WIBOSCOC Board Meeting

April 28, 2015

CWCAC Board Room, Wisconsin Dells, WI

Board members present: Byron Wright, Debbie Bushman, Jeanne Semb, Jennifer Schmohe, Joana Hemschemeyer, Lu Scheer, Millie Rounsville, Renee Greenland, Robyn Thibado and Susan Tucker. Tony Gibart joined us after lunch.

Robyn called the meeting to order.

SPDAT Training: The BOS has never received reimbursement from the Madison CoC, despite several emails being sent invoicing them for their share - $1,000. Some have heard that Madison held their own training with someone other than Iain DeJong recently. Robyn will follow up with Sue Wallinger.

Fiscal business: Millie presented the financial statement as of the end of March 2015. Actual revenue totals $43,685.26 and expenses total $35,633.75, with an ending balance of $34,163.41. The receivables balance as of the end of March was $30,639. The planning grant has been added to the 2015 budget column along with the sub-contract with ICA. There have been issues with Robyn and Millie getting into ELOCC’s which are hopefully resolved. The 2014 tax return should be completed next week. It was noted that the planning grant requires a cash or in-kind match of $24,395. Robyn will look for the in-kind/match form their agency has used. Motion by Joana to approve the March financial report and revised budget. Second by Debbie. Motion carried.

 Fiscal agent: Northwest CSA has been the fiscal agent for the BOS contract with the state. We will need to develop a contract between the BOS and the fiscal agent for fund accounting going forward. The board discussed contracting with an outside accounting firm to handle these duties. We need to develop a document summarizing exactly what we want done, in order to get a bid.

 Bonding of Officers: The question was raised as to whether we need this? Just the officers or everyone? How much should the bond be for?

Vice-President Position: Carrie Poser’s letter of resignation as HMIS Lead and Vice-President was read. Motion by Debbie to accept her resignation. Second by Byron. Motion carried. Motion by Millie to nominate Byron Wright as Vice-President. Second by Joana. Byron accepts the nomination. Motion carried.

Personnel Policies: Carrie will start as the CoC Coordinator on May 1st, but for the interim, it will be for less than 40 hours per week. The BOS will be following ICA’s personnel policies for benefits, leave time, etc. The board reviewed the contract between the BOS and ICA and has a copy of those personnel policies. The CoC Coordinator has a written job description and will report monthly to the board. Carrie will be asked to provide a schedule of activities and prioritizations.

Grievance Policy: there was discussion on a grievance policy for grantees. Millie and Susan will look for any historical documents.

HMIS Lead Nomination: Jesse Dirkman from ICA has been nominated to fill the HMIS position on the board. Motion by Jeanne to approve. Second by Byron. Motion carried. This will be brought to the membership for approval at the May meeting.

Committee work to be done: Jesse Dirkman will take over as the chair of the CoC Workgroup, reviewing APR’s and setting the new performance measures. The ETH workgroup has been on hiatus and needs a leader so they can work on performance measures. PIT Methodology workgroup needs a co-chair with Lisa Haen.

 Project Evaluation & Assistance: need to monitor all TH grantees.

 10 Year Plan: will need to provide input to the PEA committee on new proposed projects

 Discharge Planning: suggestion to include Wendy ? on the Foster Care plan; write up CoC policy and give to local mental health and health care providers

 Coordinated Assessment: on hiatus

 Standards & Prioritization: need to be developed for CoC Rapid Rehousing and for Shelters

 Public Awareness: Samantha Zinth (sam@warmingshelter.com) is collecting committee meeting minutes for posting to the website. Working on making the information current.

 System Coordination: Putting together the inventory of prevention & housing options

 Gaps Analysis: putting together the annual survey

Housing First Training: Lu brought up the possibility of getting Sam Tsemberis and the Pathways to Housing trainers to come to Wisconsin and train the CoC members on Housing First principles and starting Housing First programs. Motion by Jeanne to pursue for a future quarterly meeting. Second by Debbie. Motion carried. Lu will follow-up regarding costs, timing, etc.

By-laws: Each board member needs to review the by-laws prior to our next meeting. Some of the questions to consider are – must we define a service area? What does it take to maintain membership? What is the governing structure? Should board membership be expanded to include one rep from each local CoC?

Board training: future board orientation on responsibilities will need to be scheduled.

Motion by Joana to adjourn. Second by Byron.