tomorrow Melissa Mennig and Matt Julian will present the proposed by-laws changes to the HSC – the proposed change will allow for attendance at Committee meetings and the HSC Membership meeting to count toward the attendance needed to become a voting member.
 - a. Reviewed the edits suggested by Kim Suter. Kim suggested including a revision to change the requirement that attendance be during the “calendar year” to the “previous 12 months.” Kim will send final language to Torrie for inclusion in the presentation at the HSC membership meeting.
2. Takisha and Dominique will present the idea to create a Committee of Members with Lived Experience to the HSC membership tomorrow, and to the HSC Board at the Aug Board meeting. Discussed what changes will need to be made in the by-laws to add the committee and potentially create a new Board member position for someone appointed by the committee.
3. Reviewed proposal to HSC Board terms to extend from 2 – 3 years. Will finalize the proposal at the August Gov and Nominating committee meeting and present to the HSC membership at the end of August.

Gov and Nominating Committee Minutes

8/24/2020

Attendance: Torrie Kopp Mueller, Matt Julian, Kristin Rucinski, Melissa Mennig, Maggie Carden, Takisha Jordan

1. Feedback from last HSC meeting after presenting by-laws change around the number of meetings one needs to attend in order to become a voting member of the HSC. In general, found support for the proposed changes. Will keep the proposal as it is now for the vote at the August HSC meeting.
 - a. Voting will be a Zoom poll. HSC Chair will administer the poll. If it does not work, will go to a voice vote.
2. Board Chair will email Board members to review their Committee participation.
3. Reviewed the HSC Board proposal for seats. Trying to adjust Board seats from 2 to 3-year terms.
 - a. Committee in agreement that we want to propose the 3-year terms.
 - b. Discussion about Lived Experience seats. Committee agreed two seats should be open for general HSC membership to vote on, and one member with Lived Experience would be placed on the Board by the Lived Experience Committee. Kisha will let the Committee know if the Lived Experience Committee wants the seat to be a 1-year term or 3-year term.
 - c. Melissa will consult with the Youth Action Board to determine if the Youth seat should be a 1-year term or 3-year term.
 - d. What are the issues being addressed by the proposed changes? – this is what needs to be presented to the HSC Membership
 - i. Continuity
 - ii. More voice for Board members with lived experience
 - iii. Additional notes in board term excel spreadsheet
 - e. Tasks:
 - i. Maggie will adjust numbers on the chart.
 - ii. Kristin will make the chart more presentable for the HSC Membership.
 - iii. Kristin/Melissa will work on the bullet points for the HSC Membership meeting.
 - iv. Matt will work on the changes in the by-laws and send to the Gov Committee to review.
 - v. Melissa and Takisha will present the changes to the HSC Membership.
 - vi. Kristin will send a Doodle to schedule a Committee meeting in Sept prior to the HSC Membership meeting.
 - vii. Will have an additional discussion time available for the HSC following the Sept meeting. Committee members will be available for a more in-depth presentation and be able to answer questions.
4. Future by-laws change proposal: Board member eligibility
 - i. Consider having requirement for Board members to be voting members of the HSC and/or involvement with an HSC Committee.

Nominating and Governance Committee – September 15, 2020

Attendance: Takisha Jordan, Maggie Carden, Liz Duffie, Kim Sutter, Matt Julian, Kristin Rucinski, Torrie Kopp Mueller, Melissa Mennig, Dana Stokes and Brad Hinkfuss

1. New meeting time – 3rd Tuesday of the month, 2:30-4
2. Tracking committee attendance – Need to create a process on how committees track attendance per the by-laws change to track attendance for HSC member voting privileges. Will have a spreadsheet to track attendance.
 - a. Committee chair is responsible to update the spreadsheet with the meeting attendance. Chair can assign another committee member as the designee responsible for updating the spreadsheet.
 - b. Justin from The Road Home created the spreadsheet. Kristin will send out an email with the spreadsheet form link and instructions to the committee chairs.
3. By-law revision for Board Structure
 - a. Reviewed proposed changes. Clarified which positions are elected by the membership and which positions are appointed. Changed the length of the term to 3-year or 1-year depending on the type of position.
 - b. Melissa and Takisha will present a powerpoint with information about the proposed changes to the HSC at the next HSC meeting.
 - c. Torrie will send out the full written proposed changes to the HSC membership.
 - d. There will be an in-depth Q&A available for HSC members if there is interest. This will be September 28th at 11:00. Torrie will send out a meeting invite and link.
4. Next meeting of the Nominating and Governance Committee is October 20th.

Governance and Nominating Committee Meeting

10/20/2020

Attendance: Kristin Rucinski, Maggie Carden, Kim Sutter, Brad Hinkfuss, Matt Julian, Melissa Mennig, Liz Duffie, Takisha Jordan, Dana Stokes

1. Bylaws Vote – passed at the HSC meeting today. Need to put updated by-laws on the website.
2. Attendance tracking for committees –
 - a. Will have people fill out the forms for themselves
 - b. Link on HSC website. Include instructions with email address for questions
 - c. Question about who is going to manage the tracking form, cleaning/sorting the list on the backend, looking for any errors or issues people have completing the form.
 - i. The Gov and Nominating Committee will take responsibility to ensure that someone is assigned to fill this role. Kim Sutter volunteered to manage the list. Kristin will make sure she has access to the form.
 - d. Need to send out instructions to the HSC about completing the form for previously attended committee meetings.
3. Board Member Job Descriptions
 - a. Need to edit to reflect three-year terms.
 - b. Add information about Board meeting attendance requirements and expectations.
 - i. List who to contact if you cannot make a meeting
 - ii. Include requirements about how many meetings Board Members must attend
 - iii. Quarterly meetings – would like to bring this up to the Board. Does the Board want to resume having quarterly meetings? Decide what would be included in the quarterly meetings and set dates.
 1. Update the job descriptions to make quarterly meetings more conditional (there “may” be quarterly meetings)
 - iv. Liz will revise the descriptions by the end of the week and send them to the committee to review. Want to hold off sending out the nomination form and descriptions for a few days until Liz makes the revisions.
4. Nomination Process
 - a. No issues with the proposed dates and timeline
 - b. Limit candidates time for speaking at the membership meeting to two minutes per the nomination process described in the by-laws
 - c. Update the list of Homeless Services Agencies to include agencies receiving ESG-CV funds – do not need to specify ESG-CV in the list of fund sources.
5. HSC Chair/Vice-chair nominations
 - a. Edit document to say “HSC Membership Chair” at the top of the nomination process document to differentiate from Board President
 - b. Chair Job Description – Edit Title
 - i. Member, Board of Directors (HSC Membership Chair Seat)

** Did not finish discussion about board member recruitment – will have another meeting Thursday 10/22 at 3pm

Gov and Nominating Committee – extra meeting – 10/22/2020

Attendance: Kim Sutter, Maggie Carden, Liz Duffie, Takisha Jordan, Melissa Mennig, Dana Stokes, Brad Hinkfuss

1. Reviewed email draft that describes changes to voting eligibility and tracking committee meeting attendance. Email will be sent to the HSC listserve. Liz will send the email draft to Torrie to send out the HSC.
2. Reviewed Job descriptions and announcement about open positions.
3. Recruitment for Board Positions – potential ideas
 - a. Youth Services – someone from the YHDP planning group
 - b. School District - MMSD
 - c. County government
 - d. JFF
 - e. Landlord association
 - f. Media
 - g. Public Health – Kim Neuschel
 - h. Dane County jail – discharge planning coordinator – Sarah Wampole-Maciejeski
 - i. Grassroots organization – FSSF, First United Methodist, Catalyst for Change
 - j. Journey Mental Health
 - k. Access to Independence
 - l. MATC/job training
 - m. UW – IRP, community research
 - n. UW Law School

Added a file to the Google Drive election folder to track recruitment

<https://docs.google.com/spreadsheets/d/14pirpoOhXa6msvVZchrMXe1wry6tnr-u/edit#gid=2076634652>

Nominating and Governance Committee – 11/17/20

Meeting Minutes

Attendance: Kristin Rucinski, Maggie Carden, Kim Sutter, Melissa Mennig, Liz Duffie, Matt Julian, Brad Hinkfuss

1. Lived Experience Committee - Do not have the final vote in from the HSC meeting, but it appears the committee will be approved.

Next Step: Torrie will update By-laws Appendix with Lived Experience Committee description.

2. Tracking Meeting Attendance – update on how the form is working. Some issues with errors being highlighted on the Google form.

Next Step: Kim will continue with the form for now and try to address the issues with data clean up on the backend.

3. Questions for Board Members: update the following questions
 - d. What are the greatest opportunities to improve our community's homeless services system?
 - e. What do you see as strengths of homeless services system?

Next Step: Kristin will update these questions with suggestions from the meeting and then send to Torrie to distribute to nominees.

4. Create electronic ballot – will use a Google Form again. Need to shorten the turnaround time to get the results out so that the new Board members can attend the December Board meeting. Will set the deadline end the day after the December HSC meeting.
 - a. Timeline for sending out attendance
 - i. Eligibility for voting will be sent out Friday 12/11.
 - ii. People have until Monday 12/14 to address any attendance/eligibility questions.
 - iii. Ballots will be sent to people individually on 12/15 after the meeting.
 - iv. Voting members will have until the end of the day (4pm) Thursday 12/16 to submit their ballot.

Next Step: Torrie will send out the timeline to the HSC listserve. Torrie will create the ballots (The Road Home staff can take this on if needed).

5. Vice-chair - will give until the end of the day tomorrow (11/17) to have the nomination questions completed and returned to Torrie for the person who expressed interest in the position. If there is no response, will ask other volunteers to complete the nomination questions.