WISCONSIN BALANCE OF STATE CONTINUUM OF CARE

QUARTERLY MEETING MINUTES

 February 12 – 13, 2015

HOLIDAY INN, STEVENS POINT, WI

**February 12, 2015**

President Robyn Thibado opened the meeting with a call for attendees to introduce themselves.

Coordinated Assessment Presentation: Jeanne Semb & Corin Tubridy presented an overview of the draft policies and procedures that are being developed for the BOS Coordinated Assessment System. These will not be voted on until the May meeting and changes may still be made. The key components of the process will need to cover accessing services; initial screening; prioritization; and referral to the appropriate program provider. The policies under development will cover outreach; advertisement; data collection; and a grievance procedure for consumers and providers.

Leverage and Match: Robyn Thibado led a discussion on what can and what cannot be used as match and leverage for CoC grants. Match must be 25% of your entire grant, minus the leasing dollars; and must be in cash or in-kind contributions. Anything not described as an eligible cost is not eligible to be used as match either (578.53, page 45453 of Federal Register).

 In-kind is described as property, equipment, goods & services. Services must be documented by a MOU. The MOU must reference the service being performed, the profession (i.e., attorney, psychologist, etc.) and the hourly cost.

Leverage is anything above the 25% required match. It may be cash or in-kind, as well. Leverage can be used on things that are not an allowable activity under the grant. Program income cannot be used as match or leverage.

Unless you are a Medicaid provider, you cannot count Medicaid as cash match or leverage. Same applies to W2, TANF, Food Share.

Roundtable Discussions: two different sets of roundtables were held.

 First session: Transportation Challenges; Match & Leverage; Rapid Re-housing (ESG & CoC); and Housing First & Avoiding Termination

 Second session: Coordinated Assessment; Chronic Homelessness Eligibility & Documentation; Ethics & Boundaries; and Case Plans & Goal Setting

**February 13, 2015**

President Robyn Thibado again opened the meeting with a call for attendees to introduce themselves.

It was announced that evaluations for the two days will be available via survey monkey and the website. The board especially would like your suggestions for topics for the agenda, speakers, etc.

Point in Time Recap & Upcoming Changes:

The committee is evaluating the process of conducting the point in time, including developing a new survey form. They must identify areas of each local CoC that are not covered during the count and the reasons why. There must be a training plan developed that includes security training. It is suggested that any sort of Homeless Connect events that are usually held the day of the PIT be moved from Wednesday to Thursday, to reduce the chances of duplicate counting.

Business Meeting: the regular business meeting was called to order.

1. Roll Call of Continua showed all present.
2. Motion by Sue Schmidt-Decker to approve the agenda. Second by Debbie Bushman.
3. The minutes of the November 2014 were distributed in written form prior to the meeting. There were no corrections or additions noted so Meika Burnikel moved to approve the minutes. Second by Joana Hemschemeyer.
4. Sue Schmidt-Decker moved to suspend the meeting to allow Lisa Marks from the Division of Housing to address the group. Second by Corin Tubridy.
	1. Lisa Marks discussed some staffing changes at the Division of Housing.
	2. Quite a few program applications are due or will be due in the next couple of months. These include the CDBG application for public facilities and planning due May 22nd; HOME/HCRI due Feb. 27th; TBRA due Feb. 20th; ETH RFP will be out in early March and be due in April; PATH out Feb. 13th.
	3. SOAR Training will be held April 30th & May 1st in the Fox Valley area.
	4. SSSG award letters are now out.
	5. The staff are re-doing a number of program manuals.
5. The business meeting was called back to order. Two Financial Reports were presented by Millie Rounsville. The December 2014 Fiscal Year End report showed revenue of $68,165.20 and expenses of $66,175.54 with a checkbook balance of $26,786.17, an outstanding check of $834.32, bringing the balance down to $25,961.85. There was a year-end receivable from the State of Wisconsin for the THP Grant of $14,889.

The January 2015 Financial report showed income of $12,301 and expenses of $7,644.00, with a checkbook balance of $30,066.85. All dues were paid by the local CoC’s. Chris Lashock moved to accept the financial reports as presented. Second by Byron Wright.

* 1. THP Report – the process seems to be working well. Data reports are reviewed and approved monthly by Carrie Poser. Agencies submit their monthly billings and data reports by the 10th of the month, Millie bills the state and agencies are reimbursed after the BOS is reimbursed.
1. Committee Reports
	1. HMIS/PIT – Carrie Poser reminds CoC grantees that the fiscal year APR’s that go to HUD must also be submitted to the committee. The ETH group, which hasn’t met for a while, will be starting up again and could use a few additional members. The PIT workgroup is working on the PIT methodology that is required by HUD.
	2. Project Evaluation & Assistance – Byron Wright reported they are evaluating the monitoring tool that was used this past year for changes that need to be made. The monitoring schedule for the year is being set up.
	3. 10 Year Plan – Lu Scheer reminds the local CoC leads that it is time to look at and update your local plans and return them to this committee by the May quarterly meeting.
	4. Discharge Planning – Susan Tucker reported that the local CoC leads will be receiving an updated survey to be completed based on county jail discharge policies. This was delayed due to the holidays and then the Point in Time taking up everyone’s attention.
	5. Coordinated Assessment – Standards have been passed for Permanent Supportive Housing; Transitional Housing; and ESG Rapid Re-housing. The deadline for comments on CoC Rapid Re-housing have passed. Those comments are being considered. Shelter Standards are in process.
	6. Public Awareness – Jennifer Schmohe showed the changes that have been made to the website. A reminder that the evaluation form will be on the website, the Facebook page and a link will come out in an email after the meeting. Another new feature is the peer forum. You must register in order to use this feature, but after that you can comment on other member’s posts or ask your own questions.
	7. System Coordination – Jennifer Schmohe & Joana Hemschemeyer are co-chairing this ad-hoc committee. A policy will be going to the board for approval. There will be a chart developed and sent out in early March as a google doc for local CoC’s to complete.
	8. Annual Gaps Analysis – Lisa Schneider has volunteer to chair this ad-hoc committee to identify needs, services and gaps in communities. They will first be looking at methodology, so they welcome suggestions. As this is a new committee, they are welcoming new members.
2. “HMIS 101” – Adam Smith from ICA gave a history of HMIS in Wisconsin, the background, why’s, policies & procedures. There are a number of useful documents available on ICA’s website, icalliances.org. If you do not already subscribe to WISP News, it is suggested you do so, which you also can do on ICA’s website.
3. Interagency Council Report – Robyn Thibado has been representing the BOS at the Interagency Council meetings. Most recently they have come up with a mission statement. Robyn will continue to report back to the membership at the quarterly meetings on what is transpiring.
4. Home for Everyone Conference Report – Lu Scheer is the BOSCOC representative for the committee putting on this event, which will be held July 15 & 16 at the Jefferson Inn in Wausau. There is one track specifically focusing on homelessness, with topics to include Housing First; Mental health; Zero income households; the Interagency Council; serving households with multiple barriers; Veterans; and children.
5. Update of CoC Competition – Feedback on the board ranking tool from last year is being solicited and is due to the board of directors by March 2nd. We will again use projects’ fiscal year APRs. We received everything we asked for in the last competition, except for the bonus project. There are still questions that need to be answered about this next Grant Inventory Worksheet, so project managers need to check their emails and respond.
6. The next meeting will be at the Plaza Hotel in Eau Claire on May 14 – 15, 2015. The August meeting will be at the Jefferson Inn in Wausau.

Chris Lashock moved to adjourn. Second by Pat Leigl.