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| **Balance of State Nominating Committee** | **11/15/2022**  **2:00PM**  **Via Teleconference** |

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| **Meeting called by:** | Michael Bonertz | **Type of meeting:** | Nominating Committee Meeting |

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| **Attendees:** | Michael Bonertz, Lisa Haen, Tara Prahl, Carrie Poser |

***Minutes***

**Agenda Item:**  Officer Elections **Presenter:** Michael

**Discussion:**

* Received nominations for all existing officers to maintain their seats
* Anticipate asking if nominees accept their nomination
* Nominations closed yesterday
  + No other nominations were made other than existing officers
  + Will move forward with current nominees
* Will be yes/no/abstain vote. No opportunity for write-in will be provided

**Agenda Item:** Vacant BoD Member seats **Presenter**: Michael

**Discussion:**

* Elections for Coalition BoD Members will occur on Friday at the quarterly BoS meeting
* Vacant seats that still remain are:
  + East Central
  + NWISH
  + Ozaukee
* Current Youth Rep has opted to resign as well
* Received a potential new Lived Experience application
  + May turn out that current Lived Experience Rep switches to Youth Rep and we could bring on a new Lived Experience rep based on recent application

**Agenda Item:** Governance Documents **Presenter:** Michael

**Discussion:**

* Lisa has been utilizing the same documents until we change them in accordance with HUD requirements
* Nominating Committee to discuss changes that have been recommended and ensure they align with HUD
  + Governance documents to be added to google docs for all nominating committee members to provide feedback
  + At next meeting, will discuss changes and ensure they are in compliance with HUD requirements
* After changes are completed, will send to BoD for final feedback and then for approval
* Will minimally need two different policies and 1 form
  + Code of Conduct policy
  + Annual Statement of Conflict of Interest
    - Needs to be updated annually
  + Conflict of Interest Disclosure Form

*Tentative next meeting: January 10, 2023 @ 2:30pm*

*Action Items to follow up on:*

* Michael is following up with all nominees to see if they accept their nomination
* Upon receiving an acceptance of their nomination, Michael to send out any nominee bios on Friday, November 18th to the BoD, alongside a request for BoD members to cast their votes for officers
* Lisa to follow up with Roseann about Lived Experience vs. Youth Rep
* Michael to follow up with recent Lived Experience application
* Carrie to add Governance documents to google docs that need to be addressed
  + All of Nominating Committee to make comments in the meantime