

# HCPA Governance Committee Meeting Minutes

## HCPA Board Room

**Tuesday, November 23, 2021**

**3:30 PM**

**Zoom Link: <https://zoom.us/j/98068461088>**

**Mission/Vision Statement:** HCPA's mission is to provide the best integrated, challenging, and well-rounded educational experience to students in grades K-12.

### **I. Call to Order**

Committee members present:

Crystal Robideau - committee chair & facilitator

Blia Her - convener

Heidi Pendroy - co-facilitator

Joanna Klitzke - recorder

Mee Vang - board reporter, attended via zoom

Toni Marie O'Daniel, attended via zoom

Karen Klinzing, attended via zoom

Meeting began 3:30pm, 11/23/2021

### **II. Consent Approval**

#### **a. Agenda**

Introduction of new member Toni Marie O'Daniel. Will be submitted for Board approval.

Recommendation to revise HCPA bylaws to change seat to community/parent/teacher will be documented and discussed at next committee meeting, per Karen and Crystal

Email group set up for governance committee. Mee - question about consolidation of messages from committee and board of directors into one email address location.

### **III. Process for screening potential board member candidates**

Steps of the screening process:

1. Recruit / call for interested board candidates.
  - a. Sent to staff, parents, community members via email, robocall, and publication in local outlets such as Hmong Times, etc.
  - b. Word of mouth recruitment from board members and committee members
2. Responses / interest send to governance committee email.
3. Applicants are sent application packet

- a. Candidates have ~1-2 weeks (expedited) or 1 month (standard) to complete
4. Completed applications sent to governance committee email.
  - a. Committee verifies application is complete. If incomplete, follow up from committee to request missing portions
5. Committee screens candidates based on applications
  - a. Candidate must demonstrate they meet qualifications and are clear of conflicts of interest
    - i. Committee recommends that the conflict of interest statement detailing potential or existing conflicts be required as a piece of the application packet and not within 30 days of their election/appointment as currently stated Add this note to the Board Nomination Guidelines in nomination requirements section, add checkbox on checklist section at the bottom of Candidate Nomination Form.
6. Committee interviews qualified applicants
  - a. Board Candidate Appointment rubric used
7. Background check
  - a. 24-72 hours, \$27.50 charge. Applicant pays for the background check fee and will be reimbursed. \*Board needs to approve this and put it in writing. Crystal will bring this note to the board.
8. Send to board for approval
  - a. Board will conduct interviews of candidates either at a Special Board Meeting or regularly scheduled board meeting. Final decisions and voting on appointment will not occur at the same time as the board interviews.
  - b. Board meets to decide on membership appointments

Discussion topics:

- Verify term dates for current board members. Ensure terms are staggered so that there isn't a time when many seats are turning over. Appointed members serve until the end of the term or until the next annual election. \*In the next few months this statement will be discussed and potential changes to the bylaws will be recommended if necessary.
- HCPA board roster on hcpa website needs to be rectified and checked for errors.
- Steps outlined by committee will be brought to the board
- Committee's recommendations should be separate from board interviews/screening as that should be the next stage of the process

#### **IV. Rubric for screening candidates**

Use checklist similar to that used for CFO and financial company search. Criteria of excellent fit (4), very good (3), somewhat good (2), minimal fit (1). This creates a consistent benchmark for all candidates.

Rubric for HCPA Board Candidate Appointments developed. This tool will be used when the committee is interviewing. Questioned designed to find strengths from a wide variety of applicants.

Discussion topics:

- It is considered best-practice to have members who have expertise in legal, business, education, etc.

## **V. Progress of Candidates**

Several candidates have completed their applications and completed their background checks.

- Rick Perry already recommended to the board, willing to serve for the remainder of the year. Board plans to accept him for November 30th, as Maisain resigns.
- Mark Vang has submitted paperwork but not complete. Blia following up.
- Aly Xiong has submitted paperwork but not background check yet.
- Daniel Schmidt has submitted application.

## **VI. Screen potential candidates who have submitted paperwork and passed background check**

Blia will follow up with current candidates to ensure they submit a conflict of interest statement.

Committee supports the board's recommendation to move Richard Perry to the appointment stage

## **VII. Prepare for next committee meeting**

Discussion of agenda items for next committee meeting including discussion of the HERC board (Hmong Education Reform Company affiliated building company), and further talk about identifying conflicts of interest.

Plan for next committee meeting 12/7 at 3:30pm.

## **Adjourn**

Meeting concluded at 5:35pm.