WISCONSIN BALANCE OF STATE CONTINUUM OF CARE

QUARTERLY MEETING MINUTES

NOVEMBER 13, 2015

HOLIDAY INN HOTEL & SUITES, MADISON WEST

Meeting was called to order by President Robyn Thibado. Attendees were asked to introduce themselves.

Introduction of Board of Directors and Officers for 2015- 2016

 Representing the North region will be Debbie Bushman and Millie Rounsville; from the West will be Jeanne Semb and Robyn Thibado; from the South will be Susan Tucker and Jeanette Petts; from the East will be Lu Scheer and Jerome Martin; representing HIV/AIDS will be Joana Hemschemeyer; representing HMIS will be Jesse Dirkman; representing Domestic Violence Providers will be Tony Gibart; representing Homeless/Formerly Homeless will be Renee Greenland. Officers are Robyn Thibado, President; Jeanette Petts, Vice-President; Millie Rounsville, Treasurer; and Susan Tucker, Secretary.

Update from DEHCR

 Lisa Marks, Division Administrator for the Division of Energy, Housing and Community Relations was present to update the group on what is going on at the state level. The State budget is “status quo”. The Federal budget seems to be the same as of today. HUD is still working on allocations for all of its programs. WHEDA is going to be the lead agency for the National Housing Trust Fund dollars. Receiving these dollars will require an amendment to the State’s Consolidated Plan. Their Annual Action Plan will be released by the first of the year and everyone is asked to please provide comments.

Business Meeting

1. Roll Call of CoC’s noted all present.
2. Approval of agenda – motion by Chris Lashock to approve the agenda as presented. Second by Jeanette Petts. Motion carried.
3. Approval of minutes of August 13 – 14 Quarterly meeting – motion by Chris Lashock to approve the minutes as printed. Second by Barb. Motion carried.
4. Reports
	1. Financial report – Millie presented the financial report through the end of September. Actual revenue is $203,345.75, expenses are $202,476.61. Balance on bank statement was $54,455.13, reconciled balance was $34,826.62; receivable balance was $28,339. There were $12,854 in TH funds returned to the State for unspent TH Admin. The proposed budget for 2016 was presented. It shows no increase in dues assessment; an increase in the Planning Grant; a decrease in the mileage/travel reimbursement expense; an increase in the accounting/tax filing fees as there will be more involved; an increase in bookkeeping expenses; organizational reimbursements increased; and the sub-contract with ICA was increased to reflect the possibility of hiring an additional staff person. Motion by Debbie Bushman to adopt the 2016 budget and dues assessment. Second by Lisa Schneider. Motion carried.
	2. State THP Report – The Admin expenses are on track this time. Carrie has changed the way she’s tracking her time to show time spent. The July and August reimbursements to agencies have gone out. The September billing had to be resubmitted to the state.
	3. Committee Reports
		1. HMIS/PIT – Jesse Dirkman reported the CoC workgroup continues to review the quarterly APR’s agency’s submit. After the 3rd quarter review is completed they will give a report to the PEA Committee on which agency’s may need some technical assistance. A new version of the APR is anticipated during the first quarter of 2016. The goal is to be able to give immediate feedback so agency administrators know which area’s they need to focus on. They are continuing to review the responses to the survey on system performance measures. Anyone who’s interested in performance measures should review the videos on HUD Exchange. Carrie Poser reported the PIT workgroup is developing the methodology for the January 27, 2016 PIT. There will be 3 trainings coming up for the January count.
		2. Project Evaluation & Assistance – Joana Hemschemeyer will be continuing on as chair with Jeanette Petts as co-chair. Thanks to Byron Wright for all his work as co-chair the past year. They were able to get one monitoring done before the NOFA came out, the others have been postponed. Their committee also scored and ranked the new project applications.
		3. 10 Year Plan – Lu Scheer reported she is waiting on some information from the last PIT in order to update the plan, but reminds all local CoC’s that they should be drafting and updating their own plans and getting them to her.
		4. Discharge Planning – Susan Tucker reported the draft plan that was handed out at the August meeting received no feedback. The committee’s plans going forward will depend upon whether that draft is approved or if we need to go back and start over.
		5. Coordinated Assessment – Corin Tubridy reported they are now looking at how to incorporate Homeless/Runaway Youth Services into the plan.
		6. Standards & Prioritizations – Jeanne Semb reported that the CoC Rapid Rehousing Standards sub-committee has a draft in to the CoC Board for review. The Shelter Standards sub-committee has broken into 5 sub-groups, each focusing on a different area, i.e., domestic violence, emergency shelter, motel vouchers, etc.
		7. Public Awareness – Jennifer Schmohe reported much of their focus now is on how to leverage the existing tools on the website to provide survey tools, etc. Jerome Martin will assume chairmanship of the committee with an assist from Jennifer. Renee Greenland will remain in charge of the Facebook page. Remember to “like” it and submit articles for inclusion. The link to evaluation for this meeting has been put on the webpage.
		8. System Coordination – Joana Hemschemeyer reported they will have something available after the first of the year.
		9. Gaps & Needs – Lisa Schneider reported they have two different surveys on the webpage; one for providers and one for clients. They had initially set deadlines of Nov. 20th for providers and Nov. 30th for clients, but due to the NOFA deadline that will be revised. They will report back to the group in February.
	4. Interagency Workgroup – Robyn Thibado reported they have gone to quarterly meetings and that there continues to be a lot of new faces at the table. Goals and plans have been reviewed and a new 10 Year Plan is to be developed.
5. NOFA Competition Update – Robyn and Carrie report that this year’s Collaborative Application required getting a lot of information from non-CoC funded sources. The questionnaire that was developed will be an ongoing thing. The Board is writing for another Planning Grant and the maximum amount available to cover the CoC Coordinator’s position and to add a position to do monitoring, but that won’t start until 2017.
6. Other Business
	1. Coordinated Entry System – a written copy of the Coordinated Assessment Plan was previously provided. Motion by Byron Wright to approve as written. Second by Chris Lashock. Motion by Kim Cable to amend the plan by removing the prioritization list example on page 11 of the document. Second by Chris Lashock. After discussion, motion carried. Original motion was voted on and passed with Northwest opposed due to the fact that the screening tool currently in use is not trauma informed.
	2. Discharge Plan – a written copy of the Discharge Plan was previously provided. Motion by Byron Wright to approve as written. Second by Chris Lashock. After discussion, motion carried unanimously.
	3. Racine Merger Proposal – the BOS Board has been approached by the Racine CoC indicating they would like to join the Balance of State. They would bring about $1.2 million dollars in CoC projects, plus ESG to the merger. They work closely with Kenosha and other surrounding CoC’s, so they have more in common with the Balance of State than with Milwaukee. Adding them to our territory would require a by-law change on our part. Their current President, Gai Lorenzen, is willing to do a presentation to the group to answer question, but was unable to be present at this meeting. Motion by Byron Wright to amend the BOS by-laws to eliminate Section 5 and have it read “the corporation covers the area in the attached map.” Second by Meika Burnikel. Motion carried by a vote of 12 in favor, 6 opposed. The amended by-laws will be approved in February.
	4. Continued Proposed By-law change discussion – comments are still being gathered on proposed changes needed. These will be discussed again in February. Send comments to wiboscoc@gmail.com.
7. Next meeting will be February 11– 12, 2016 in Stevens Point. May 19- 20, 2016 will be at the Concourse in Madison.
8. Motion by Chris Lashock to adjourn. Second by Debbie Bushman.