

WIBOSCOC

Program Evaluation and Assistance Committee

Meeting Minutes

January 5, 2016

Present: Joana Hemschemeyer, Kim Cable, Carrie Poser, Jennifer Henry, Kelly Christianson, Byron Wright, Jerome Martin, Pat Leigl.

Excused: Meika Burnikel, Dan Laurent (resigning).

Not Present: Kim Carey, Martha Pearson

1. Things are going to change a bit this year. We are developing a 2016 work plan. We have the responsibility that all projects are compliant with the COC Interim Rule. We will be working on developing standardized forms and standardized processes and then training to ensure that the projects are compliant with HUD rules.
2. Three phases to the work plan:
 - a. Research: collect all forms currently being used by all projects. Review and determine common components.
 - b. Development: develop Balance of State forms, file checklists, etc. for all projects to use in the BOSCOC. This makes a much more uniform approach to files and create a situation where monitoring is done with more ease, and looks for consistency between programs. Also make sure projects know how to use the forms correctly. Rent Reasonableness, Disability Documentation, Rent calculations, etc. There will still be room for programs to have some flexibility with the assessment tools and goal forms.
 - c. Education: train projects on how to utilize forms and conduct certain processes.
3. Focus for 2016 is to provide the following projects with technical assistance:
 - a. TSA St. Croix PSH
 - b. Western Dairyland RRH
 - c. Advocap PSH
 - d. Advocap RRH
 - e. Western Dairyland RRH
 - f. Lakeshore RRH
 - g. WestCAP RRH

Projects will be focused on in a quarterly basis cycle. The BOSCO staff have met with HUD Milwaukee staff to determine the direction the COC should go in the next year. HUD Milwaukee does not have their 2016 monitoring schedule yet. The seven projects will be notified that they are on the slate for a visit. Joana will do the letter.

4. If the BOSCO gets the planning grant, then the plan is for another person to be hired to focus on monitoring projects in 2017. The committee will still be involved in the process, but will have staff support.
5. Joana will put together an email to send out to the BOSCO, asking projects to submit the forms they use. There will be a Drop Box set up for each project to drop their forms into. Each project will have a folder to drop their forms into the folder.
6. We need to set up a time for St. Croix TSA PSH to have a visit. Site is based in New Richmond. How are site visits going to go? Is it going to be a team approach? Are we going to do onsite, or electronic? Discussion about having face to face visits to allow for an interactive approach, Q & A, etc. The committee agreed to make these visits be face to face. If there are concerns about a specific concern or concerns, the team should know this in advance so that the TA is effective. Look at doing the St. Croix visit March 11th or 12th? Carrie will check with her.
7. Deadline for dropping forms into Drop Box? End of January deadline. Carrie and Joana will put a list together of the forms we want people to drop in the Drop Box.
8. Update on monitoring for Youth and Family. They received a letter about the things they need to fix. Joana has been in touch with Dan about how things are going, and working towards meeting the expectations.
9. Balance of State Meeting is February 11th and 12th.
10. Next PEA committee meeting is February 9, 2016 at 3:00.