



Nominating Process Debrief

November 18th from 9:00 AM – 10:30 AM

[Zoom Meeting Link](#)

AGENDA

AGENDA ITEM	PRESENTERS	TIMING	DESCRIPTION
Welcome	- <i>Maddie Nation, Homebase</i>	10 minutes (end 9:10)	Welcome and introduction of attendees
Public Comment	- <i>Members of the Public</i>	5 minutes (end 9:15)	Time for comments from the public.
Major Changes to the 2022 CoH Recruitment Process	- <i>Mark Mora, Homebase</i>	10 minutes (end 9:25)	Review of the most significant changes to the 2022 CoH recruitment process.
Trends in 2022 CoH Applicants	- <i>Maddie Nation, Homebase</i>	35 minutes (end 10:00)	Review trends in the 2022 CoH applicants, including: <ul style="list-style-type: none"> • Number of complete and incomplete applications, • Number of applications by seat, • Average application scores, • Demographic distribution of applicants, and • Demographic distribution of the 2023 CoH.
Suggestions for Making the Process Better in 2023	- <i>Mark Mora, Homebase</i>	30 minutes (end 10:30)	Drawing on feedback from staff, the Nominating Committee, and the Nominating Panel, Homebase will present suggestions for improving the 2023 CoH recruitment process.
Adjourn	- <i>Mark Mora, Homebase</i>		Close meeting

Potential Changes for 2023 CoH Nominating Process

Overview

Each year, approximately half of the Council on Homelessness member seats are vacated and opened to the community for applications. The CoH is responsible for creating a fair application process for all vacated seats, including the development of application materials and non-biased selection of new members. This document summarizes recommended changes for 2023, drawing on feedback from Nominating Committee members, Nominating Panelists, H3 staff, and Homebase staff.

Recommendations for Governance Committee

1. Create **term limits** for Council on Homelessness members to ensure there is opportunity for new organizations and leaders to participate in this process.
 - a. Consider creating an exception for CoH seats associated with specific organizations (e.g., Veterans Administration Representative)
2. Re-visit the name and description of the “**City Government Representative Seat**” so that the purpose and desired candidates are clear.
 - a. Is it fair to have one city seat when there are 19 cities in the county?
 - b. Clarify in the Governance Charter and Bylaws if elected officials can hold this seat.
 - i. If they cannot, consider creating another space for elected officials to engage with homelessness work in the county (e.g., regular meeting).
3. Re-visit the name and description of the “**Emergency Solutions Grant Representative Seat**” so that the purpose and desired candidates are clear.
 - a. This seat has been historically designated for an administrator of the ESG funding, not a recipient.
 - b. Should this seat include recipients of ESG funding? This might give more space for providers on the CoH.
4. Review the **seat descriptions** drafted by the Nominating Committee.
 - a. Is this something the Governance Committee should draft to ensure the intention of each seat is carried into the Nominating process?
5. **Stagger seat terms** so half of available seats (~9) are vacated each year
6. In cases there is a delay in seating a new member, create a **mechanism for extending a CoH member’s term** (if they are agreeable) until there is a successor seated.
7. Create a mechanism for paying **stipends to seats with compensation**, in cases where there is a delay in seating these individuals.
 - a. For example, ensuring retroactive pay can be given.
 - b. For example, creating an emergency fund for CoH members with lived experience to access in this situation.

Recommendations for Nominating Committee

8. Remove the **tie-breaker** or integrate it as a standard question.
 - a. There is some issue with asking about geographic representation – are we interested in who a program is willing to serve? Where someone lives? Where someone works?
9. Consider **omitting names from applications** to reduce bias in favor of current members
 - a. It may not be possible to anonymize applicants with previous CoH experience (e.g., if they mention this experience in their application).
10. Create a policy for **interviewing candidates** when there's a small point difference (<3 points) between top candidates.
 - a. This will have to be included in the Nominating process timeline from the beginning.
11. Identify a **minimum application threshold** for candidates (e.g., 60 points)
 - a. Under this threshold, Nominating Panel members could (1) accept the application (if there is a compelling reason to do so), (2) deny the application and re-open recruitment, or (3) deny the application and keep the seat vacant.
12. For **Supplemental Q9** (Recommendations or Thoughts from Meetings), re-write this question to focus on recommendations only (removing mention of thoughts).
13. Consider combining **Supplemental Q5** (Connections to Organizations/Agencies Who Serve Unhoused) and **Supplemental Q6** (Connections to Other Organizations/Agencies) so it's simply about the applicant's connections to organizations across the community.
 - a. Is there a better way to identify which organizations might be new to the CoH or consider different types of connections against each other (e.g., well connected to one organization vs. distantly connected to several)?
14. Consider including a supplemental question that **requires applicants have attended at least one CoH meeting** by the time applications are reviewed.

Recommendations for Staff

15. Target email recruitment with **customized subject lines for each seat** (e.g., a unique email for Community Representative)
16. Identify strategies for marketing **other opportunities for involvement**, beyond simply becoming a CoH member (e.g., Learning Hubs, Working Groups)
 - o Consider hosting an information session/101 training in advance of the application period, focused on providing information and matchmaking on how to get involved in CoH work
17. Work with the **Youth Advisory Board** to identify strategies for recruiting youth and creating sustainable support structures

Recommendations for Nominating Panel

18. In the orientation process, focus on **unconscious bias** related to age (both in favor and against) and existing members.
19. Proactively offer **printed materials** to Nominating panelists to assist their review of applications.

20. Encourage **Review and Rank Panelists** to consider serving on the Nominating Panel because there are many similarities in the process.



NOMINATING PROCESS DEBRIEF

November 18, 2022

Zoom Norms to Guide Discussion

Please use the **chat** box and
feel free to **unmute**.

We will be **recording**.

We love to see your faces! If
possible, please turn on your
video.

Agenda

1. Welcome
2. Public Comment
3. Major Changes to the 2022 CoH Recruitment Process
4. Trends in 2022 CoH Applicants
5. Suggestions for Making the Process Better in 2023
6. **Adjourn – 10:30 AM**

ATTENDEE INTRODUCTION

Name

(example: Mark)

Pronouns

(example: he/him)

**Check-In: What were you
really into when you were a
kid?**



PUBLIC COMMENT

This is time for community members to provide public comment (one minute time limit).

Please come off mute to make your comment or add it to the chat and it will be read out loud.

MAJOR CHANGES TO THE 2022 COH RECRUITMENT PROCESS

Mark Mora, Homebase

COH APPLICATION MATERIALS

County Advisory Board Application

Council on Homelessness Supplemental
Questions

Scoring Rubric

MAJOR CHANGES TO THE 2022 PROCESS

Nominating
Committee
and Panel

Office Hours

Order of
Application
Materials

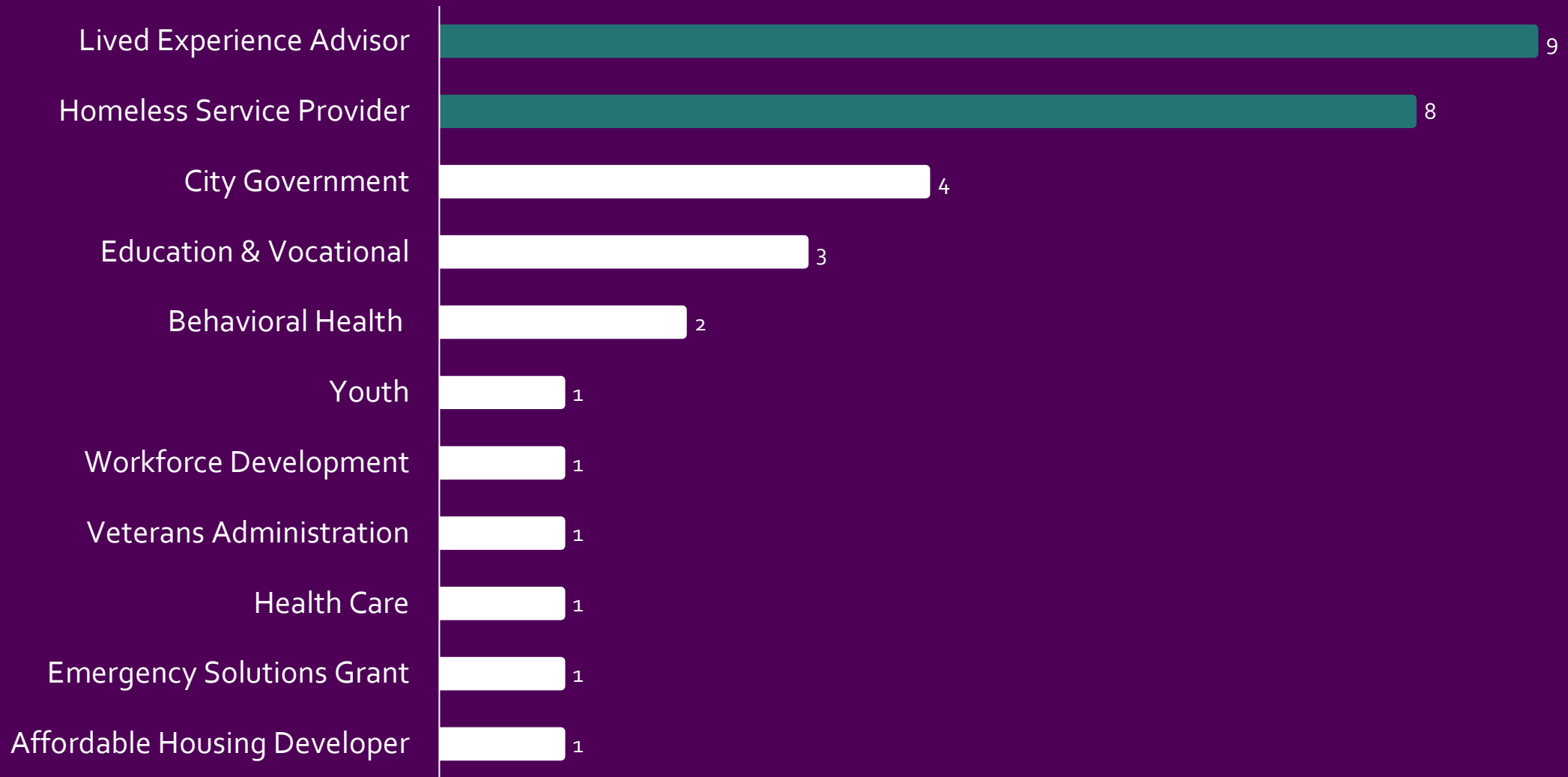
Longer
Timeline

TRENDS IN 2022 COH APPLICATIONS

Maddie Nation, Homebase

For 11 vacant seats, we received **31 complete applications.**

The Lived Experience Advisor and Homeless Service Provider seats had the **most** applicants.



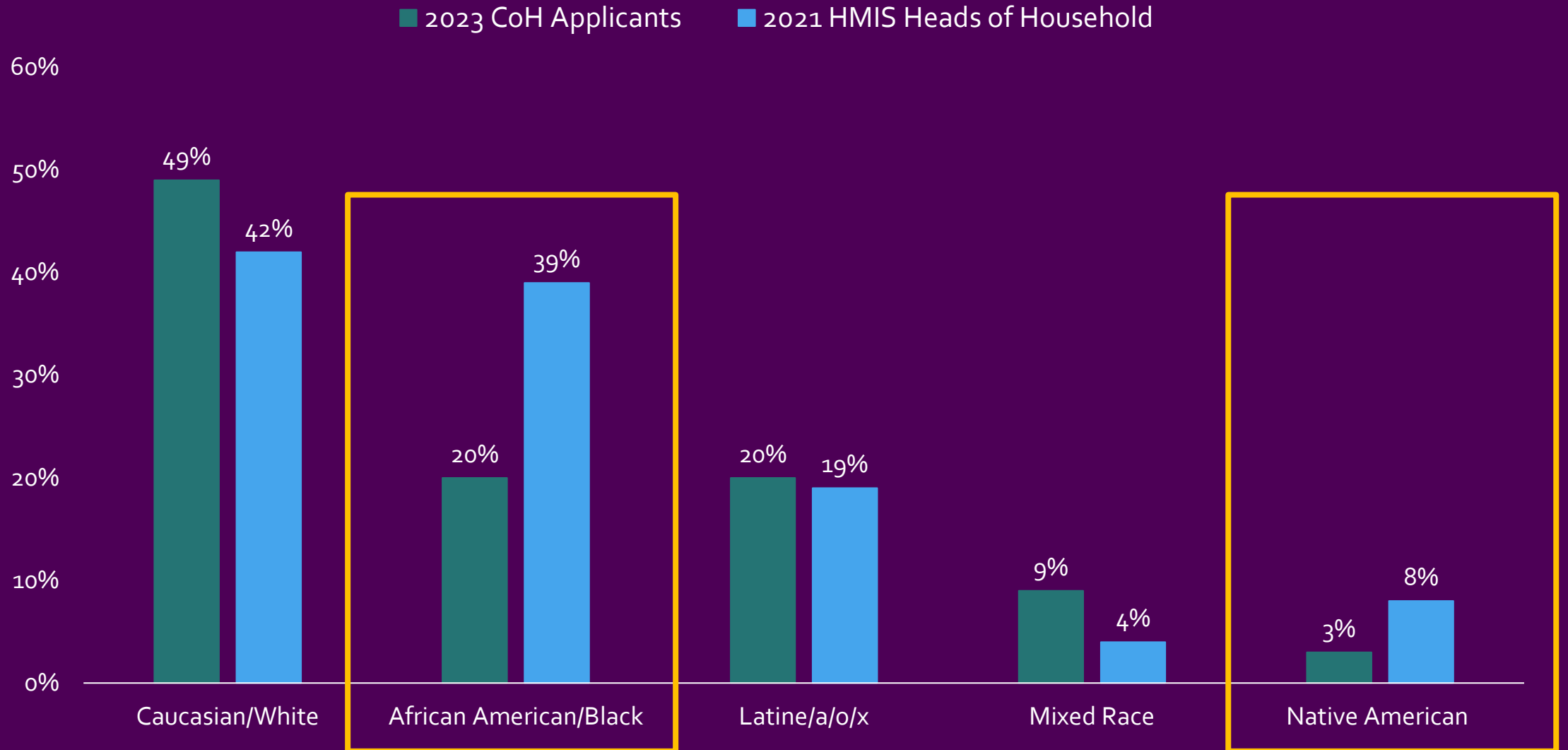
There were six seats that only received only **one application**.



For seats with more than one applicant, the **average application score** was higher (76.55 pts) than seats with one applicant (67.28 pts).

We received **6 incomplete applications.**

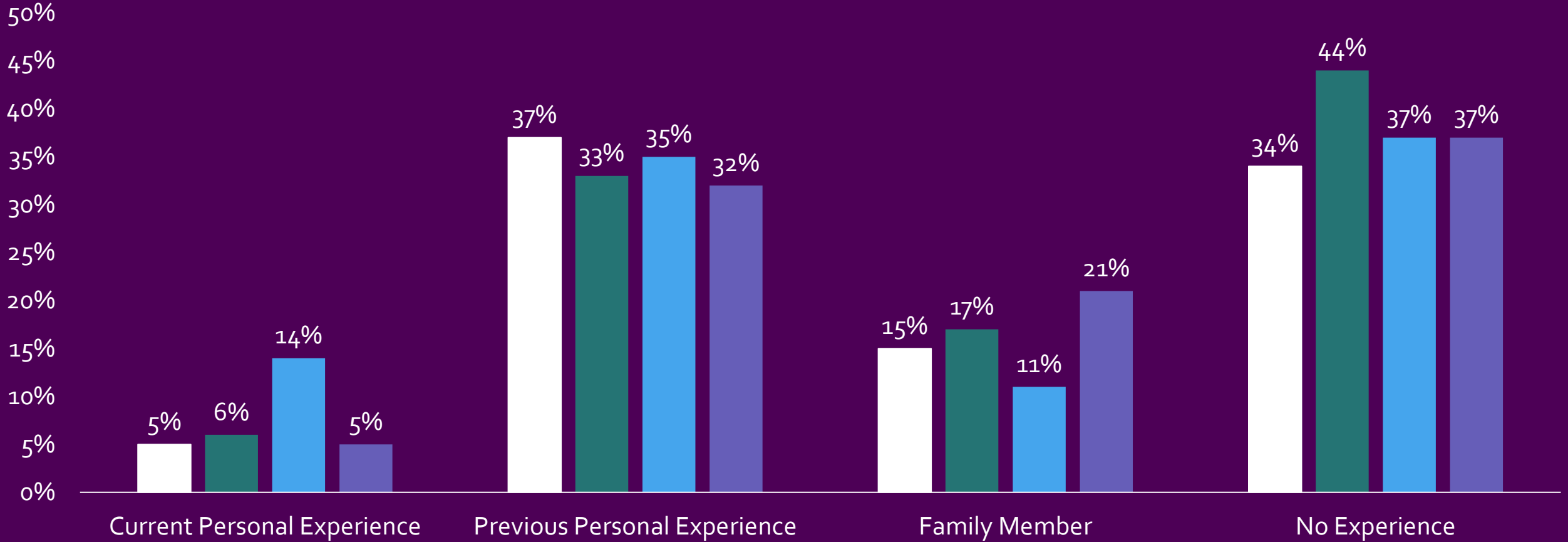
Recruitment efforts are not adequately reaching **Native American** or **African American/Black** individuals.



AGE: DATA TO BE ADDED IN ADVANCE OF MEETING

Applicants and Council Members with Lived Experience of Homelessness

■ 2022 CoH Applicants ■ 2022 CoH Members ■ 2023 CoH Applicants ■ 2023 CoH Members



SUGGESTIONS
FOR MAKING THE
PROCESS
BETTER IN 2023

Mark Mora, Homebase

FEEDBACK MECHANISMS

Staff
Debrief

Committee
Suggestions

Panel
Suggestions

This
Meeting

HOW WAS YOUR EXPERIENCE SERVING ON
THE NOMINATING COMMITTEE?

FOR NOMINATING COMMITTEE (1/2)

- Remove the **tie-breaker** or integrate it as a standard question.
- Consider **omitting names from applications** to reduce bias in favor of current members
- Create a policy for **interviewing candidates** when there's a small point difference (<3 points) between top candidates.
- Identify a **minimum application threshold** for candidates (e.g., 60 points)

FOR NOMINATING COMMITTEE (2/2)

- For **Supplemental Q9** (Recommendations or Thoughts from Meetings), re-write this question to focus on recommendations only (removing mention of thoughts).
- Consider combining **Supplemental Q5** (Connections to Organizations/Agencies Who Serve Unhoused) and **Supplemental Q6** (Connections to Other Organizations/Agencies) so it's simply about the applicant's connections to organizations across the community.
- Consider including a supplemental question that **requires applicants have attended at least one CoH meeting** by the time applications are reviewed.

HOW WAS YOUR EXPERIENCE SERVING ON
THE NOMINATING PANEL?

FOR NOMINATING PANEL

- In the orientation process, focus on **unconscious bias** related to age (both in favor and against) and existing members.
- Proactively offer **printed materials** to Nominating panelists to assist their review of applications.
- Encourage **Review and Rank Panelists** to consider serving on the Nominating Panel because there are many similarities in the process.

HOW WAS YOUR EXPERIENCE AS **STAFF**?

FOR STAFF

- Target email recruitment with **customized subject lines for each seat** (e.g., a unique email for Community Representative)
- Identify strategies for marketing **other opportunities for involvement**, beyond simply becoming a CoH member (e.g., Learning Hubs, Working Groups)
- Work with the **Youth Advisory Board** to identify strategies for recruiting youth and creating sustainable support structures

FOR GOVERNANCE

- Create **term limits** for Council on Homelessness members to ensure there is opportunity for new organizations and leaders to participate in this process.
- Review the **seat descriptions** drafted by the Nominating Committee.
 - Re-visit the name and description of the **City Government Representative Seat** and **Emergency Solutions Grant Representative Seat** so that the purpose is clear.
- **Stagger seat terms** so half of available seats (~9) are vacated each year
- In cases there is a delay in seating a new member, create a **mechanism for extending a CoH member's term** until there is a successor seated.
- Create a mechanism for paying **stipends to seats with compensation** in cases where there is a delay in seating these individuals.

IS THERE ANY OTHER FEEDBACK
YOU'D LIKE TO SHARE?

ADJOURN

Next Step: Revise the *Potential Changes for 2023 CoH Nominating Process* document and share with staff involved in next year's work.

Thank you for your work on this process!

Please reach out to ContraCostaTA@homebaseccc.org with questions.