

WI BOS Board of Director's Meeting

June 6, 2023 1:00 pm
GoTo Meeting Webinar



1. Meeting called to Order by Lisa Haen at 1:03PM
2. Welcome - Roll Call
 - a. In attendance: Marissa Heim, Wendy Schneider, Kristina Bechtel, Robin Adams, Tara Prah, Megan Mietchen, Lisa Haen, Michael Ethridge, Millie Rounsville, Cori Guerin, Jessica Locher, Stephena Smith, Michelle Friedrich, Kathleen Fisher, Peter Kilde, Mike Bonertz, Dave Eberbach, Rosanne Northwood, Carrie Poser
 - b. Notified: Sherri Waid, Cheryl Detrick
3. Approval of 5/2/2023 Board Meeting Minutes – **VOTE**
 - a. Motion to approve the 5/2/2023 Board Meeting Minutes made by Wendy Schneider
 - b. Motion seconded by David Eberbach
 - c. Any Discussion
 - d. All in Favor
 - e. Motion Passes
4. Approval of 5/18/2023 Executive Committee Meeting Minutes – **VOTE**
 - a. Motion to approve the 5/18/2023 Executive Committee Meeting Minutes made by Cori Guerin
 - b. Motion seconded by Michelle Fredrich
 - c. Any Discussion
 - d. All in Favor
 - e. Motion Passes
5. Treasurers Report – Kathleen Fisher
 - a. Financial Reports – **VOTE** – report not sent out previous to meeting for review
 - i. Motion to table approving the Financial Reports until reports are received made by Meghan Mietchen
 - ii. Motion seconded by Mike Bonertz
 - iii. Any Discussion
 - iv. All in Favor
 - v. Motion Passes
6. ICA Contracts – **VOTE**

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- a. Reviewed changes to fiscal agent agreement between WIBOSCO and ICA – changing from 5 different agreements to 1 so language was changed to accommodate this change
 - b. Motion to approve ICA Contracts made by Cori Guerin
 - c. Motion seconded by Rosanne Northwood
 - d. Any Discussion
 - e. All in Favor
 - i. Abstain: Dave Eberbach
 - f. Motion Passes
 - g. Motion to approve ICA HAP Agreement made by Meghan Mietchen
 - h. Motion seconded by Robin Adams
 - i. Any Discussion
 - j. All in Favor
 - i. Abstain: Dave Eberbach
 - k. Motion Passes
7. Fiscal and Accounting Policies and Procedures – **VOTE**
- a. Reviewed suggested changes to the policy
 - i. Date of revision changed
 - ii. Pg 16 – monthly billing statements and documentation of expenses to be sent to treasurer by the 20th of the month instead of the 10th of the month
 - iii. Pg 30 – Amount of volunteer time worth to be assessed and updated yearly to ensure accuracy of amount
 - iv. Pg 60 – Remove first sentence of 9a – Director will no longer have to go to board to approve submission of application and proposal of funding
 1. Millie requesting Carrie still be expected to notify the Executive Committee and BOS board/add to director's report if she is submitting an application for additional funding
 2. Meghan asked for clarification on why this would change – Carrie provided explanation
 - b. Motion to approve Fiscal and Accounting Policies and Procedures made by Dave Eberbach
 - c. Motion seconded by Cori Guerin

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- d. Any Discussion
 - e. All in Favor
 - f. Motion Passes
8. HMIS Governance Documents – **VOTE**
- a. Changed language due to Northern Illinois joining HMIS
 - b. Millie question – how does Northern Illinois joining HMIS impact WIBOS? – Dave responded there will be no impact to WIBOSCO
 - c. Steph Smith – was there a Spanish version of the consumer notice updated – Dave - Yes
 - d. Millie question about adding Northern Illinois to WIBOSCO forms used for HMIS
 - i. Will they also be using the CE database? – Dave - No
 - 1. Motion to approve the HMIS Governance Documents made by Kathleen Fisher
 - 2. Motion seconded by Cori Guerin
 - 3. Any Discussion
 - 4. All in Favor
 - 5. Motion Passes
9. Director Update – Carrie Poser

Grant Spending – As of April 2023 Invoice:

Grant Name	Status	Notes
SSO CE 22-23	On track	22% of funds remaining (2 months left of grant)
SSO CE DV 22-23	Under spent	52% of funds remaining (4 months left of grant)
HAP 22-23	Under spent	51% of funds remaining (8 months left of grant)**
DV RRH 22-23	Under spent	80% of funds remaining (5 months left on grant)
YHDP SSO CE 22-23	Under spent	78% of funds remaining (5 months left on grant)*
YHDP SSO 22-23	Under spent	78% of funds remaining (5 months left on grant)*
YHDP Planning CY23	On track	*April pending
CoC Planning CY23	Over spent	*April pending

*these are 1 year numbers, but the grant is 2 years for initial contract with HUD

**extension to 12/31/23 & added an additional \$125,000

- Held meeting with current HAP recipients (5/7) on spending levels

Upcoming Trainings

- Fair Housing - TBD

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Staff Projects

- Continuing to work on CM tool kit (Meredith, Leigh, Kate) – see website for template
- In person monitoring & TA (Meredith, Kate, Holly)
- Ongoing work on new CE assessment (Ryan & Holly)
- Learning how to use VIMEO & migrating recorded trainings to that platform; creating a pay to access process (Ryan & Kate)
- Working on MailChimp for newsletters (Kate) to replace bi-monthly email blasts
- Attended WIRE meeting in Madison- State departments & United Way of WI (Ryan)

Director Meetings

- Participating on the planning committee for A Home For Everyone (HFE) conference - (5/16)
- Attended BOS Committee meetings: Executive (5/18), Finance (5/23), Veteran (5/17), Nominating (5/9)
- National meetings/webinars
 - o Rural Community of Practice mtg (5/9)
- 4 CoC leaders & statewide advocacy &/or planning
 - o Member of Housing Workgroup under DHS State Health Plan (5/3, 5/17)
 - o ICH workgroup (5/30) 2 • PC with HUD Field Office – PHA issues (5/4); PC with HUD DC Office - YHDP (6/2)
- PC with HMIS ICA (5/9)
- Other State-wide initiatives
 - o TAC – NEMT advisory board (6/1) o ESFP SSA board mtg (5/16)
 - o DPI grant review (5/24)
 - o Racine YHDP info session with Leigh & Dane CoC (5/17)
 - o Partnership discussion with Vivent Health Prevention (5/15) and Housing (6/2)

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- Provide coalition-level support
 - o Co-facilitate “Ending Homelessness in Eau Claire” community meeting - meet weekly with Dairyland Board rep for planning; facilitated in person group focusing on solutions & law enforcement (5/23); PC with City & business re: street ambassador program (6/1); PC with EC Housing Authority (5/5)
 - o Attend local Dairyland coalition meeting (5/17)
 - o Prepared for & participated in Appleton Homelessness submit (5/31) in person
 - o Presented at Eau Claire City Council (5/22)

Director Projects

- Working on Advocacy sheets with data for Federal and state-level use
- Analysis between unsheltered PIT numbers and SSSG/ESG/extra SSSG funds for shelter and motel vouchers
- Open records request from DHS regarding PATH
- Working on ideas for speakers, sessions, and key note for Feb. 2024 BOS conference
- Preparing for CoC Competition FY23
- Submitted advocacy response re: debt ceiling decisions and impact on homeless services
- Provide & gather info for upcoming agency audit
- Prepare for, organize, and facilitate May quarterly meeting (5/19)
- Working with Executive team & finance on revisions to fiscal agent contracts & financial polices
- Ongoing search for additional and flexibly funding to support organization

Other

Upcoming days off: 6/8-6/9, 6/19-6/23, 7/3-7/7, 7/20-7/21

Upcoming events: NAEH Conference in Washington DC (7/17-7/19)

10. Committee Reports

- a. Executive Committee – Lisa

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- i. Thanks to the 7 people who completed the board meeting survey – the information is very valuable to us – would like to see at least half of the board take the survey after today's meeting
- ii. Continuing to meet with Utech – will be coming up with a survey for the board to assess board satisfaction – coming out some time in the next few months.
- b. Diversity, Equity, and Inclusion Committee – Michael
 - i. Met briefly last week and are having discussions with Carrie and Lisa regarding a speaker to do DEI work around leadership so they are still working on that
 - ii. Working to get in touch with Kim Cable to get the results from the DEI survey that went out
- c. System Performance Network – Dave and Meghan
 - i. Was supposed to meet on the 25th but half of participants weren't able to make it so they cancelled – Will meet again in June
 - ii. Starting with measure 4 on increasing income
- d. Coordinated Entry – Wendy, Marissa, Stephena
 - i. Still meeting regularly and working on revitalizing assessment
 1. Coordinating with DV shelters
 - ii. Onboarding every month at 1:30 if you've like to come share your thoughts and suggestions
 - iii. HUD 2024 Data Standards have been released and being assessed
 - iv. June 27th – next meeting
- e. Discharge Planning – Kristina
 - i. Sherri Waid has joined as Co-chair
 - ii. Only received 6 responses from survey from Quarterly meeting so will be contacting coalitions individually to have more thorough conversations regarding what direction the discharge planning committee should be going
 - iii. Millie recommendation to focus on county jails as they are seeing a high amount of folks being discharged into homelessness
 - iv. Carrie – sent an invite for a conversation with United Way regarding WIRE to discuss website
- f. Veteran Advisory Board – Robin
 - i. Meeting monthly and completed their charter
 - ii. Will start talking about the direction of their committee
- g. Gaps and Needs – Michelle, Peter
 - i. Reviewing feedback received from Quarterly meeting and assessing current process
- h. Public Awareness – Jessica and Rosanne
 - i. Met on May 22nd – came up with Social Media posting calendar – going live on July 1st
 - ii. Next meeting on July 24th and will assess the impact of social media
- i. Fiscal and Audit – Kathleen and Millie
 - i. Getting ready for Audit from Hawkins Ash– June 8th

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- ii. Membership dues have gone out – due June 30th (8 still have left to pay)
 - iii. DECHR monitoring will need letter confirming audit is pending
 - j. Nominating Committee – Mike and Tara
 - i. Met a couple of weeks ago and are working on filling empty board seats
 - k. Lived Experience Committee – Cheryl
 - i. Board member not present
11. Other Business
- a. Carrie going to be applying for an Otto/Bremer grant to pay for BOS leadership (Utech) and DEI training
 - i. Also hoping to get some compensation for folks on lived experience committee and extend compensation for YAB members
 - b. Planning Committee for February BOS Conference is looking for members! Contact Lisa if interested.
 - c. Home for Everyone conference is open – early bird registration ends on June 18th
12. Adjourn – Next Meeting August 1, 2023
- a. Motion to adjourn meeting made by Dave Eberbach
 - b. Motion seconded by Michelle Fredrich
 - c. Any Discussion
 - d. All in Favor
 - e. Motion Passes

Respectfully submitted by Kristina Bechtel