



WI BOS Board of Director's Meeting
June 22, 2018
United Way - 715 S. 24th Avenue, Wausau
Minutes

1. Meeting was called to order at 10:02 am by Jeanette Petts
 - a. Members Present: Duana Bremer, Meika Burnikel, Debbie Bushman, David Eberbach, Kathleen Fisher, Mary Jacobson, Lisa Haen, Jeanette Petts, Adrienne Roach, Don Roach, Millie Rounsville, Susan Tucker, Alexia Wood
 - b. Members Excused: Renee Greenland
 - c. Members Unexcused: None
 - d. Staff Present: Carrie Poser
2. Approval of 5/17/18 and 6/1/18 minutes
 - a. Motion to approve the May 17, 2018 and June 1, 2018 minutes by Susan Tucker
 - b. Second by Mille Rounsville
 - c. No further discussion
 - d. All in favor
 - e. Motion carries
3. Members reviewed the Finance Report.
 - a. Motion to accept the Finance Report by Kathleen Fisher
 - b. Second by Meika Burnikel
 - c. No further discussion
 - d. Motion carries
4. Corporate Credit Card - Jeanette discussed getting a corporate credit card to make things easier to pay for expenses. Currently Carrie pays for everything up front and gets reimbursed and is about an average of \$1,000. Dave indicated that ICA could provide Carrie a credit card through ICA. Discussion about the other ICA BOS staff and how Carrie will pay for any hotels they need when they travel.
5. Update from Policy Workgroups

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- a. Rejection Policy –Carrie has a draft of the policies rejection, reallocation, review, rank, and selection of new policy project policies and will send those to all members that are on a workgroup for those policies for review July 17th.
 - b. Reallocation Policy – Don Roach. See above.
 - c. Review, Rank, Selection of New Project Policy – Susan Tucker. See above.
 - d. Criminalization of homelessness – Adrienne Roach and Alexia Wood – Adrienne sent this policy to Carrie and will resend for her review.
 - e. Health Insurance - Kathleen Fisher and Duana Bremer – Policy has not been addressed yet and needs to get going. Goal is to have something to present at the July board meeting.
 - f. Financial Policies – Mary Jacobson reports that they are well under way and she will have something to present at the next meeting in July.
6. CE Grievance Policy – Workgroup - Policy went out for comment to the membership. Comments were clear. A lot of the comments were about changing language, fine-tuning wording and making it consistent throughout. Feedback given to break up the sections more and moving things under the right sections to make the document flow better. The meat of the policy was not affected much. There are a few things that need a decision. Feedback was given about adding language to address any needed accommodations for people that cannot follow the instructions for a grievance. Members agreed to add language that addresses accommodations. Also received feedback about who reviews the grievance. The COC Director reviews the grievance first to determine how the grievance should be routed and by whom. Members agreed that this process makes sense and should remain the same. It was suggested that calendar days should be changed to business days. Members agreed to leave it calendar days because it is easier to determine calendar days. Additional feedback was discussed, and members agreed that the feedback needed to be addressed in either the policy, client rights, brochure, or flyers for Coordinated Entry. We already have a tracking system and timelines in place for grievance for Coordinated Entry. We do need to add how long the BOS board has to review an appeal. Members agreed the assigned BOS Board committee reviewing the appeal would have 14 calendar days. Carrie will make revisions per the discussion.
- a. Motion to accept the Coordinated Entry Policies with the changes discussed by Debbie Bushman
 - b. Second by Duana Bremer
 - c. No further discussion
 - d. All in favor
 - e. Motion carries
7. Monitoring Policy - Carrie sent this policy out Wednesday for membership comment. Feedback has already been provided that include concerns that members have. Comments are due by July 13th.
8. Parliamentary Process – Members reviewed the Democratic Rules of Order as a new method for running meetings. Members discussed that it would be important for members to review the Democratic Rules of Order and the Bylaws at the same time when it goes out for comment to

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the membership. Jeanette will add definitions of quorum and majority and refer to the bylaws in the document prior to it going to the membership for comment.

9. Scholarship discussion - Jeanette discussed creating a process for members to request a scholarship to attend the BOS meetings and Conferences in the form of an application and a policy.
10. August Meeting - Carrie presented her ideas for the August meeting that includes System Performance Measures roundtables and other roundtables that are not specific to CoC funding to accommodate all agencies. Members discussed if board members should attempt to get people from agencies to lead the roundtables rather than board members.
11. Discussed the results of the May Quarterly meeting and changes that will be implemented to the survey and meetings. Future meetings - May meeting - people have complained about the meeting being in Madison since the BOS is not in Madison. Also discussed possible presenters in the future. Discussed using minority owned businesses for Quarterly meeting, possibly going to Casinos that are Tribal operated. Members discussed the upcoming changes to Quarterly meetings after November due to the board governance composition changes that will change the need for business meeting. Discussion about the February meeting that we voted to do via webinar that will cause an issue with the BOS match requirement.
 - a. Motion to rescind the February Quarterly meeting via webinar by Kathleen Fisher
 - b. Second by Adrienne Roach
 - c. No further discussion
 - d. All in favor
 - e. Motion carries

 - f. Motion to have a minimum of one meeting at a minority owned hotel and we will exercise due diligence to researching future contracts with minority owned hotels by Mary Jacobson
 - g. Second by Adrienne Roach
 - h. No further discussion
 - i. All in favor
 - j. Motion carries
12. Update on Board Development and Strategic Planning - Jeanette briefly discussed her research. She talked to someone at UW Extension who is very excited to do strategic planning with an organization like the BOS. Kathleen connected Jeanette with a woman to help us with board development. Jeanette will keep the board posted with the strategic planning process.

13. Closed Session

- a. Motion to enter into closed session made by Debbie Bushman

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- b. Second by Meika Burnikel
- c. No further discussion
- d. All in favor
- e. Motion carries

14. Resume regular session.

- a. Motion to resume regular session made by Debbie Bushman
- b. Second by Don Roach
- c. No further discussion
- d. All in favor
- e. Motion carries

15. Motion that the board approve the letter created to send to Richard's Place that indicates they will not be eligible for inclusion in the FY2018 CoC Competition made by Don Roach.

- a. Second by Debbie Bushman
- b. No further discussion
- c. All in favor, Adrienne abstained
- d. Motion carries

16. New Business

- a. Parking lot - There were several new things added at the May Meeting. We have already addressed the Coordinated Entry Policy, Cheaper registration, bring back Committee meetings
 - i. Create a monitoring process for HMIS and rebid for a HMIS provider. We discussed the conflict of interest that exists with Meredith monitoring ICA because she is an employee. Dave indicated that Omaha, De Moines does a review and they have an audit each year and have been monitored by the HUD Field Office in Omaha. RFP process was discussed and question was raised as to why an RFP would be necessary seeing as though they are a grantee the BOS has a process for monitoring. Lisa Hen will act as the point person for assisting to find a third in-funded party to monitor HMIS with Meredith
 - ii. Look at options for outside persons to rank new project applications.
 - iii. Coordinated Entry System - embrace a continuous improvement model to evaluate and study Coordinated Entry.
 - iv. Video tape presentations and post to the BOS Website. Members discussed the pros and cons to doing this. Also discussed concerns that presenters would not want to have their presentation videotaped and we would need to get permission. The Public Relation Committee will do some research on how we might do that.
 - v. Board Plan - Jeanette discussed the current status of board member terms and proposed a staggering plan that included each member represents the CoC they represent (if there is more than one) discussed options for a transition plan. The new board composition begins in November and elections will occur in

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October. Members discussed concerns that several Coalitions may not have the capacity to elect a local representative to the BOS Board. It was noted that there are some local Coalitions that cannot afford to send a board member to all of the meetings. Suggestion to allow people to delay board member representation for a year to give struggling Coalitions more time to work on figuring out the financial impact and other unintended consequences of the new requirements for BOS board representation. Carrie will draft a resolution that includes a transition plan, the option to delay board member elections and indicates that the current bylaws are being used. Plan is to send the resolution to the membership for an email vote.

- b. Rescheduled the July 24th meeting to Wednesday August 1st 1 pm to 3 pm
- c. CoC Competition was discussed.
 - i. DV Bonus - the amount of the funding has not been released yet and will be based on 10% of the PPRN. HUD has placed restrictions on the grant types and number of grants. Only one grant can be written for Rapid Rehousing which is our only option. There is a joint TH/RRH project that BOS does not allow or Coordinated Entry for Domestic Violence that are not options. Executive Committee discussed that the BOS apply for the RRH grant and then sub out four or so grants.
 - 1. Motion that the BOS apply for the DV bonus dollars
 - 2. Second by Susan Tucker
 - 3. Further discussion - Adrienne suggested exploring the idea of an MOU and a partnership between End Domestic Abuse and the BOS. Members agreed this was a good idea. We would follow the same process we followed for the Coordinated Entry SSO Grant.
 - 4. All in favor
 - 5. Motion carries
 - ii. Dedicated Plus Concept - last year we did not give people permission to not serve chronically homeless people in PSH and need to consider how we want to handle that in this competition.
 - a. Motion to use the same plan we used last year for prioritization of chronic homeless by Don Roach
 - b. Second by Debbie Bushman
 - c. No further discussion
 - d. All in favor
 - e. Motion carries
 - iii. Option for Joint TH Rapid Rehousing- site based transitional housing could act as a shelter while they transitioned to Rapid Rehousing. Members discussed this

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option and asked questions. No one in the BOS has expressed an interest in this option.

- a. Motion to accept new projects for Rapid Rehousing and Permanent Supportive Housing by Kathleen Fisher
- b. Second by Mary Jacobson
- c. No further discussion
- d. All in favor, Adrienne abstaining
- e. Motion carries

17. Meeting adjourn at 3:15 pm

- a. Motion to adjourn the meeting made by Debbie Bushman
- b. Second by Millie Rounsville
- c. All in favor
- d. Motion carries

Respectfully submitted,

Lisa Haen, Secretary



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