



WI BOS Executive Committee Meeting

March 19, 2020
1:00 pm – 3:41 pm
GoTo Meeting Webinar

1. Meeting was called to order at 1:06 pm by Jeanette Petts
 - a. Members Present – Mary Jacobsen, Lisa Haen, Kathleen Fisher, Jeanette Petts, Carrie Poser
 - b. Members Excused: None
2. Discussion on financial position and organization – Kathleen sent out the 2019 Year End Financials. She worked very hard to update the financial information into QuickBooks. The Planning Grant still might need some additional tweaks which Kathleen will look into at a later date and revise. Members reviewed the Profit and Loss Statement and agreed that a breakdown of the grants would be more helpful rather than a lump sum for each grant. Carrie demonstrated how she calculated the Planning Grant expenses for the Annual Progress Report in SAGE. Carrie indicated that all staff, including herself complete timesheets. The Planning Grant in SAGE looks very different than the other CoC-funded grants. There are very limited funding categories that do not allow for a breakdown of the budget like a COC grant. There are no budget line items or separate admin line. Kathleen is concerned about who is going to continue to do the work that she has started. She is requesting reimbursement to Family Promise from the BOS for the hundreds of hours she has put into this. Kathleen believes that the work will continue to increase – audit, budget, ongoing data entry and she is not able to continue to sustain this level of work. Kathleen proposed three options:
 1. We can proceed with business as usual to continue to keep decent financial records, give time for Kathleen to teach a BOS staff how to complete the BOS part of the books and retain the use of fiscal agents.
 2. Hire a finance director to oversee the finances, do all the accounting/registrations. While this option is the most ideal and what would be in the best interest of the BOS

there is no money to hire a fiscal director. We pay \$12,000 to ICA and Northwest to cut checks and that is not enough money to hire a full-time accountant. We did not raise dues which was an option in the Fall and the Finance Committee recommended against it.

3. Hire an additional part-time staff and retain the fiscal agents.

Kathleen expressed her concern that we do not have the current fiscal controls in place for 2019 for the Audit to go smoothly and that we are still not at a point where we are collecting the information we need for the required audit. Need to revise budget because it doesn't include money from the SSO-CE DV Grant. Discussion about if a current BOS staff member could take some of the fiscal responsibilities that Kathleen is currently doing – have Kathleen teach her how to do the journal entries. Checking account balance is currently \$105,000 (still need to pay the hotel) so perhaps \$95,000. Audit within the next 3 months. The audit person/company will have recommendations that come out of the audit. Look at hiring a person January 2021 and contracting with Kathleen while she teaches Leigh how to do some of the work. Kathleen would need to bring a contract offer to her board for approval. Leigh's position does include reviewing source documentation but does not include entering into QuickBooks or cutting checks. Jeanette suggested that the Finance committee look into diversifying funding to be able to hire a fiscal manager. Kathleen will create a document that shows the time spent prior to this call entering all of 2019 and preparing for the audit, moving forward BOS books time estimate and moving forward preparing for audit time estimate.

4. Discussion on Task Force focus and timelines.

- a. Financial Policy Finance Policies that were approved by the full board were from a CAP agency. Mary sent us what the Finance committee started and was not presented to the board. Carrie has agreed to take both policies and combine them for the BOS. Kathleen will reach out to some people to join the Financial Policy Task force. Next in person meeting June 2, 2020 so that will be the deadline.
- b. Strategic Planning – Jeanette is going to put benchmarks together by May 5, 2020. Jeanette has several non-board members who have expressed interest in joining the task force.

5. Updates from Carrie:

- a. Carrie has been in conversation with CoC Leaders, Mike Basford and her staff about COVID-19. Staff are discussing ways to support people. Meredith is the Point Person for COVID-19. She is engaging in webinars and AAQs and sending out guidance as it becomes available. Mike Basford put in a request under the budget for assistance to support homeless providers. Motel voucher money is a possibility. Carrie's response was organized in 3 buckets:
 1. Where do people go when shelters are closed or have to reduce capacity?
 2. How do you do verifications and find people.
 3. SSO and CCO having access to vouchers. Carrie suggested to give any motel voucher money to the BOS that would then pass through SSO. The goal is to make it easily accessible to grantees. Members agreed that we need to send an email to the full board now for a vote to determine if members are agreeable to using the Balance of State CoC as a pass through in the event that state or federal money for emergency motel vouchers becomes available.
- b. Deadlines for comments will be extended several weeks except for the RFP for relinquished funds which will remain the same, April 3, 2020.
- c. BOS meeting in May – Carrie believes we should call the hotel and cancel the hotel and Thursday meeting. We could do a Friday Business meeting that will be brief where the board members would be panelists and present updates and information. Carrie will look into the cancellation fees at Hotel Mead
- d. Carrie is preparing the HAP application and will send out to the membership next week.
 4. Closed Session (2 items)
 - a. Motion to go into closed session made by Mary Jacobsen
 - b. Second made by Kathleen Fisher
 - c. No further discussion
 - d. All in favor
 - e. Motion carries
 - f. Motion to resume open session made by Mary Jacobsen
 - g. Second made by Lisa Haen

- h. No further discussion
 - i. All in favor
 - j. Motion carries
5. Other Business
- a. Need to change the bylaws on the website to reflect the changes that the membership made.
 - b. Carrie requested that Kathleen approve the fiscal section of the CoC Planning Grant APR.
 - c. Discussed potential agenda items for the April 7, 2020 Board meeting.
6. Meeting was adjourned at 3:21 p.m.
- a. Motion to adjourn was made by Lisa Haen
 - b. Second made by Mary Jacobsen
 - c. No further discussion
 - d. All in favor
 - e. Motion carries
7. Next meeting is scheduled for April 16, 2020

Respectfully submitted,

Lisa Haen, Secretary



The Wisconsin Balance of State Continuum of Care's mission is to end homelessness by supporting local coalitions throughout Wisconsin.