



WI BOS Executive Committee Meeting

May 27, 2020
12:22 pm – 4:15 pm
GoTo Meeting Webinar

1. Meeting was called to order at 12:22 pm by Jeanette Petts
 - a. Members Present – Mary Jacobsen, Lisa Haen, Kathleen Fisher, Jeanette Petts, Carrie Poser
 - b. Members Excused: None
2. State CARES Act Funding – The Governor announced the Wisconsin Rental Assistance Program (WRAP) that will be administered by Community Action Programs (CAP) agencies throughout the state of WI. The Four CoC Leaders were not aware of the funding for rental assistance prior to its release. There was a call on Friday with DECHR, Mike Basford and other CoC leaders in which the four COC leaders expressed their concerns. CAP agencies were awarded 25 million dollars and will distribute the funding through the energy assistance application process. The data will be entered into a portal, with the WI Department of Administration (DOA) cutting the checks. Members discussed concerns for some communities that do not have a CAP agency, and that CAP agencies in certain areas do not engage in providing homeless services or administer energy assistance. Funding will be available on June 8th. Carrie was informed by DEHCR that the decision to award the funding to CAP agencies was based on the belief that CAP agencies are able to distribute the funding quickly in all areas of the state. The Four CoC Leaders are meeting this week to discuss the best way to move forward.
3. PIT and Match – There has been some discussion about doing the Point in Time in July and the concerns with exposure to COVID-19. Members discussed ideas for how to conduct the PIT safely in order to generate match and meet the PIT requirements for scoring in the COC Collaboration Application. Alternatives include recommending an alternative plan to do outreach for PIT, giving each local coalition the number of

volunteer hours needed for match and using volunteer hours for work completed on the Collaborative Application.

4. Quarterly Meetings and Match – Each Quarterly meeting generates an average of \$5,000 in match. We are approaching the August quarterly meeting and we need to decide if the meeting will be in-person. The Fiscal and Audit meeting recommended Carrie looking into a virtual BOS meeting in August with a cost associated with the meeting. Members discussed charging a cost for the training piece of the BOS and possibly the business meeting. Carrie reviewed her idea for training presenters. Kathleen made a suggestion to have several options of topics for people to choose from. Carrie agreed to develop a Virtual Training package with a nominal fee for the August meeting.
 - a. Motion to go into closed session made by Kathleen Fisher
 - b. Second made by Lisa Haen
 - c. No further discussion
 - d. All in favor
 - e. Motion carries
5. Closed Session discussion about the BOS Board Member Conflict of Interest and Annual Statement and the reasons board members need to sign each year.
 - a. Motion to resume open session made by Kathleen Fisher
 - b. Second made by Lisa Haen
 - c. No further discussion
 - d. All in favor
 - e. Motion carries
6. Other business –
 - a. Lisa reported that the HMIS Advisory Board met on Friday, May 22nd to decide about the RFP for a new HMIS Software Vendor. The RFP was open to all of the HMIS Vendors that participated in the RFI process. The RFP was in response to the current HMIS Vendors, Wellsky, lack of response to our current reporting and system upgrades needs.

Advisory Board members and the ICA staff reviewed the results of the rubrics that were completed for each End User and Reporting Demo. Advisory Board members agreed that the RFP process was well done, and this is a very important decision. The HMIS Vendors that participated in the RFP process and were reviewed include:

- i. Bitfocus
- ii. ClientTrack
- iii. CaseWorthy
- iv. Wellsky

After much deliberation, questions and ICA input members voted to select Bitfocus as the new HMIS vendor. Once more information is available from ICA summarizing the process and cost breakdown it will be shared with the four COC Leaders and the BOS Executive Committee for a final decision.

- b. Carrie reminded us that we need to add the HMIS documents to next week's board meeting agenda for review and approval.
 - c. Kathleen spoke with Breanna from Hawkins Ash, the company hired to complete the BOS audit. Breanna asked Kathleen many questions that she answered. Kathleen was not sure if the BOS has a Fraud Risk Policy and needs to let Breanna know about this. The audit is scheduled for June 16th and 17th. Overall the Q & A went very well.
 - d. Carrie let members know that she is considering extending the DV RRH grant to September because it is underspent. This would permanently change the operating years dates with an October 1, 2020 start date. Carrie is currently reaching out to subrecipients to determine needed budget adjustments. Members agreed that we want to avoid not spending all of the grant funds.
7. Meeting was adjourned at 4:15 pm
- a. Motion to adjourn made by Kathleen Fisher
 - b. Second made by Lisa Haen
 - c. No further discussion
 - d. All in favor
 - e. Motion carries

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.