

# MEETING MINUTES

## WASHINGTON COUNTY CONTINUUM OF CARE

Wednesday, March 13, 2019

1:00 PM to 2:00 PM

Family Promise Conference Room

Present: Sara Truse - ADRC, Lori Prescott – Family Promise, Marisa Hurst – Family Promise, Paul Bissett – Family Promise, Karl Glunz – St. Vincent de Paul, Ken Meuler – WBPD, Lauren Kotowski – FRIENDS, Holland Dvorak – FRIENDS, Kate Nickel – FRIENDS, Keith Braun – Consumer Credit Counseling, Lisa Maylen – Workforce Development, Gayle Williams – Veterans Affairs, Melissa Bublitz – West Bend Housing Authority, Sharon Kailas – West Bend School District, Emily Greene – Youth and Family Project, Amy Samens – Center for Veterans Issues, Tammy Anderson – Aging and Disability Resource Center

1. Call to Order -Meeting called to order by Paul Bissett.
2. Review and Approval of January 2019 Meeting Minutes – Emily Greene made a motion to approve the minutes. Sara Truse seconded that motion. Motion approved.
3. Grants – 2018 – 2019 EHH Grant (Formally ESG) – Paul Bissett passed out copies of the most recent payment request forms for this grant which showed the remaining ESG and HPP funds.
4. Wisconsin Balance of State Continuum of Care: Restated By-Laws, Nominations for the Board of Directors and Governing documents – Lori Prescott reported on the restated WIBOSCOC By-Laws that now have each local coalition having representation on the Board of Directors. Discussion took place regarding who could or should be nominated as a delegate to represent this coalition on the WIBOSCOC Board of Directors. Ken Meuler made a motion for Paul Bissett to serve in that capacity and Karl Glunz seconded that motion. Motion approved. Paul Bissett reviewed the Governing document templates for Membership, Memorandum of Understanding and Corporate Charter that we need to implement within our local coalition. Several members agreed to review and edit the documents for our use: Kate Nickel, Melissa Bublitz and Emily Greene.
5. Review of the 10 Year Plan to End Homelessness – Lori Prescott reviewed updates to the 10-year plan and Marisa Hurst reported on her review of affordable housing. Marisa distributed a handout containing number of affordable units including approximate wait times.
6. Coordinated Entry – Paul Bissett stated there are 34 households on the list, eight families and 26 individuals.
7. Point in Time – Marisa Hurst reported on the Point in Time count that was held the night of January 23<sup>rd</sup>. There were six literally homeless households found, consisting of six male adults and no children.
8. Other business –
  - a. Melissa Bublitz stated the West Bend Housing Authority has issued 24 housing vouchers in the past two months. Additionally, she informed the group that she heard in the state of Colorado they don't use the terms low-income housing, but rather "workforce housing".
  - b. Sharon Kailas reported the school system has 87 children who are homeless
9. Meeting Adjournment- Lori Prescott made a motion to adjourn. Emily Greene seconded the motion. Motion was approved.

**Next meeting: Wednesday, May 8<sup>th</sup>, 2019 at 1pm**