

WISCONSIN BALANCE OF STATE CONTINUUM OF CARE QUARTERLY MEETING (Virtual) – August 12, 2022 – Meeting Minutes

9:00 AM Start 11:30 AM Estimated 15 minute Break
2:00 PM Estimated End time

1. Meeting called to order by Lisa Haen at 9:10AM

Balance of State CoC Delegate Roll Call Meeting Date: August 12th, 2022

Coalition – Member	Delegate	Email	Attendance
Brown	Cheryl Detrick	cheryldetrick@newcap.org	X
Central	Suzanne Hoppe	shoppe@renewalunlimited.net	X
Coulee	Kristina Bechtel	Kbechtel@pomcounselingllc.com	X
Dairyland	Jeanne Semb	Jeanne.Semb@wdeoc.org	X
East Central			
Fox Cities	Nikki Gerhard	Nikki.Gerhard@Appleton.org	X
Jefferson	Jeremy Schmidt	jeremys@cacscw.org	NN
Kenosha	Tamarra Coleman	colemant@shalomcenter.org	X
Lakeshore	Michael Ethridge	metheridge@thehavenofmanitowoc.org	X
North Central	Katie Schumer	kschumer@nccapinc.com	X
Northeast	Erin Evosevich	ErinEvosevich@newcap.org	X
Northwest	Millie Rounsville	mrounsville@northwest-csa.org	X
NWISH	Debbie Bushman	DebbieBushman@newcap.org	X
Ozaukee	Joanna Hemschemeyer	joanafpoz@gmail.com	X
Rock Walworth	Jessica Locher	jlocher@echojanesville.org	X
	Sandy Clark	Sandy.clark@usc.salvationarmy.org	X

Rural North			
Southwest	Julie McGuire	j.mcguire@swcap.org	X
Washington	Hannah Conforti	Hannah@familypromisewc.org	X
Waukesha	Kathleen Fisher	cocwaukesha@gmail.com	X
West Central	Duana Bremer	Duana.Bremer@usc.salvationarmy.org	X
Winnebagoland	Mike Bonertz	mbonertz@tds.net	X

2.	Coalition Member	Board Member Name	Attendance
	Brown	Marissa Heim	X
	Central	Wendy Schneider	X
	Coulee	Kristina Bechtel	X
	Dairyland	Robin Adams	X
	E. Central		
	Fox Cities	Tara Prah	X
	Jefferson	Megan Mietchen	X
	Kenosha	Lisa Haen	X
	Lakeshore	Michael Ethridge	X
	NC	Chandra Wakefield	X
	NE	Cheryl Detrick	X
	NW	Millie Rounsville	X
	NWISH		
	Ozaukee	Kathleen Fisher	X
	Rock Walworth	Jessica Locher	X
	Rural North	Jessica Mudgett	
	Southwest	Michelle Friedrich	
	Washington	Hannah Conforti	X
	Waukesha		
	W. Central	Peter Kilde	
	Winnebagoland	Mike Bonertz	X
	DV	Sara Krall	
	HMIS	David Eberbach	X
	Youth	Jill Polifka	X
	Chronic H	Kim Cable	X
	Lived Experience	Randall Brown	
	Veteran	Angela Friend	

2. Approval of Agenda

1. Motion to approve amended agenda made by Jessica Locher
2. Motion seconded by Debbie Bushman
3. Discussion

4. All in favor
 5. Motion Passes
3. Review and approval of minutes
1. Motion to approve agenda made by Suzanne Hoppe
 2. Motion seconded by Jeanne Semb
 3. Discussion
 4. All in favor
 5. Motion Passes
4. Partner Update (*approximate start time 9:30*) – **All partner updates and slides can be found on WIBOSCOC Website**
- Robyn Thibado, Section Chief, DECHR
 - Brianne Zaborowske - DHS
 - Rebecca Murray, Executive Director, Child Abuse & Prevention Board
 - Dustin Koury, Program & Policy Coordinator, DCF
 - Mike Basford, Director, WI Interagency Council
5. CoC Director's Report

CoC Competition

- On August 1st, the CoC FY22 CoC Competition began. HUD released the NOFO (notice of funding opportunity).

The HUD deadline is Sept. 30th but because of scheduling, the Balance of State's deadline will be Sept. 23rd

- Tier 1 limit – 95%; meaning 5% of renewals will be on Tier 2.
- No bonus points for leveraging other housing resources or healthcare, part of regular scoring now.
- On Thursday, August 11th – HUD released the ARD report & CoC Application detailed instructions. No access to ESNAPS or project applications yet!

Youth Homelessness Demonstration Program (YHDP)

- In the month of May, focus on Balance of State Comprehensive Community Plan (CCP) revisions and completion.

Submitted to HUD by 5/31.

- In the month of June, focus on scoring and approving project applications. Due to HUD by 6/30.
- Weekly YHDP leadership team meetings – include HUD TA, ICA, WAHRS, BOS staff
- NCHE TA mtgs (5/19, 6/16); YHDP Community call (7/13)
- Met with DPI staff (7/20), DCF staff (5/17, 5/27, 6/30), & Prevention Board (8/5)
- Presented to DOJ-WI Task Force on Children in Need (7/21)
- Met to support & plan YHDP-specific track for WAHRS conference (8/1) – training will include project implementation, outcome tracking, & best practices on YHDP values and principles
- Working on solicitation of sub-recipients for the YHDP SSO Navigation & SSO CE grants.

CoC Organizational Activities

- Organized and facilitated May virtual CoC meeting (5/13); planned August virtual CoC mtg (8/12).
- Staff facilitated Alonzo Kelly's three sessions (5/31, 6/7, 6/14); staff facilitated TBI training (8/11); Facilitated Ellie

Krug inclusivity training (8/11)

- Working to set up additional fall trainings with Jacqueline Battalora (10/5 & 10/19): "Go Back to go

Forward” and “Developing Whiteness Competence” – registration available soon via Eventbrite & will be posted on the website; & additional training by Alonzo Kelly

- Attended Board of Director mtgs: 6/7, 7/5, 8/1; Exec mtgs: 5/19, 7/21
- Staff – Supervision & meetings
 - o Monitoring & Compliance Coordinator: Meredith McCoy – monitoring for CoC projects; helping with sub-recipient monitoring; helped w/HUD monitoring of DV RRH project
 - o CE System Coordinator: Ryan Graham – works with a variety of CoC committees – CE, Vet, Shelter; liaison w/WHEDA on EHV; provides training & TA; oversee non-HMIS transition; asked to present at NAEH conference in July on EHV; meeting w/HMO staff regarding CE
 - o Project Coordinator: Leigh Polodna – acting project manager for YHDP; creates the monthly HIC; oversee July PIT process; helped w/HUD Monitoring of DV RRH project; assisting with grant specialist duties
 - o Grant Specialist: Kate Markwardt (starting Aug. 16th)
 - o CE System Specialist: seeking candidates for job opening until Friday, August 19th
- Point-in-Time (PIT)
 - o Sent out HIC for May, June, July
 - o Conducted Post-PIT survey training (6/23)
 - o Staff updated forms & google drive charts
 - o PIT happened July 27th and Post-PIT continued until 8/3.
- BOS Committee Support
 - o Participated in a budget meeting (7/19)
- Local Coalitions/Groups
 - o PC Green Bay city staff (8/4)
 - o Participated in a meeting with DHS, La Crosse Public Health, & City of La Crosse staff (8/11)
 - o Met with Pablo Center – Dairyland (6/16)

CoC Grants

- HAP (21-22): Submitted invoice to FP Ozaukee for reimbursement (April-June); rec’d close out letter from DEHCR May desk monitoring (7/26)
- HAP 1 (22-23): Submitted DEHCR application that included the following sub-recipients: Couleecap, CAI, CWCAC, House of Hope, and Western Dairyland. Received DEHCR contract (8/9). Staff will begin process of grant reimbursement, forms, sub-contracts.
- HAP 2 (22-23): Submitted DEHCR application that included the following sub-recipients: CW Solutions & Family Promise of Washington. Received DEHCR contract (8/9). Staff met with 2 sub-recipients to discuss process, coordinated entry, and other requirements. Staff will begin process of grant reimbursement, forms, sub-contracts.
- SSO–CE (21-22): Submitted invoice to fiscal agent for reimbursement (April-May; working on June close-out), APR due in Sept.
- SSO-CE (22-23): Submitted HUD issues & conditions; signed HUD contract; updated & sent out sub-contracts; begin reimbursement process
- RRH (21-22): Submitted invoice to fiscal agent for reimbursement (April-June); participated in HUD DV RRH desk monitoring – including pre mtg (6/26), additional mtgs (6/23, 6/28), & exit (6/30) – still waiting for final letter.
- RRH (22-23): Planning onboarding activities for 5 new sub-recipients (Bolton Refuge, New Horizons, In Courage, Family Services of Southern WI and Northern IL, and Solution Center).
- SSO-CE DV (21-22): Submitted invoice to fiscal agent for reimbursement (April-June)

- YHDP Planning grant (21-22): Submitted invoice to fiscal agent for reimbursement (April-June); submitted invoices to FP Ozaukee for youth compensation bi-weekly (May #2-Aug #1)
- CoC Planning Grant (2022): Submitted invoices to fiscal agent for reimbursement (April-June)
- Submitted YHDP Planning grant #2, YHDP SSO for System Navigation, YHDP SSO CE – estimated start date 10/1
- Ongoing need for match documentation – PIT, coalition, committee, Board National Conferences/Trainings/Webinars
- Rural & BOS Community of Practice call (7/12, 8/9)
- Participated in the ALICE RAC (Research Advisory Council) – in Focus: Disabilities mtgs (6/8)
- Attended the NHSDC 2022 Summer Institute-virtual (7/11-14)
- Attended NAEH: Building Effective Homelessness Response System webinar (5/19); Targeting New Resources for Maximum Impact on Ending Homelessness webinar (6/1); Understanding Special NOFO webinar (7/7)
- Attended HUD: Kickoff Special NOFO webinar (6/28); rural set aside webinar (6/29); FY22 CoC Competition webinar (8/11)
- GAO Interview on Disaster Assistance & Homelessness (6/23, 7/11) Policy Development
- Board approved RRH Version 4 (8/2), sent to DEHCR
- Sent draft of Shelter Standards to DEHCR for feedback (7/12). As of today's date, no response.
- State Collaboration & Advocacy efforts
 - Participate on Transportation Advisory Council Meeting (5/19)
 - Attended DHS Advancing Health Equity During the Covid 19 Pandemic (6/3, 6/17, 6/24, 7/1, 7/15)
 - Collaboration conference calls with Dane, Milwaukee & Racine CoC leads – these calls include DEHCR, HUD & Mike Basford (5/18); only CoC leaders (8/5); HUD all grantee mtg prep call (8/10)
 - Meeting w/ICA regarding CoC Competition & Scoring Tool (6/8)
 - Participate in WI Interagency Quarterly meeting (6/22); Attend WI IAC work group meeting virtually (5/24, 7/19)
 - Coordinated discussions with state agency staff on collaboration efforts, addressing issues & concerns
 - o All 4 CoC leadership
 - o DHS Medicaid (6/13, 6/29)

The 4 CoC have established contacts with those in DHS that are overseeing different parts of the work that Leah Ramirez had been doing. We met at the end of April and again at the beginning of May to restart, level set, do a presentation to DHS folks on CoC structure and process. There is a lot to “catch up” and education around as these folks are all new to the homeless service system.

o DHS Homeless Services Provider Forum (assist with agenda, topics, materials, and answering questions) – 5/23, 6/27, 7/25

- ESF 6 Weekly Briefing – involves CoCs, Mike Basford, HUD, FEMA, WI Emergency Management, WI DHS and ICA (5/25, 6/8, 6/22, 7/20, 8/3, 8/10)
- Attended DEHCR EHH monthly lead call (6/6); follow-up meeting to discuss compliance and communication (7/21)
- PC with Executive Director of Head Start Association, looking at opportunities for collaboration (8/10)

Out of the Office: Holiday (5/30, 6/20, 7/4); out (6/2, 6/9-10, 6/21, 7/6-7, 7/27-29)

Polls

1. Thinking about the future of quarterly meetings, I would prefer:
 - a. All 4 virtual meetings – 37%
 - b. All 4 in-person meetings – 13%
 - c. 3 virtual and 1 in-person meeting – 15%
 - d. 2 virtual and 2 in-person meetings – 33%
 - e. 1 virtual and 3 in-person meetings – 3%
2. Thinking only about in-person meetings, would you attend knowing there would be a cost of \$50-60/person?
 - a. Yes – 47%
 - b. No – 30%
 - c. Maybe – 23%
3. Thinking only about in-person meetings, would your organization send as many people as attend now (virtually)?
 - a. Yes, same amount – 49%
 - b. No, more people – 3%
 - c. No, less people – 48%
4. If the meeting was only in person, one time a year, when would you prefer that in person meeting take place?
 - a. February – 13%
 - b. May – 45%
 - c. August – 26%
 - d. November – 16%
5. For an in-person meeting, what safe guards must be in place? (Select as many as apply)
 - a. Masks – 28%
 - b. Plated Meals – 48%
 - c. 6 ft away spacing – 19%
 - d. Different colored name tags to illustrate comfortability – 30%
 - e. Require proof of vaccination or negative test – 33%

Carrie reviewed Coordinated Entry numbers for entire CoC – [see presentation on WIBOSCOC website](#)
 Carrie reviewed components of the 2022 Competition - [see presentation on WIBOSCOC website](#)

6. CoC Staff Updates – [All slides are on WIBOSCOC website](#)
7. Board Chair
 - Continue to make progress on the BOS Strategic Plan
 - Rural Set Aside NOFO – Board voted to not apply due to too much going on right now (YHDP, CoC Competition) and no planning dollars available for grant.
 - Send delegate changes to Kristina Bechtel if there are any changes to your board delegate
8. Institute for Community Alliances (ICA) Update – David Eberbach
 - Contact ICA if you need any specialized reports
 - HMIS fees coming in the mail shortly

- Security Monitoring coming up in October – one short form and submitting pictures
- NOFO report is almost complete
- If you need Lookr report, let your System Admin know

9. Committee Presentations and Discussion

- System Performance Network (CoC & EHH) – David and Randall
 - Has not met recently and is going to be working on getting something scheduled in the next couple of weeks
 - Meet every other month
 - Leigh is BOS support
 - Intent of committee is to look at information that comes out of HMIS system and how it feeds into CoC competition – provides feedback to local coalitions
 - Will work on attendance list to ensure 1 member from every local coalition is on committee
- Coordinated Entry – Wendy, Hannah, Marissa
 - Update from Ryan Graham, BOS Coordinated Entry System Specialist [see presentation on WIBOSCO website](#)
- Discharge Planning – Kristi & Chandra
 - [see presentation on WIBOSCO website](#)
- Diversity & Inclusion – Kim
 - In the process of finding a board-specific training and always looking for more opportunity for full membership trainings
 - Still looking for responses for DEI survey – only 22 responses so far
 - Can be found on the WIBOSCO home page
- Emergency Shelter & Diversion – Meghan & Jessica M.
 - Working on confirming who is on the committee
 - Next meeting is 1PM on August 22nd - reach out to Ryan or Meghan to be invited to meeting if interested in joining
- Fiscal & Audit Committee – Kathleen & Millie
 - Focused on operational procedures of BOS
 - Provide financial statements, etc.
 - Have been working on 990 for taxes
 - November - working on 2023 budget and dues assessment
- Gaps & Needs – Michelle F & Sara K.
 - Sends out annual surveys to membership to identify gaps and needs in WIBOSCO area
 - Also looking for new members
- Lived Experience – Cheryl
 - No board member available to present
- Nominating –Mike B & Tara
 - Met in July and reviewed upcoming expiring terms
 - Michael B will send out communication to coalitions with board members expiring to get nomination forms
 - Revising BOS code of conduct
- Public Awareness & Advocacy – Jessica L, Michael E, Peter
 - Will be receiving a link to the new message board by the end of the month – MOMA
 - Looking for members to join committee – contact Jessica or Michael if you want

to join

- Veteran Advisory – Angela & Robin
 - Have not met for a while and have nothing to report
- Youth Action Board – Leigh
 - Update from CoC YAB members – **Power Point slides on WIBOSCOC website**

10. Other Business

- Survey will be coming out through GoTo Webinar – take survey

11. Adjourn

1. Motion to approve agenda made by Jessica Locher
2. Motion seconded by Erin Evosevich
3. Discussion
4. All in favor
5. Motion Passes

Respectfully submitted by Kristina Bechtel