

Nominating and Governance Committee Meeting Minutes

Date Held: Wednesday, April 20, 2016
Location: HFHB Offices, 1675 South Park Ave., Buffalo, NY 14210
Present: Susan Hassinger, John Sexton, Ron Talboys, Jerry Sheldon
Absent: Gerry Murak (traveling)
Guests: Jennifer Beltre

The meeting commenced at 5:30 pm.

Discussion (Interview): Topic - interview and recommendation for new Board members. The Committee met with Jennifer Beltre, a candidate for the Board. John Sexton, Ron Talboys and Jerry Sheldon know Jennifer from prior business of HFHB and all spoke highly of her and her capabilities prior to the meeting. Jennifer previously worked for the City of Buffalo which prohibited her from joining the Board; she is now working for the County of Erie administering Federal programs and therefore is eligible to serve on our Board. She has broad experience in housing, municipal processes, land use and Buffalo neighborhoods. Jennifer is enthusiastic about the prospect of joining HFHB's Board.

Action: The Committee unanimously agreed to recommend Suzanne Jacobs (not interviewed since all Committee members know her and her work for HFHB) and Jennifer Beltre as new Board members at the next Board meeting.

Discussion: Topic – Board demographics and skills. The Committee discussed the need to update our Board demographics and skills matrix survey. The Committee reviewed the last summary chart from 2013 and consolidated, added and eliminated skills categories.

Action: The Committee will circulate a new questionnaire to all Board members and summarize the results so that the Committee and the Board can determine what our skills and demographic needs are going forward.

The meeting ended at approximately 7:00 pm.

Respectfully submitted,

Susan M. Hassinger
Committee Chair



Prospective Board of Director Profile Form

Contact Information

| | |
|----------------------|--|
| Name | Suzanne M. Jacobs |
| Street Address | 6008 Genesee Street |
| City, State ZIP Code | Lancaster, NY 14086 |
| Home Phone | 716-681-5494 |
| Cell Phone | 716-208-0380 |
| E-Mail Address | smjacobs2001@yahoo.com |
| Current Employer | Retired Educator |
| Employer Address | NA |
| Title | NA |

Area of Interests

Tell us in which areas you are interested:

- ☐ Finance Committee
- ☐ Development Committee
- ☐ Family Selection Committee
- ☐ Site Selection Committee
- ☐ Nominating Committee
- ☐ Construction Committee
- ☒ Family Support Committee
- ☐ Volunteer Coordination

Self Assessment

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities.

In my 40-year career in education, I was a K-12 reading specialist, an elementary principal, a director of special education, and assistant superintendent for curriculum, instruction, and pupil services. These positions required effective leadership qualities, especially the ability to communicate and collaborate on many levels. A high level of organizational skill and time management were essential. In a district of 6,000 students, it was necessary to think globally and, at the same time, manage critical details. I had responsibility in the areas of long-range planning, policy development and review, curriculum development, improvement of instruction, and supervision and evaluation of faculty and staff.

Professional Affiliations & Community Activities

President, Board of Trustees of the Lancaster Pubic Library
Board member and secretary for the Hull House Foundation
Education Director for *Hull Family Home & Farmstead*
Board member, Lancaster Youth Bureau
Finance committee chair and lector, Sacred Heart Parish in Bowmansville
Tutor, Literacy New York Buffalo/Niagara

1. Do you have a reasonable understanding of the mission and focus of Habitat for Humanity Buffalo?
Yes ☒ No ☐
2. The aspects of Habitat Buffalo that are most interesting to me are:
The stories we hear about our families' journeys to home ownership; the importance of volunteers to the mission of Habitat
3. What talents and abilities would you bring to Habitat Buffalo?
I am currently chair of the Family Support Team and have been serving on the policy committee for the past two years.
4. Realistically, I could contribute the following time to the Habitat Buffalo board.
Hours per month: I currently spend about 25-30 hours a month as chair of the Family Support Team.
5. I would be willing to give a personal donation to Habitat Buffalo as part of an annual giving campaign. Yes ☒ No ☐
6. I would be willing to advocate on behalf of the organization with foundations, corporations, and local government entities. Yes ☐ No ☒ only because of time constraints
7. Realistically, I could commit to attending at least 75% of Habitat Buffalo board meetings.
Yes ☒ No ☐
8. I would be willing to utilize my personal and professional connections to assist Habitat Buffalo.
Yes ☒ No ☐
9. Other Comments:
My current work with the Family Support Team is very rewarding. Along with Nina Wright, Family Selection Chair, I think our membership on the board is important because we work so closely with families and can bring their perspectives and experiences to the board.

Our Policy

It is the policy of Habitat for Humanity Buffalo to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this profile form and for your interest in Habitat for Humanity.



Prospective Board of Director Profile Form

Contact Information

| | |
|----------------------|--|
| Name | Jennifer Beltre |
| Street Address | 24 Fairchild Place |
| City, State ZIP Code | Buffalo, New York 14216 |
| Home Phone | n/a |
| Cell Phone | 716-912-9263 |
| E-Mail Address | Jennifer.beltre3@gmail.com |
| Current Employer | Erie County |
| Employer Address | 95 Franklin St. 1055, Buffalo NY, 14202 |
| Title | Senior Housing Specialist |

Area of Interests

Tell us in which areas you are interested:

- ☐ Finance Committee
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- ☐ Family Selection Committee
- ☒ Site Selection Committee
- ☐ Nominating Committee
- ☐ Construction Committee
- ☐ Family Support Committee
- ☐ Volunteer Coordination

Self Assessment

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities.

I worked for the City of Buffalo for nearly a decade which allowed me to gain extensive knowledge of municipal processes and establish relationships with key personnel. As a Community Planner, I developed a widespread understanding of the neighborhoods in Buffalo and the demographics therein. I directed the City of Buffalo on vacant and abandoned property related matters by evaluating conditions and determining areas for land assemblage, redevelopment of vacant parcels, and rehabilitation or demolition of blighted properties. Duties also included In Rem Project Management for the acquisition of abandoned properties and serving on the Land Use Planning Committee for the disposition of Real Estate owned properties.

Professional Affiliations & Community Activities

Designated Homeless Services provider representative for Erie County

Designated Fair Housing representative for Erie County

Olivencia Community Center community event volunteer

Miss Borinquen Latina Leadership Development committee member

1. Do you have a reasonable understanding of the mission and focus of Habitat for Humanity Buffalo?
Yes ☒ No ☐
2. The aspects of Habitat Buffalo that are most interesting to me are: I appreciate the mission of providing quality housing options for prospective homeowners that wouldn't otherwise be afforded the opportunity. I appreciate Habitat's role in addressing vacant & blighted properties.
3. What talents and abilities would you bring to Habitat Buffalo? I bring widespread understanding of the neighborhoods and demographics in Buffalo to assist with decision making on property acquisition and neighborhood targeting.
4. Realistically, I could contribute the following time to the Habitat Buffalo board.
Hours per month: 5
5. I would be willing to give a personal donation to Habitat Buffalo as part of an annual giving campaign. Yes ☒ No ☐
6. I would be willing to advocate on behalf of the organization with foundations, corporations, and local government entities. Yes ☒ No ☐
7. Realistically, I could commit to attending at least 75% of Habitat Buffalo board meetings.
Yes ☒ No ☐
8. I would be willing to utilize my personal and professional connections to assist Habitat Buffalo.
Yes ☒ No ☐
9. Other Comments:

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