

**Martin House, Inc.**  
**Governance Committee Meeting**  
**November 28, 2023**

Next Meeting: December 27, 2023, 4 pm

**AGENDA**

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

**Attendees:** Debbie Eskra, Uduak Enyiema , Eric Mcdermott, Sheila Coleman, Jon Maderia, Mathew Lisee

**Review of minutes:** October 25th Governance Committee meeting minutes accepted and approved

**Old Business:**

1. Schedule of in-person meetings
  - a. In person board meetings will convene in March on a quarterly basis.
2. Board member matrix
  - a. Review of current BOD members' skills meet our needs
  - b. Matrix will be sent out to current BOD and will be compiled to gather data
  - c. Data will be used for recruiting new members
3. MH and TR program residents having a place on BOD
  - a. There seems to be some hesitancy among program directors to identify candidates.
  - b. Feedback and representation from residents may be obtained by other means such as a liaison to the board or by obtaining quarterly feedback from residents.
  - c. Uduak asked that we remain mindful of the residents' current state of seeking stability and the possible effects of having them engaged with the board.
  - d. ED's will collaborate on a rotating schedule of program review during board meetings. Uduak will initiate this at the December meeting.
4. Revised job descriptions, reviewed and approved.
5. Updating Policies
  - a. Jon: Policies will be reviewed in January, Recommendations from external consultant is to update all personnel policies to bring them into alignment with job descriptions and current employment laws.
  - b. Jon will present the proposed draft to Governance for review at the next meeting.

**New Business:**

1. Eric: 2 potential BOD candidates reviewed for presentation at the next board meeting