



WI BOS Executive Committee Meeting

December 19, 2019

11:00 am

Via GoTo Webinar

1. Meeting was called to order at 11:02 pm by Jeanette Petts
 - a. Members Present - Meika Burnikel, Lisa Haen, Kathleen Fisher, Jeanette Petts, Carrie Poser
 - b. Members Excused: None
2. Conversation with a board member after BOD meeting on 12/3/19. Jeanette provided a brief update about a phone call with a board member. They discussed her concerns that she was unable to hear and speak on the call during the Board of Director meeting 12/3/2019. She also asked for clarification about who the CoC director was supervised by. The contract for the Director clearly states that Dave Eberbach from ICA and the chair of the BOS Board of Directors supervise the BOS Director. Members discussed the BOS staff Oversight Policy that was created and approved by the board of Directors in 2019. Jeanette will get the exact date the Oversight policy was approved and send it to the board member.
3. Phone meetings – other service? Members discussed issues about phone meetings because it is becoming more and more difficult to hear on the webinars. Carrie will have Jen Schmoe do some research on alternative options for the go-to-meetings. The goal will be to have information to present at the next Executive Committee Meeting or in February at the latest.
4. ICA Contract: send to Board for approval. Members discussed that an attorney review the ICA contract outside of ICA. A thorough review of the ICA Contract was completed by members and revisions were made. Meika volunteered to create a Conflict of Interest Statement for BOS Staff. Members agreed that the BOS needs to add additional information regarding travel reimbursement for BOS staff that is consistent with what is in the ICA contract and employee manual. Jeanette will make the changes and send a fresh copy out as soon as it is finished. Members discussed that ICA is not charging an admin fee to the BOS to be the Employer of Record for BOS Staff. It may be possible to use ICA admin as Match to the grants.

- a. Motion to present the ICA Contract as revised to the full Board of Directors made by Kathleen Fisher
 - b. Second by Lisa Haen
 - c. No further discussion
 - d. All in favor
 - e. Motion Carries
5. Lisa reported that we received an application from a person to represent homeless or formally homeless that works at an agency who already has someone on the board of directors. We were unable to accept that application.
 6. Lisa reported that one application for a Veteran representative was received.
 7. Financial Policies – training – we talked about doing a training on this prior to the February Quarterly meeting Thursday after the meeting. Kathleen was unable to drive up to Superior to meet with Millie to do the treasurer transition due to poor weather conditions. Members agreed of her plan to work on the transition over the phone. Due to this delay, members agreed to push the Financial policies training to the May quarterly meeting.
 8. Carrie briefly reviewed the agenda for the February quarterly meeting.
 9. Fiscal update – Carrie reported that HUD incorrectly deposited COC funds into the BOS checking account that Millie sent back to HUD. The funds are officially reloaded to ELOCCS and the drawdown has occurred. The Planning grant will be short approximately \$5,000.
 10. Other Business –
 - a. Jeanette discussed the Scholarship and the Homeless Rep Scholarship Policy that she has been working on. She will send the policies out and ask for feedback.
 - b. Carrie reported that she attended several meetings in Madison regarding the funding that is stalled in the senate. A Joint Finance meeting is scheduled for today.
 11. Meeting adjourn at 12:35 pm
 - a. Motion to adjourn meeting made by Meika Burnikel
 - b. Second by Lisa Haen
 - c. No further discussion
 - d. All in favor
 - e. Motion carries

Respectfully submitted,

Lisa Haen, Secretary

