WISCONSIN BALANCE OF STATE CONTINUUM OF CARE

QUARTERLY MEETING MINUTES - **DRAFT**

February 9 & 10, 2017

Jefferson Inn, Wausau, Wisconsin

**February 9, 2017**

Vice-President Jeanette Petts opened the meeting with a call for attendees to introduce themselves.

Stigma Reduction & Person First Language – Sarah Rodefer, from NAMI Waukesha presented on this topic.

An Overview of Youth Experiencing Homelessness – Lisa Haen & Byron Wright from Kenosha Human Development Servies and Meika Burnikel from Family Services of Northeast Wisconsin presented on this topic.

Promoting Workforce Wellbeing-Addressing Burnout and Secondary Traumatic Stress – Mechele Pitt from Anu Family Services presented on this topic.

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**Community Spotlight**

Western Dairyland CAC: Jeanne Semb from Western Dairyland CAC, Kelly Christianson from Family Promise of the Chippewa Valley, Mary Jacobson from Catholic Charities and Jenny Chaput from Western Dairyland CAC discussed the Landlord Liaison position that they created. This new position was funded by the 2016-17 ETH Grant that was awarded based on continuum performance. All three partner agencies were involved in the hiring process, with Western Dairyland being the lead agency. The benefits of the position is that it frees up the case manager time, ensures that landlords are aware of the programs and the landlord liaison is the main contact between the landlord, client and case manager. Landlords also contact Jenny when there are openings in their units. They have seen a decrease in their nights of shelter in all 4 programs. They currently supplement the position with United Way and CDBG funds.

ETH Questions & Answers: Gordon Levine & Theola Carter from DEHCR. Gordon is working on the new application for ETH, but doesn’t know when it will be out. There have been significant delays in payments in 2016/17 grant cycle and they are working on improving this. They do not know yet if there will be special allocation funds for the 2017/18 grant cycle. The new reporting format that was released in January will continue for ETH grantees. The Desk Guide update is in the review process and revision process and until it is released -we should continue to look at the federal regulations (CFR’s) and our contracts. They are working on hiring a new person to replace Donna Wren.

Corrie Fulwiler/Richard’s Place, Inc.: Corrie presented on Richard’s Place, Inc. The program works with homeless individuals living with HIV/AIDS. This is the only program in the state like it. The houses are staffed 24 hours a day and they offer transitional and permanent housing. She opened Richard’s Place, because she didn’t individuals with HIV/AIDS dying alone. There is still a stigma regarding the diagnosis of HIV/AIDS. It is not curable yet, but it is now a treatable illness.

Byron’s retirement presentation: Byron Wright joined the BOS COC in 1997 and has filled many rolls over the years. He was a member of the board of directors at one time and was a member of the Project Evaluation and Assistance Committee. Byron was given a basket from the Jefferson Inn and a gift certificate to his favorite restaurant in Wausau.

Business Meeting: Called to order at 11:15 am.

1. Roll Call – all were present.
2. Approval of agenda: Motion by Byron Wright to approve the agenda as presented. Second by Meika Burnikel. Motion carried.
3. Approval of minutes of the November 10 and 11, 2016 Quarterly Meeting – a motion to approve the minutes was made by Don Roach, second by Debbie Bushman. Motion carried.
4. Financial Report & State THP: Millie Rounsville presented the financial report through the end of December 2016. There will be a few bills coming in. A motion was made by Susan Tucker to approve the financial report, second by Chris Lachock. Motion carried. The THP report: reimbursements for July through November 2016 have been paid. The payments for December have not received yet. There were monthly reporting changes in January 2017 and the deadline for documentation is the 15th of each month.
5. President’s report: In 2007 the collaborative application was required from HUD for the first time. In the beginning, Judy Wilcox was at the helm, but eventually she pushed for the creation of the Balance of State Continuum of Care. The responsibility of the BOS COC was to apply for funding to serve homeless people in Wisconsin. The competition continued to grow and the collaborative application became more difficult. It was at this time that the Board of Directors made a decision to hire Carrie Poser as the COC Coordinator. In 2014 the application took a change and the amount of narrative decreased and the amount of data increased. By scoring high each year, this gives us the opportunity to increase our Annual Renewal Demand. In 2014 to 2015 the award increased by 13%, which was due to the award of the planning grant. The board is committed to establishing policies and procedures to continue to strengthen our application. FY2016 COC Competition, the highest score in the country was 187.75. The WI BOS COC application score was 186.25. The COC’s that scored well reallocated lower performance projects into more effective projects, used housing first practices, reduced homelessness and increased the number of PSH & RRH units.
6. COC Director’s Report: Carrie introduced Meredith McCoy as the new Monitoring and Compliance Coordinator. Meredith will be working with Gordon DECHR and will be monitoring projects together. We are hoping to minimize the burden on the agencies that are being monitored by having one monitoring visit. Carrie has been very busy and has had a lot on her plate:
   1. Within the BOS COC: Carrie has been active with the following:
      1. Continues to build relationships with the local continua and provide education when needed. Sometimes this is done with the COC lead, but recently it is being done more with sub-recipients. Local organizations are reaching out to see how they fit into the “COC World” and who they should connect with locally.
      2. Continues to work on the coordinated entry regarding the implementation team, evaluation, training, problem solving, planning and working with the committee.
      3. The HIC and the PIT continue to be a monthly responsibility.
   2. Outside of the BOS COC: Carrie has been extremely busy in this area:
      1. The Interagency Council is talking about a WI plan to end homelessness, as a result of this, Carrie has been able to make connections with other departments (DCF and DPI) and see how we can work together.
      2. She continues to build on the ongoing relationship with DECHR.
      3. Carrie has been able to establish relationships with the majority leader Jim Steineke and the Lieutenant Governor’s office. They wanted a perspective on what the BOS COC is doing in regards to rural homelessness. In all the discussions Carrie has had with them, she has never asked for money, but they asked her for a wish list that would help the operation of the BOS. Carrie supplied that list, which lead to the Lt. Governor to visited communities around the state and agencies.
      4. Carrie was recently asked to join the United Way of Wisconsin EFSP (Emergency Food & Shelter Program) Committee. The purpose of this committee is to decide how these funds should be allocated in the state.
      5. She also presented at the Wisconsin Counties Association (WCA) meeting about the BOS COC.
      6. The WCA Monthly Magazine will feature information regarding homelessness and will be distributed to all of the elected officials, county boards and administrations throughout the State.
   3. Organizational:
      1. Will work on getting things ready for the next COC competition and collaborative application, which includes reviewing projects and board scoring tool.
      2. Managing the state THP Grant
      3. Conference planning
      4. Update membership lists and all the other BOS COC lists
      5. Training needs – what needs to be done and who will do it.
      6. Supervision of Meredith.

Carrie reported on the Governor Walker’s budget which was presented on Wednesday afternoon. Many of the items that Carrie has spent the last 7 months advocating for and more were included in his budget

Update on West Virginia - Carrie submitted an RFP and we were the only ones to turn the RFP on time. They expanded the deadline and we should know by the beginning of March.

Motion was made by Debbie Bushman to break for lunch, Mike Huck 2nd and all approved.

Byron Wright made a motion to adjourn the business meeting at 1:05 pm, Meika Burnikel 2nd the motion and all approved.

COC committees: The board met yesterday and we talked about committee structure and the purpose of the committees. For active committees moving forward, the purpose will be to end homelessness.

1. Committee’s
   1. System Performance Network: Jesse Dirkman reported the quarterly APR’s review will be going away. In the future the committee will provide data to the local COC’s to see what is going on in their continua. They are waiting to see what HUD will be providing for reports.
   2. Point-in-time: Carrie Poser reported that the PIT occurred on January 25th. Feb. 20the will be the deadline for data to be submitted. There are some plans/process that we need to work on for future counts. In local communities, what do we do with people who are homeless at night and there is no place to go, where do they go. Each community must have a plan for where the homeless will go when coordinated entry is closed. By July, they want to see some type of plan on what will happen if someone is found and they are interested in shelter.
   3. PEA: Joana Hemschemeyer thanked all the committee members. Since we have hired a staff person to conduct monitoring and technical assistance, the PEA Committee will be disbanded.
   4. Discharge Planning & Diversion: Jerome Martin reported that these two committees were combined. The next meeting is Feb. 23 at 2:00 pm. Discharge planning –members have been connecting with health care providers and have had the health care facilities come on board to work on discharge plans. Jerome has been working with agencies in the Fox Valley with youth aging out of foster care system. Diversion- Homeless Connections would like to start a diversion program in their community. Jerome has met with possible funders and has talked to them about a diversion program and funders are very excited regarding this.
   5. Coordinated Assessment: Jeanette Petts reported on the 3 sub-committees and what they are working on. The grievance sub-committee have been working on the Agency Participation and Staff Agreement forms. By the end of the month the client form should be done. The HUD came out with additional information regarding coordinated entry. There are 16 points that we need to be implemented. There are some components that are already done. Want to be done to present a new manual/policy and procedures in June and vote on it August. The deadline from HUD to have these additional things implemented is January 23rd.
   6. Coordinated Entry Implementation Team Report: They have been evaluating the WISP prioritization lists and will be adding the non-wisp lists for evaluation in the future.
   7. Shelter Standards: Erika Trawicki is the chair of this committee and their first task will be to look at the shelter standards that have already been started on and continue that process.
   8. Fiscal Committee: Millie Rounsville had no report.
   9. Public Awareness: Joana Hemschemeyer is the new chair and will be getting in touch with people on the committee to set up a new meeting time. Jen Schmohe has set up a State map on the website where each local COC can have a landing page with information on it. Renee will continue posting on Facebook , but she is looking for information that can be posted. She is asking that anyone send her local continua information that she can post.
   10. Gaps & Needs: Mary Jacobson and Adrienne Roach are the new chairs and February 24th at 10:00 am will be their first committee meeting.
   11. Youth Advisory Board: Meika Burnikel reported that there has been one meeting in Green Bay. They talked about the upcoming PIT and the youth thought it was very funny on how it was conducted. They suggested doing a PIT count during the day to find homeless youth, because we wouldn’t find them at night. The next meeting will be in Kenosha –KDHS in April
2. COC Competition: We are possibly looking at the competition by June. Board scoring tool is out for comment and the comments are due by the end of February to Carrie. Reallocation of funding is a new thing that HUD is looking at. They don’t care if it is voluntary or involuntary. Now is the time for projects to start thinking about what they can do to improve the ranking on the board scoring tool. The Board is talking about what will happen if projects don’t want to reallocate. The projects need to be enhancing the system performance data in order to score better.
3. Other Business: Coordinated Entry continues to get bigger and bigger. HUD made a decision to allow COC’s to apply as an SSO project to hire coordinated entry staff person. If we choose to do this, it will take money away from projects, but we need to start thinking about it. Jeanette has talked to the board about this and they have approved to look at it.

The next meeting will be May 18th and 19th in Madison at the Concourse.

A motion was made to adjourn by Byron Wright, 2nd by Chris Lashock , all approved.