**BOSCOC Board of Directors Meeting- Minutes**

**Tuesday, March 28, 2017 10:30 AM – 4:30 PM**

Attended: Debbie Bushman, Don Roach, Erika Trawitzki, Robyn Thibado, Carrie Poser, Jerome Martin, Jeannette Petts, Jesse Dirkman, Adrienne Roach

Excused: Mary Jacobson, Millie Rounsville, Renee Greenland, Meika Burnikel

Unexcused: None

**Call to Order: 10:35 a.m.**

**Approval of Minutes**

* Reviewed February BOD minutes: Don motioned approval, 2nd Jeanette. Motion carried.

Discussion that Carrie needs the minutes from February Quarterly meeting. These minutes were lost in transit and unavailable.

**Fiscal Report**

* Discussion about why 2016 budget was on the list. Still waiting on items to clear through THP grant and will then add 2017 budget.
* Question about why there are 2 December THP entries. Clarify with Millie. Update possible typo: suggestion of $9630 should be listed as Planning Grant.
* Approval at next BOD meeting.

**State THP**

Expecting same application as last year. Madison and Milwaukee returned money from 2016-17 money and Carrie has indicated we may be interested. There is possibly extra money to spend for 2016-17. Possibly means more money in 2017-18 as well. Question about trying to make the funds more flexible. Carrie is working on advocacy to open the funds up to other programs besides TH. Carrie will be in contact with recipients about appropriate use of these funds. DEHCR will makes decisions as to TH once the statute has changed. Concerns raised about removal of TH from statute. Removing the “TH” from the statute means no longer being able to use those funds for TH, but instead for RRH and PSH. Carrie made recommendation to spread the extra 2016-17 funds to the current recipients. Most current recipients are on pace to spend their money.

Motions:

Motion to accept the extra 2016-17 funds: Jesse made motion to accept, 2nd Debbie. Jeanette abstained. Motion carried.

Motion to hold off on this decision about allocation of funds until the funds have been formally allocated to the WIBOSCOC. Motion by Don, 2nd Jerome. Jeanette abstained. Motion carried.

Motion to have decisions about TH funds made only by board members not eligible to receive funds. Motion by Debbie, 2nd Jeanette. Motion carried.

In regards to ranking TH projects: Motion to include the score of total exits (system performance reoccurrence report and ART 0555 report). Jerome, 2nd Debbie. Jeanette and Jesse abstained. 1 nay, motion carried.

Motion to use dates below: Jerome, 2nd Debbie, Jeanette abstained. Motion carried.

* Measure 7: 1/1/2014-12/31/2014, returns up to and until 12/31/2016
* 0555: 1/1/2014 – 12/31/2014, returns up to and until 03/31/2017

Motion to approve point spread to include the Measure 7 and 0555 reports and change in table one: Don, 2nd Jerome, Jeanette abstained. Motion carried.

State THP applications due to Carrie by 4/19/2017. Narrative review on 4/20/2017 and 4/21/2017. Decision by board 4/25/2017.

**ETH Certificate Application**

DEHCR changed appeals process

ETH appeals will go directly to BOSCOC board, not DEHCR.

Motion: Carrie will make the decision on certification. If appealed by the agency, the board minus the board person in effected COC, will make the decision on the appeal. Don, 2nd Adrienne. Motion carried.

Meeting attendance

Lead has to have attended 2 meetings of the last 5 and moving forward (2017-18 grant) attends 4 meetings of 5.

Subs- must attend 1\* of 5 (May 2017-May 2018). \*does not alleviate a requirement by your lead agency.

“Actively participate” definition

Defined by:

* No more than 1 unexcused absence, the second results in removal from the committee.
* No more than 3 excused absences without preapproval by the committee chair, with exceptions for FMLA, Maternity leave, etc.
* Completion of tasks as assigned by chair. The committee chair reserves the right to add to this definition and will include in minutes.

What about committees who don’t meet

Committees will be obligated to meet a minimum of 4 times per year. If the chair does not comply, they will be removed as chair.

Assurances section

Carrie adding some points and strengthened others.

ETH deadline

Send out the application for ETH certification by 4/3 or 4/4. Carrie will check with Gordon on certification applications.

**Board Scoring Tool**

Board feedback due by 4/21/2017, final draft will be sent on 4/25/17.

**Using Data to Make Decisions – Jesse Dirkman**

Discussion regarding if we are effectively using PSH projects. Discussion regarding PSH doesn’t mean forever. If tenants no longer need the “program”, they should be moved on. Jesse was asked to prepare a similar data set for RRH programs as she did with the PSH/CH data for the board to discuss appropriate use of RRH funds.

**Bottom 5 on Board Scoring Tool FY16**

Discussion of bottom 6 agencies on last year’s board scoring tool.

Discussion as to why they were the bottom scores included penalty points for not turning things on time, utilization rates, serving ineligible participants, etc.

Discussion on HUDs expectation that COCs reallocate poor performing projects.

Discussion about how HUD requires COCs to reallocate in order to receive new money.

Recommendation: Notice/letter will be sent to bottom 6 agencies explaining reallocation requirement from HUD and how these low performing projects affect the BOSCOC as a whole. Projects will be strongly encouraged to demonstrate plan to improve. 59% and below do not get to ask for funds. 60 to 69% projects will be forcibly reallocated. New projects will be placed above those in the 70 to 79% range. Board reserves right to reallocate based on the need in the community.

Recommendation: Give membership option to offer feedback on above recommendation possibly via webinar. Carrie will send out doodle poll for some time the week of 5/8/17 for all COC fund recipients.

**Committee Reports**

Due to lack of time, committee reports were not given. Carrie reminded board to update attendance as she will need that for ETH certification process.

**New Business**

WI BOSCOC potentially needs new logo due to similarities with another entity.

Vacant board seat needs to be replaced. Jerome will get the election process started as it is in his region.

**Meeting adjourned: 4:45 p.m.**