



WI BOS Executive Committee Meeting

January 16, 2020

11:00 am

Via GoTo Webinar

1. Meeting was called to order at 11:05 pm by Jeanette Petts
 - a. Members Present - Meika Burnikel, Lisa Haen, Kathleen Fisher, Jeanette Petts, Carrie Poser
 - b. Members Excused: None
2. Date changes for Feb, Mar EC meetings due to Carrie having conflicts in her schedule. New Dates: February 13th after the BOS meeting and March 20th 10-11 am.
3. Jen Schome is working on alternative phone systems for meetings. Once she has completed her research, she will have something to present to the executive committee.
4. The nominating committee received four applications for vacant Additional Director positions. Of those applications, one was for the position of persons with lived experience, two for the veteran representation and one for chronic homelessness representation. Lisa Haen sent an email to nominating committee members this morning for application review and nominations. Applicants will be notified by the end of business on 1/17/2020.
5. Members discussed the Financial Policies. Kathleen reported that the finance committee met yesterday and discussed the financial policies that were approved by the full board. Revisions were proposed by Meika after the policies were approved by the full board and were not sent back out to the full board for comment. The finance committee decided that they would send the approved finance policies out to the full board for comment since there are identified revisions needed. Members discussed the importance of training board members on the financial process and agree that the training would not be a deep dive into the financial policies but rather an overview of basic financial process of the BOS. The Finance committee also decided that they are

going to change to QuickBooks. Carrie will post the financial policies for full board comment that will be due by February 7, 2020.

6. February meeting agenda, registration and hotel booking are all posted to the BOS Website. Carrie provided a brief overview of the meeting agenda. Delegates will receive the proposed Bylaw change and the applications for the nominated Additional Directors on Tuesday, 1/21/2020 for a vote at the BOS Quarterly Business meeting on February 14, 2020.
7. Fiscal update – Kathleen reported that she spoke with Millie for a few hours in the morning prior to the Finance committee meeting in the afternoon. Carrie was in attendance. The plan is that Millie is closing out through December and any bookkeeping for January 2020 will go through Kathleen. The goal is to get up and running in QuickBooks. Millie suggested that we cut checks in house for the HAP grant rather than Northwest Community Action Agency cutting checks. We currently pay \$3,000 for NCCA to do the work for the HAP grant. The BOS was awarded the DV SSO CE Grant and a portion of that goes to End Abuse Wisconsin, the other part pays for Ryan so we will not have to use the planning grant to pay for Ryan. The grant submitted to HUD includes a budget for ICA to upgrade the non HMIS list for Coordinated Entry that ICA originally created. Members agreed that there is not a need to do an RFP since the grant that was submitted to HUD indicated that ICA would perform the service and they submitted the required match documentation with the application submission. Board members agreed to go with the noncompetitive procurement process and solicit ICA for a proposal to upgrade the existing program they designed. HUD has provided guidance that ICA would not be considered a subrecipient of this grant. Carrie will work on a contract with ICA as specified in the Scope of Work for this grant and the contract will go out to the full board for comment and approval.
8. Other Business – Meika discussed the two documents that she created for the BOS employees. One is a Confidentiality Statement and one is a Code of Conduct. She will send them both to Carrie and Carrie will post for full board comment.
9. Carrie provided a public policy update and there is a lot of calls and meetings happening on the backside that are positive. The BOS has a strong presence in the legislature. On January 21, 2020 there is a vote that will take place on the Senate Floor in Madison for the eight pending bills and the State Shelter Subsidy Grant (SSSG) that was previously taken out of the budget is back in. Advocacy to support legislative efforts was also discussed.

10. Meeting was adjourned at 12:32 p.m.

- a. Motion to adjourn was made by Meika Burnikel
- b. Second made by Kathleen Fisher
- c. No further discussion
- d. All in favor
- e. Motion carries

11. Next meeting is scheduled for February 13, 2020 after the BOS meeting in Rothschild.

Respectfully submitted,

Lisa Haen, Secretary

