

WASHINGTON COUNTY Local Coalition

Meeting Minutes

September 11th, 2019

1:00 PM

Present: Sara Truse – Aging and Disability Resource Center, Lori Prescott, Jacklyn Rabuck and Paul Bissett – Family Promise, Karl Glunz – St. Vincent de Paul, Ken Meuler – West Bend Police Department, Kate Nickle– FRIENDS, Melissa Bublitz – West Bend Housing Authority, Rachel Trainor - Center for Veterans Issues, Kay Lucas – Salvation Army, Angela Swinehart – Salvation Army, Kristin Brandner – United Way of Washington County, Sharon Kailas – West Bend School District, Lisa Maylen – Workforce Development, Quentin Hatfield – Wisconsin Veterans Network, Sara Wong – Germantown School District, Sarah Vogt – Professional Services Group, Carol Bralich – University of Wisconsin Extension, Keith Braun – Consumer Credit Counseling, Julie Driscoll – Washington County Human Services.

1. Call to Order -Meeting called to order by Paul Bissett.
2. Review and Approval of July 2019 Meeting Minutes – Ken Meuler made a motion to approve the minutes. Kay Lucas seconded that motion. Motion approved.
3. Grants –
 - a. 2018 – 2019 EHH Grant (Formally ESG) – Paul Bissett reported on the remaining ESG and HPP funds.
 - b. 2019 – 2020 EHH Grant –The new grant has been set to have an equal distribution of emergency shelter funds between the Lead agency (Family Promise) and the Sub-recipient (FRIENDS, Inc.). This should be reviewed in the future if there’s rationale for a different allocation.
 - c. FEMA Emergency Food and Shelter Program (EFSP) Funding – Kristin Brandner gave an overview of the EFSP funding and the written requests from Family Promise and FRIENDS as the only two agencies requesting this funding. Kristin made a motion based on the available total dollars of \$13,998 that is designation to our county, the motion is to approve the following distribution of EFSP funds for Phase 36: United Way administration fee of \$280, FRIENDS \$6,859 and Family Promise \$6,859. Karl Glunz seconded the motion. Motion approved.
4. Rent Smart - Carol Bralich, Human Development & Relationships Educator, Associate Professor UW Extension Washington County, presented the Rent Smart financial program that will be available free to participants in November. The West Bend Housing Authority will cover the cost of materials. Rent Smart focuses on the knowledge and skills needed for renting successfully. There are two sessions, the first is November 5th and the second November 7th at the Public Agency Center in West Bend.
5. Wisconsin Balance of State Continuum of Care (WIBOSCOC)- Governing documents – Paul Bissett informed the group of feedback from the WIBOSCOC regarding how our documents could be improved compared to the best governing documents submitted by other coalitions. The suggestion was made to have the same small workgroup who drafted the documents meet to work on these revisions. Kate Nickle and Melissa Bublitz agreed to work on implementing the

changes for review at our next meeting. They will include Emily Green who had been part of the original group, as she was not present at today's meeting.

6. Coordinated Entry – Paul Bissett stated there is a new Coordinated Entry Lead staff person who will be at this meeting going forward. Also, there are approximately 40 households on the list, with most of those currently in one of the two area shelters.
7. Point in Time – Jacklyn Rabuck gave report on the bi-annual Point in Time count, which was held this past July 24th. She stated the volunteers who surveyed the county did not encounter any homeless persons. The next count will be the last Wednesday of January and additional volunteers are needed
8. Other Business –
 - a. Quentin Hatfield asked about reporting the assistance his group provides to homeless veterans. A link to the monthly Housing Inventory Count will be sent to him by Paul.
 - b. Lisa Maylen asked about reporting on the use of vouchers by her agency.
 - c. Kristin Brandner suggested that shelter statistics be provided at this meeting going forward.
9. Meeting Adjournment- Kristin Brandner made a motion to adjourn. Melissa Bublitz seconded the motion. Motion was approved.

Next meeting: Wednesday, November 13th, 2019 at 1:00pm