

**Martin House, Inc.**  
**Governance Committee Meeting**  
**May 3, 2023**

Next Meeting: May 12, 2023, 3 pm Virtual via Zoom

**AGENDA**

1. Review of Minutes
2. Old Business
3. New Business

**Attendees:** Sheila Coleman, Jon Madeira, Uduak Enyiema, Eric McDermott, Marilyn St. Onge, Mat Lisee,

**Review of minutes:** Minutes from March 29th, 2023 meeting submitted to committee members and at the BOD meeting. The Governance Committee did not convene in April; meeting was postponed until 5/3/2023 due to several scheduling conflicts.

**Old Business:**

- Thames River DEI Statement and Policy-Uduak
- Governance Committee will review and follow up with ED
  - Add to next month's board meeting agenda once there is a consensus
- Jon suggested having HR person review the personnel policy and provide feedback for updating current policies, add statement
- Uuak will create an ADA statement
- Website ADA compliant
- DEI Trainings

**New Business:**

**Policies**

Consensus on Thames River DEI Statement/Policy

- Eric suggested making the the line about community partnerships be more granular
  - Is this a policy or a DEI statement
- Martin house is currently having personnel policies reviewed to ensure they are up to date
  - Should this be reviewed and edited
  - Uduak noted that the current policies are not specific (i.e safety, finance, etc.) Currently policies are in the employee handbook only.

- Revised job descriptions
  - Uduak updated or created job descriptions after noting they are inaccurate or nonexistent. This limits the ability to provide performance evaluations or to hold employees accountable for performance issues as they arise.
  - These job descriptions are prioritized:
    - Development Director (revised)
    - Supportive Housing Manager (new job description)
    - Financial Manager (new job description)
    - Program Manager (revised)
  - Tabled until next meeting.
    - New job descriptions will be reviewed by the BOD at the earliest possible date.
- Revised Slate of Officers
  - Transitioning to two Boards per our Strategic Plan
    - Board will be voting in June for July 1 implementation of new slates
    - Need two class year lists; propose two slates
    - Governance will meet again on 5/12 to review proposed slate
    - Governance Committee will petition the BOD for nominations of new officers