HSC Nominating and Governance Committee
Tuesday, June 21, 2022 from 2:30pm – 4:00pm
Meeting held virtually on Zoom
Meeting ID: 829 5609 0984
Passcode: 994032

June 2022 Meeting Minutes

Facilitator: Kim Sutter
Notetaker: Kim Sutter

1. Introductions

2. Brainstorming session re: Coordinated Entry prioritization categories
   (Report ideas to hsc@cityofmadison.com.)
   
   - Larger families
   - Folks who are not well-connected
   - Doubled up families
   - Length of shelter stay
   - Mental illness
   - Chronic unemployment, inability to work
   - Race (other ways to get at it)
     - Language barriers
     - Literacy
   - Physical disabilities
   - Education
   - Sexual orientation
   - Minor parents

3. Review progress on Board training topics, address any questions
   Brenda → street outreach, prevention
   Brad → permanent supportive housing, board orientation
   Chara → rapid rehousing, categories of homelessness
   Melissa → housing first, diversion, transitional housing
   Kim → coordinated entry, emergency shelter, intro to N&G + Board committee participation
   
   - Chara started her two sections; we talked about adding a list of RRH programs currently operating in our community, will ask Torrie for a complete list
   - Discussed four categories of homelessness, checking written standards, adding references to chronic homelessness and doubled-up homelessness

4. Review election process and tasks, review and update job descriptions
   
   - Will review board job description and questions for nominees next month
   - Discussed postponing executive committee job descriptions for now
   - Will review current board slate, determine which positions will be open for October election
   - Kim will do attendance analysis before next meeting for upcoming bylaws vote in HSC
   - Discussed asking the Board of Directors to do direct outreach to potential nominees as well

*If you need meeting materials in another format, please contact Kim Sutter at ksutter@porchlightinc.org.*
5. Review and revise HSC Bylaws

   - Reviewed non-discrimination section, discussed changing language around Fair Housing Act (federal v. local standards)
   - Reviewed sections regarding Board of Directors, made changes to match Code of Conduct

6. Walk-on items (as time allows)

7. Next meeting
   Tuesday, 7/19 @ 2:30pm
   Facilitator: Brad (if able)
   Notetaker: TBD
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Annual Roadmap

<table>
<thead>
<tr>
<th>Month</th>
<th>Key Tasks</th>
<th>Facilitators</th>
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<tbody>
<tr>
<td>January</td>
<td>Review goals for year; establish plan for facilitation if needed</td>
<td>Liz</td>
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<tr>
<td>February</td>
<td>Review Board of Directors (BOD) Code of Conduct / Bylaws (alternating years); other projects as indicated</td>
<td>Liz</td>
</tr>
<tr>
<td>March</td>
<td>Review Board of Directors (BOD) Code of Conduct / Bylaws (alternating years); other projects as indicated</td>
<td>Matt</td>
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<tr>
<td>April</td>
<td>Review election process and tasks; review and update job descriptions</td>
<td>Chara</td>
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<tr>
<td>May</td>
<td>Review BOD positions that will be opening; develop BOD candidate questions</td>
<td>Kim</td>
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<tr>
<td>August</td>
<td>Announce open positions and communicate election process and timeline to HSC membership; plan November training for new members</td>
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<tr>
<td>September</td>
<td>Send official call for nominations (nominations due September 31st); distribute candidate questions to nominees; plan November training for new members</td>
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<td>October</td>
<td>Ensure candidate answers are disseminated to membership; identify eligible voters; create the ballot and facilitate its use</td>
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<td>November</td>
<td>Conduct new board member training (N&amp;G member(s) + CoC Coordinator)</td>
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<tr>
<td>December</td>
<td>Debrief election and orientation processes; continue work on Code of Conduct / Bylaws as needed</td>
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Current Nominating and Governance Committee Mailing List

John Brown – unifymadisonwi@gmail.com
Nick Fatsis – nick@justdane.org
Brad Hinkfuss – bhinkfuss@housinginitiatives.org
Matt Julian – matt.julian@unitypoint.org
Brenda Konkel – brenda@machonehealth.org
Torrie Kopp Mueller – TKoppMueller@cityofmadison.com
Melissa Mennig – melissam@trhome.org
Kim Sutter ksutter@porchlightinc.org
Chara Taylor – charataylor2876@gmail.com
HSC Lived Experience Committee – danelivedexperiencecommittee@gmail.com

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