

**Nominating Committee Meeting
October 15, 2010**

**Housing Works, Conference Rm.
New York, NY**

10:00 AM – 10:45 AM

MEETING RECORD

Committee Co-Chairs Present: Joey Lopez

Present:

Aleida Valentin (DHS), Judith Simpson (DAH), Riva Kelton, Kenneth Robinson and Jim Woods

Election Process

A hand out was provided which detailed the steering committee election process. All thirteen bulleted items were read by Judith Simpson and discussed by the group. The group also developed the following action items with associated timelines for various process steps.

- Verify Attendance for all current voting members- Judith Simpson – by 10/19/10
- Finalize and review all membership applications – Judith Simpson by 10/19/10
- Verify that current voting members actively participated in at least one standing committee – Judith Simpson by 10/19/10
- Contact voting members that do not meet minimum meeting attendance requirements (Action decided on by nominating and steering committee co-chairs- (Co-Chairs) by 10/29/10)
- Outreach for all categories of membership – prepare email for at large, business, academia, courts, NYCHA, consumers, etc. - Judith Simpson (prepare draft) by 10/22/10
- Updated list of McKinney-Vento providers needed from DHS prior to the elections –DHS by October 29th, 2010.

Review of Forms –

- The applications were shared with the group. It was agreed that on the application for at-large membership on Page 2 attestation, the language should be similar to the language on pages 6 and 7 of the approved bylaws.

Attendance Tracking Analysis

- Judith prepared an attendance tracking analysis which was shared with the group. Four agencies/groups did not meet the eligibility criteria as a result of the initial review. Judith was asked to perform a more in-depth analysis to determine if there was additional information not used in the analysis.

Outreach Strategy for Government, Coalition Members and At-large was discussed. The additional groups to be targeted include: academia, businesses, DOC, Courts, re-entry programs, etc.

- **Note:** Mr. Robinson will announce issue of coalition reps ensuring that their representative signs in (in the event that a proxy is signing for them).

Timeline for Elections and Receipt of Documents

<u>Activity</u>	<u>Date</u>
1. Applications emailed	October 22, 2010
2. Applications Returned (email or fax)	November 4, 2010
3. Applications out for Voting (electronic)	November 8, 2010
4. Applications returned (electronic)	November 12, 2010

Future Meetings:

- November 8, 2010, 10:00am (Housing Works Conference Room) – Nominating Committee.
- November 8, 2010 – 6:00pm - 8:00pm – Consumer Committee
- November 19, 2010 9:30am-12:00pm – Annual Meeting and New Member Meeting