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WIBOSCOC BOARD MEETING

April 26, 2016

Go To Meeting

Board members present: Debbie Bushman, Jeanette Petts, Jeanne Semb, Joana Hemschemeyer, Lu Scheer, Millie Rounsville, Jesse Dirkman, Gai Lorenzen, Jerome Martin and Robyn Thibado

Excused: Renee Greenland, Don Roach and Meika Burnikel

Unexcused: None

Staff: Carrie Poser

Meeting was called to order at 1:02 pm

There were no March minutes to be approved.

Subpopulation Board Elections: Robyn brought up an issue that Millie wanted to discuss regarding the DV position on the board. This was discussed and Jerome made a motion that we ask Tony Gibart to represent the DV population until November and if he is not able to that we open up the application process for a DV applicant again. Jeanette 2nd, all approved. It was also discussed that we hand out information about the sub-population elections at the August meeting.

COC Coordinator Role/Job Performance Evaluation: The Executive Committee met yesterday and discussed a job performance evaluation for Carrie since her year anniversary is coming up. We will be reviewing various performance evaluation forms and will come up with a form to use. We will send it to the board so they can see what we are using. The board members will not be required to complete the evaluation, but will be asked for comments on Carrie’s role this past year as COC coordinator. The Exec. Committee will meet again and complete the form and will sit down with Carrie at the May meeting in Madison to go over the performance evaluation. Jerome suggested that we contact others in regards to Carrie’s performance, like the COC leads. It was also suggested that the PIT leads also be contacted since Carrie works with them a lot. Jerome will also send to Robyn some forms that has been used in his agency regarding job evaluations.

Financial Report: Millie presented the financial statement ending February 2016. A motion was made by Jeanette to approve the financial report, 2nd by Jeanne and all approved. Millie renewed the Wisconsin license and updated the address.

Request for ETH Certification in Brown County: Robyn received a letter from Jennifer Schmohe asking the board to certify the Green Bay Community Church as an applicant for the excess ETH dollars that are available through DECHR. According to the ETH application, in order to apply for the extra funds, an agency would have to be a 2016/17 ETH applicant for regular ESH/HPP funds, which the Green Bay Community Church does not currently apply for any other ETH funds. Jerome made a motion to deny the late ETH certification from Brown County, Jeanette 2nd and all approved.

Coordinator Update: Carrie has been working on coordinated entry activities, talking with VA staff in Minnesota, ETH Certifications, the HDX submission and the PIT information. Carrie was also asked to present at the 2016 Kentucky Affordable Housing Conference on October 18 as part of workshop “Coordinated Entry: Rural Balance of State System Shift.”

* ETH Certification Process: The process went better this year and Carrie has already talked with Ellen about some changes for next year. She completed over 100 ETH Certifications. Two applications were non-compliant and 3 were denied.
* State THP:
  + 2015/16 Funding: Carrie projected that we may end up not spending $3,000-$4,000 this year. The board decided to wait and see where we are at the May board meeting.
  + 2016/17 Funding: The scoring and ranking of applications is done. At this point not all of the projects will get fully funded. Ellen contact Carrie and stated that the BOS-COC would be able to apply for an additional $40,000 in funding that came back from Milwaukee COC. A decision has to be made on how to divide this money up, less $4,000 that would be for admin. A meeting was scheduled for April 27, 2016 at 3:00 pm to discuss this. The following board members will be attending this meeting: Debbie Bushman, Jeanne Semb, Gai Lorenzen, Jerome Martin, Renee Greenland and Jesse Dirkman.
* Interagency Workgroup: It was announced at the last meeting that there are some WHEAP funds available through DECHR for a Veteran Pilot Program. Robyn and Carrie have been asked to be involved in that development. Robyn received a letter from Lisa Marks boss stating that the BOS COC is a member of the Interagency Council.

Committee Reports:

1. HMIS/COC Workgroup: They will be meeting next week and are working on the plan for the quarterly APR’s for the year. She will be discussing at the May meeting about the pledge to end homelessness.
2. HMIS/ETH Workgroup: There is nothing substantial to report and there will be no report at the May meeting.
3. HMIS/PIT Workgroup: There will be some new things that will be rolled out for the July point in time that have come up since Carrie has been working on the HDX submission. The committee will start meeting again and will be working on the new methodology for the January 2017 PIT count.
4. Project Evaluation and Assistance: The committee will begin reviewing the forms that were submitted by the COC funded projects. Meika has been named as the new co-chair of the committee.
5. Ten Year Plan: Lu sent a rough draft of the plan to Robyn. She will have a draft and presentation at the May meeting.
6. Discharge Planning: The committee is meeting on Thursday and will be discussing feedback regarding the basic template that was developed. Jerome plans on having a short report at the May meeting.
7. Coordinated Entry: The group met in early April and a DV/HIV Team was established to discuss some questions on the form that is being used. This group will meet in May. Jeanette also reported in an answer to a question that she had asked HUD regarding boundary issues and the use of assessments. HUD said that in certain circumstances like boundary issues it is okay to use a different assessment tool than the rest of the COC is using.
8. Coordinated Entry Implementation Team: They will be meeting again on May 3rd. They will be reminding everyone at the May meeting who represents which areas and share some questions that have come up.
9. Standards & Prioritization:
   1. RRH Standards: The committee met and decided to put together an FAQ for both ETH and COC funded RRH Projects. Carrie send out an email asking individuals for questions regarding the RRH standards.
   2. Shelter Standards: The 5 individual groups have been meeting. The 24 hour shelter group have developed some standards that will be sent out for review and the DV 24 hour shelter group will be meeting in May.
10. Public Awareness: The committee met yesterday and 3 people will begin researching possible tool kits that are being used in other COC’s on how to promote/advertise coordinated entry. They plan on doing a presentation at the August meeting.
11. Gaps & Needs: Another meeting of the committee will be scheduled and hopefully there will be a new co-chair to assist Lisa with this committee.

NAEH Conference: Robyn requested a scholarship to attend this conference. The cost will be $550 for the registration and her plan is to attend the session COC Governance. Joana made a motion to approve this request, Jerome 2nd and all approved.

Board Scoring Tool: We have received 2 comments and the deadline for comments is April 30. The board decided not to extend the comment period.

November Quarterly Meeting – Speaker: At the August meeting, Scott Webb who is the Trauma Informed Care Coordinator for the State of Wisconsin will be presenting, in addition to asking someone from Human Services in Waupaca County. Robyn suggested that we invite Tonier Cain, who is a well-known speaker on Trauma Informed Care. The cost to have her come would be $5,000. We would need to open the meeting up to all COC’s and we would need to see if the Kalahari has a larger room that we could use. Jesse suggested that we discuss it at the May meeting.

Other Business:

* Strategic Planning: The Executive Committee discussed this and wanted to bring it back to the board for discussion. Millie made a suggestion to complete a SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis at the August Meeting, where we can obtain feedback from the membership. The information gathered from the analysis will be shared with the person who will be doing the strategic plan with the board. Jerome suggested UW-Extension or Ministry Health to conduct this. Jeanette made a motion to solicit bids for a Strategic Planning Facilitator, Jerome 2nd and all approved.
* Carrie reported that she has heard that the Tier 2 announcements should hopefully come out in the next few days.
* Ellen & Carrie discussed monitoring the ESG projects. Carrie will also check with Ellen regarding the monitoring of the COC ETH Funded TH projects.

Motion by Jeanette to adjourn. Second by Lu. The motion carried.

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Secretary Date of Approval