

COC Meeting Minutes
Held September 15, 2016
Rice Lake, WI

Attendees: Duana Bremer Lori Scheder Kristine Anderson
 Sandy Clark Mary Schmocker Christie Libinsky
 Dawn Wagner Connie Hanson

The meeting was brought to order by Duana Bremer at 9:30 am.
Each person gave an agency report: all units are full at this time

A motion was made by Connie Hanson to vote Mary Jacobson for our area for BOSCOG and was seconded by Kristine Anderson.

We continued with discussion on the Rapid Rehouse program. Materials were handed out to everyone and we went over it page by page so that everyone will be following the same guide lines when funding comes through.

At this point a motion was made by Sandy Clark to bow out of the West Cap list program as soon as we can and was seconded by Dawn Wagner with a unanimous vote by the full group, as it does not benefit our areas.

We continued on with a packet for the Homeless Prevention program. We went through this as well page by page to be sure everyone understands what is required from the clients. Christie Libinsky will handle this program.

The last material covered was the TBRA packets. It was made very clear that rent payments will not be made until all paperwork is complete and sent to Lori Scheder. There was a question brought up about dates on the landlord/HQS parts which Duana was going to check into.

Duana reminded everyone that each month we are to make sure our PIT reports are turned into Kris Anderson on time and with no errors.

It was decided that each person will get a flash drive with the above material on it, in the order it is to be placed in the files. Lori and Duana will make any changes before sending them out by the 4th of October.

Lori Scheder will work on a Work Flow Chart so everyone knows where paperwork is to be sent and to whom.

Refer all Vets to the SSVF programs for assistance first, if they can't help they will send them back to us.

Duana reminded everyone to back up paperwork with paperwork whenever possible.

The meeting was adjourned at 1:00 pm