



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)
 - o Language barriers
 - o 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.



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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

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

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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