

# WI BOS Executive Committee Meeting Minutes

October 19, 2023

10:30 am

Via Microsoft Teams Meeting

1. Meeting was called to order at 10:39 am
2. Members present: Carrie Poser, Kathleen Fisher, Lisa Haen
3. Director Update
  - a. Carrie attended an Advanced Leadership Academy training in West Virginia this week and reported that it was an excellent training.
  - b. Survey for the COC Collaborative Application is due on October 20<sup>th</sup>. So far, the number of hours reported far exceeds the number of hours estimated by HUD.
  - c. Emergency Shelter Standards – Comments are being reviewed by the committee and several agencies are being contacted directly to address their concerns. The plan is to have revisions completed and ready to be sent to the board for a vote on November 7<sup>th</sup>.
  - d. CE Assessment – two years in the making. Comment period deadline is tomorrow October 20<sup>th</sup>.
  - e. Three Applicants for the Grant Specialist position. One of the applicants did not qualify. Interviews are currently underway and are being recorded. If needed Kathleen and Lisa are willing to view recordings.
  - f. Working with a sub-recipient to finalize on-going issues with fiscal recordkeeping.
  - g. ADVOCAP put in a request for YHDP SSO CE and System Navigator.
  - h. Meredith and Ryan began having manager meetings with staff.
  - i. Ryan taking on YHDP – facilitating YAB meetings and everything is going very well.
  - j. Ryan and Meredith are working on monitoring structure revisions. The proposal, once complete, will go to the full board for a vote.
  - k. HOME ARP is still in process.
4. Conference Planning/November Quarterly Meeting
  - a. Carrie continues to speak with potential presenters and secure contracts.

- b. Members reviewed the conference schedule and the conference page on the BOS website.
  - c. Members reviewed the Agenda for the November Quarterly meeting.
- 5. Members discussed Committee Participation/Purpose/Leadership. Concerns that there is not enough understanding about committee leadership roles, committee charters and BOS staff support. The plan is to have Committees as an agenda item for the December 5<sup>th</sup> in-person board meeting.
- 6. Members reviewed and developed the November Board Meeting Agenda
- 7. There were no Board Meeting Survey Results for October to review.
- 8. Lisa and Carrie will work together to review and create a plan to finalize the Strategic Plan worksheets.
- 9. Other Business
  - a. Lisa reported the following on the HMIS Advisory Board that met yesterday:
    - i. Added rent data element in HMIS
    - ii. Pilot with Dane County DHS – Familiar Faces was approved and hopefully will be replicated in other counties
    - iii. Working on an attendance policy
  - b. Board Officers – Kathleen, Lisa and Cheryl are all willing to remain in their current officer roles. Kristi has resigned from the board. We will need nominations for the secretary position.
  - c. Discussion about creating a Conflict of Interest policy for Delegates and possibly enhancing our current Conflict of Interest.
- 10. Meeting adjourned at 12:45 pm

Next Meeting Thursday December 21, 2023 at 10:30 am