

WASHINGTON COUNTY COC
Meeting Minutes - November 20, 2019 1:00 PM

Present: Sara Truse – Aging and Disability Resource Center, Lori Prescott, Jacklyn Rabuck, Hannah Hamberg and Paul Bissett – Family Promise, Karl Glunz – St. Vincent de Paul, Kate Nickel – FRIENDS, Rachel Trainor - Center for Veterans Issues, Kristin Brandner and John Schiraj – United Way of Washington County, Sharon Kailas – West Bend School District, Cindy Hinckley – Forward Careers, Inc, Quentin Hatfield – Wisconsin Veterans Network, Sarah Vogt – Professional Services Group, Keith Braun – Consumer Credit Counseling, Philip Harper – Elevate/Calm Harbor, Gayle Williams – Veterans Affairs, Emily Greene – Youth and Family Project.

1. Call to Order -Meeting called to order by Paul Bissett.
2. Review and Approval of September 2019 Meeting Minutes – Kate Nickel made a motion to approve the minutes. Jacklyn Rabuck seconded that motion. Motion approved.
3. Grants –
 - a. 2019 – 2020 EHH Grant – Paul Bissett reported on the remaining ESG and HPP funds.
4. Wisconsin Balance of State Continuum of Care (WIBOSCOG)- Governing documents – Paul Bissett reviewed with the group changes made to the Washington County COC Bylaws. Kate Nickel, Emily Greene and Melissa Bublitz made changes based on feedback from the WIBOSCOG. Karl Glunz made a motion to approve the revised Washington County CoC Bylaws. Kristin Brander seconded that motion. Motion approved.
5. Coordinated Entry – Hannah Hamberg reported there are 48 households on the housing prioritization list. The average wait time on the list is 130 days. Eight households have entered the Rapid Re-Housing program in the past month.
6. Agency Utilization – Kate Nickel and Paul Bissett provided shelter utilization data for FRIENDS, Inc. and Family Promise respectively. A discussion followed regarding what standard data this group would like reported at future meetings. The data should include the following:
 - a. Hotline/Crisis call volume
 - b. Persons served in shelter
 - c. Nights of shelter
 - d. Persons served in Transitional/Supportive housing
 - e. Counts to show the number of children, males and females served
 - f. Unduplicated counts within each agency
 - g. Capacity and waiting list data
7. Point in Time – Jacklyn Rabuck informed the group the next Point in Time count is Wednesday, January 22nd. She stated volunteers are needed to complete the count that evening.
8. Schedule of Washington County Local Coalition quarterly meetings – Paul Bissett reviewed the schedule for quarterly meetings of this group starting January 8th, 2020.
9. Other Business –
 - a. Paul Bissett reported that Family Promise will be managing a new after hours plan for the use of motel vouchers. Detailed information will be made available.

- b. Paul Bissett relayed information from Melissa Bublitz that the Rent Smart training earlier this month was successful. Three of the participants have already found housing.
 - c. Emily Greene reported the annual Gingerbread House holiday event will have its last sign-up this coming Sunday at Casa Guadalupe. There are over 300 people already registered. A new location for distribution is still needed.
 - d. Lori Prescott reported the Family Promise holiday event will take place again this year on December 12th, for current and former clients.
 - e. Kristin Brandner suggested inviting area legislators and those running for County Executive to the next meeting so they can learn about the homelessness in Washington County.
10. Meeting Adjournment- Lori Prescott made a motion to adjourn. Emily Greene seconded the motion. Motion was approved.