**BOSCOC Board of Directors Meeting- Minutes**

**Tuesday, May 17, 2017 1:00 p.m. - 4:00 p.m.**

Attended: Adrienne Roach, Carrie Poser, Debbie Bushman, Don Roach, Erika Trawitzki, Jeanette Petts, Jerome Martin, Mary Jacobson, Meika Burnikel, Millie Rounsville, Robyn Thibado, Renee Greenland, Jesse Dirkman

Excused: n.a.

Unexcused: Susan Tucker

**Call to Order- 1:11 p.m.**

**Approval of Minutes-** Motion made by Don, Jeanette 2nd, motion carried.

**Approval of Agenda –** additional items added: 1. Response to anonymous letter 2. Board member resignation. Motion to accept agenda as amended by Jeanette, Meika 2nd. Motion carried.

**Committee Updates**

Public Awareness- Debbie Bushman. No updates. Discussion of purpose and possible new chair.

Gaps & Needs- Adrienne Roach. Discussion about data and the hope to create focus groups to get more qualitative data to compliment HMIS data. Interim rule requires an annual gaps and needs analysis.

Discharge & Diversion- Jerome Martin. Committee is working on different areas of discharge (hospitals, foster care, jails) and reaching out to members of their community.

Emergency Shelter- Erika Trawitzki. Update on standards progress.

Coordinated Entry- Jeanette Petts. Update on procedure for contacting clients on the list; shortened length with more clear parameters. Marketing materials- great feedback. HUD notice review at Friday’s meeting.

System Performance Network- Jesse Dirkman. Rolled out worksheets requesting data form local COCs. Discussing creating standards of performance for RRH projects.

Finance Committee- Millie Rounsville. Not met yet. Setting up doodle poll to meet in near future.

Youth Advisory Board- Meika Burnikel. There are two committees: adult based committee monthly meetings and quarterly youth meeting around the state. The youth are potentially having a logo contest. Reviewing possible youth demonstration grant for the next round of applications.

Vet advisory board- Don Roach. Meets at quarterly meetings.

**Policies and Procedures**

Discussion about list of needed policies/procedures. Reviewed what we currently have versus what is still needed. Robyn will send out a template to be used for creating policies. Board will take this process in chunks. Carrie will put a chunk of what she has started in a drop-box for board review and comment.

**State THP**

Discussed THP allocations. Award letters went out.

**Break**

**Monitoring and Compliance Update**

Update on monitoring progress for DEHCR dual monitoring and desk monitoring’s. Meredith is finding some trends among agencies being monitored. Findings letter comes with a deadline. Discussion around what is done after deadline.

Motion made by Meika to create policy about how to handle outcomes of monitoring’s, 2nd Don. Motion carried

Motion made by Meika to request Carrie bring the standardized forms that Meredith created to the next board meeting. Jerome 2nd. Motion carried.

**November Meeting – Speaker**

The list of available topics will be included on the survey at the end of this BOSCOC quarterly meeting to get membership input.

**Joint Housing First Training**

There is a potential of Madison, Milwaukee, and BOS to come together to offer training on the day-to-day operations and challenges of operating a Housing First program. The board supports Carries participation in this group.

**Response to Richards Place letter**

Discussed Richards Place’s response to the BOS board’s letter. Another letter is being drafted to Richard’s Place in response and will be sent out.

**Anonymous letter**

Discussion surrounding how to address the anonymous email we received. Board discussed and decided not to take further action. Motion by Jeanette, 2nd Don. Motion carried.

**Board member resignation**

Motion to accept Jesse Dirkman resignation made by Debbie, Renee 2nd. Motion carried

ICA has suggested that David Eberbach be the person to replace Jesse as the HMIS representative on the board. The membership will vote on Friday 5/19/17.

Meeting adjourned: Debbie, 2nd Jeanette, motion carried.

Next board meeting, May 30th from 1-3