

West Central Homeless Coalition
Meeting Minutes
July 13, 2021
1:00 PM via Zoom

Members

in Attendance:

Bridge to Hope: Jamie Gibson
Center for Independent Living of Western Wisconsin: Amanda Miller
CRA – Cheri Moats
Family Support Center: Jeni
Institute for Community Alliances: Jennifer Allen
L.E. Phillips Career Development Center, Chippewa County –
Jennifer Barrett and Karri Pitsavas
St. Croix County Dept. of Health and Human Services: Bob Rohret
Salvation Army Grace Place: Duana Bremer
Stepping Stones of Dunn County: Heidi Hooten
State of Wisconsin, Department of Veterans Affairs: Karla Peterson
Turningpoint for Victims of Domestic and Sexual Violence: Amy Berg
United Way of Greater Chippewa Valley: Kelly Christianson
West CAP: Erica Schoch; Missy Pridgen
Wisconsin Balance of State, Continuum of Care: Leigh Polodna

I. Welcome Erica Schoch, Interim Homeless Intervention Manager, West CAP

II. Introductions and Member Updates

III. Coordinated Entry Update

Missy shared that Service Point is up and running. She will be able to run reports soon.

IV. Bylaws Update

Duana shared that she and Virginia Ormsby had reviewed the Bylaws. Recommended changes were:

- Under “WIBOSCOC” section, remove “**Members will select a Delegate through majority vote.**”
- Under “Coalition Officers and Decision Making, Officers and Duties, Chair” section, remove the word “all” in “Preside over **all** WCHC meetings.”
- Under Coalition Officers and Decision Making, Officers and Duties, Vice-Chair” section, remove the word “all” in “Preside over **all** WCHC meetings in the absence of the Chair.”

Motion: Missy Pridgen moved to approve the recommended changes
Heidi Hooten seconded.
Unanimously approved. Motion carries.

The amended Bylaws are attached to the minutes.

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Meeting Minutes
July 13, 2021
1:00 PM via Zoom

V. EHH Update and Proposed Subcommittee Process

EHH funds were divided equally between shelters. Duana proposed a subcommittee be created to create guidelines for the grant award process for 2022. She suggested future criteria for consideration could be length of time people remain at shelter; number of people in a shelter; services provided at shelter; and income increases during time at shelter. She noted EHH funds could continue to be divided equally, but there should be input from the group. **Cheri Moats from CRA; Amy Berg from Turningpoint; and Heidi Hooten from Stepping Stones offered to create the subcommittee.**

VI. After-Hours Plans for Counties

All updated after-hours plans have been received. **Missy Pridgen will forward all after-hours plans to 211.**

VII. Report from Balance of State Representative

Jessica Neumann was unable to attend the meeting and provided a written update, which is attached to the meeting minutes. Duana reported BOS is looking at a new dues allocation based on the percentage of funding WCHC receives from ESG. West Central receives the second-highest award in BOS. Dues are proposed to go up from a couple hundred dollars annually to approximately \$2,000 annually and would be divided and paid by agencies that receive funds. The dues cannot be paid with ESG funds.

VIII. Action Planning and Progress Report Team Update

- **Soliciting and Considering Opinions Committee** - There was no one available for an update
- **System Performance Measures: Increase Employment and Non-Employment Income** - Duana noted that most shelters have been working with clients on employment, but we aren't documenting it. New Clarion system allows shelters to track that. Currently, this information is self-report only through the domestic violence shelters, which do not ask about wages or income. If a client wishes to share, domestic violence shelters would collect.
- **Coordinated Entry and Case Conferencing** – Missy reported WestCAP has been case conferencing with Grace Place on Rapid Rehousing. Veteran case conferencing has begun throughout Wisconsin, including locally. Missy explained the process is about connecting with a client, explaining what is available.

West Central Homeless Coalition
Meeting Minutes
July 13, 2021
1:00 PM via Zoom

IX. Youth Homeless Intervention Grant

The Balance of State is applying for this grant. If the funding is received, agencies would apply to the Balance of State for grant funding to provide services to homeless youth.

Duana reported that letters of support are needed from Child Protection, Public Child Welfare from each county in the Balance of State. Duana has already connected with Polk, St. Croix, and Barron Counties and the St. Croix Tribe. A sample letter of support was included with the meeting materials and is attached to these minutes. **Duana needs these letters by Tuesday, July 20 to include them in the grant.**

- Erica will reach out to Chippewa and Dunn County
- Jamie Gibson will reach out to Pepin County
- Amy Berg will reach out to Pierce County

Leigh Polodna reported she is writing the grant now. **A fact sheet about the grant and a sample youth letter of support were attached to the meeting materials and are included with these minutes.**

- If possible, Leigh would like to have youth sign a letter of support.
- They are in the process of establishing a Youth Action Board (YAB) over the planning phase of the next six to nine months. The YAB will consist of youth age 24 and younger, and two-thirds of them need to have lived experience.
- They envision creating local/regional YABs that meet regularly and come together as an entire group across the Balance of State.

- **They need to have youth involved in this application phase. If agencies have youth in shelter who would be willing to answer questions about their experiences with youth homelessness, services, gaps, and needs; and /or if they would be interested in being involved with the local YAB, please reach out to Leigh as soon as possible.**
- It is important to have youth voices at the table. This will be a priority, regardless of whether or not the grant is awarded. If there are questions, please reach out to Leigh.
- **The grant is due July 27, and Leigh's intention is to have signed youth letters by July 23rd.**

West Central Homeless Coalition
Meeting Minutes
July 13, 2021
1:00 PM via Zoom

X. Point in Time: July 28 – Missy reported West CAP can accommodate more volunteers. Forms have been sent. Angela Friend will be providing veteran volunteers in Pierce County. West CAP team is handling Chippewa, Dunn, Pepin, and Pierce Counties. Grace Place volunteers/staff are handling Barron County. **Missy would like everything returned to her by Friday, August 6th.**

XI. VOTE: Appoint President of West Central Homeless Coalition

Duana reported she was formerly the Vice-Chair, and she stepped into the role of Chair temporarily when Robyn left. She needs to step down. Her agency is about to open a new shelter, and she is not able to continue for much longer. She is concerned that she has been sending out materials late, and that is unfair to the Coalition.

No one expressed interest in the role.

Leigh added the Coalition is a funding requirement for the BoS. Duana added it would be helpful to bring people to the committee who have new, fresh ideas. She requested that people reach out to her privately if there is interest in the role.

XII. Adjourn

**Motion: Missy Pridgen moved to adjourn the meeting.
Heidi Hooten seconded.
Unanimously approved. Motion carries.**

Next Meeting: Tuesday, September 21 from 1:00 – 3:00 PM via Zoom

Respectfully submitted by Amy Berg

West Central Homeless Coalition Charter

Vision	Homelessness should be prevented whenever possible, and when it cannot, it should be rare, brief, and non-recurring.	
Mission	To end homelessness by providing homelessness prevention, intervention, and supportive services for persons and families in our region.	
Membership and Responsibilities	The West Central Homeless Coalition is open to agencies, organizations, and individuals with an interest in ending homelessness in west central Wisconsin.	
	Individual members will not have voting rights if they are also associated with a member agency (board member, employee, volunteer).	
	Vacancies and/or resignations of agency/organization members may be filled at the agency's/organization's discretion.	
	Member Responsibilities	Member Rights
	<ul style="list-style-type: none"> • Complete a Membership Application and submit to the Secretary. • Maintain updated contact information and member information with the Secretary. • Attend four (4) of six (6) regular meetings each calendar year. <ul style="list-style-type: none"> ○ If a member attends less than four meetings, they will lose voting rights for one year from the date of the third missed meeting. • Advocate on behalf of those experiencing homelessness. • Uphold the mission of the West Central Homeless Coalition. • Disseminate relevant information to organizational members/agency employees. • Keep the coalition informed of the member organization's/agency's related activities. 	<ul style="list-style-type: none"> • Members may vote on coalition decisions. • Members may apply for funding that requires local homeless coalition involvement. • Members may run for Director of the WIBOSCOC.

West Central Homeless Coalition Charter

Coalition Officers and Decision Making	Officers and Duties	Chair	<ul style="list-style-type: none"> • Preside over WCHC meetings. • Create an agenda for WCHC meetings and forward to Secretary for distribution. • Represent the WCHC at any community or public event where such representation is required. • Serve as the Delegate to WIBOSCOG meetings. • Communicate information between the WCHC and the WIBOSCOG. • Provide reports and other information to the WIBOSCOG as requested.
		Vice Chair	<ul style="list-style-type: none"> • Preside over WCHC meetings in the absence of the Chair. • Represent the WCHC at any community or public event where such representation is required. • Record attendance and minutes in absence of the Secretary.
		Secretary	<ul style="list-style-type: none"> • Record attendance and minutes of each meeting and submit to Chair or Vice Chair for review. • Maintain and update the membership roster. • Distribute the agenda and prior month's minutes to all WCHC members.
	Term	<ul style="list-style-type: none"> • One year, renewable for additional one-year terms, if the Coalition so votes. • Elected positions are held by an individual, not an organization or agency. 	
	Procedures for Filling and Vacating Offices	<ul style="list-style-type: none"> • Vacancies and/or resignations of elected positions will be brought to the Chair and/or Vice Chair and a new election will be held. • Removal from an elected position may be performed by the Coalition with a majority of voting members voting as such. Reasons for removal include, but are not limited to: <ul style="list-style-type: none"> ○ Inability to perform the required duties ○ More than two absences from regular meetings in a calendar year ○ Illegal and/or unethical behavior 	

West Central Homeless Coalition Charter

	Committees	The creation of committees will be determined by a majority vote of the members.	
	Task Forces	Task forces will be created on an ad-hoc basis to accomplish a task-specific assignment on a time-limited basis.	
	Decisions	<ul style="list-style-type: none"> • Each member agency/organization has one vote. • Each individual advocate member has one vote. • Quorum is a simple majority of voting members. • If quorum is not met at an in-person meeting, votes will be held via electronic means. • Electronic voting will be used if a decision must be made prior to the next regular meeting. • The time electronic voting will be open will be determined by the Chair. 	
Wisconsin Balance of State Continuum of Care	Director	Selection	<ul style="list-style-type: none"> • Nominations for Director can be made by oneself or another member. • Selection of the WCHC Director is made by majority vote at the annual meeting.
		Responsibilities	<ul style="list-style-type: none"> • The time between WCHC’s annual meeting and WIBOSCOC’s annual meeting will be used to orient a new Director to the role. • The Director represents WCHC’s interests at Board meetings, while also making decisions for the betterment of the WIBOSCOC as an organization.
	Delegate	Selection	<ul style="list-style-type: none"> • The coalition Chair will serve as the WCHC Delegate at WIBOSCOC meetings. • If the Chair is unable to serve as Delegate at a WIBOSCOC meeting, a delegate will be appointed by the coalition chair.
		Responsibilities	<ul style="list-style-type: none"> • The Delegate will vote in the best interest of the WCHC. • If there is an opportunity to review a voting item ahead of a WIBOSCOC meeting, the Delegate’s vote will reflect the majority vote of the coalition.

West Central Homeless Coalition Charter

		<ul style="list-style-type: none"> • The Delegate will communicate information between the WCHC and the WIBOSCOC.
	Dues	<ul style="list-style-type: none"> • WIBOSCOC dues will be paid by EHH funded agencies. The total amount will be divided equally among the recipient agencies. • West CAP will pay the full amount due to the WIBOSCOC and the other responsible agencies will pay their portion to West CAP. • If an EHH-funded agency fails to pay its portion of the dues it will be ineligible to apply for EHH funding in the next grant cycle.
Regular, Special, and Annual Meetings	Regular Meetings	<ul style="list-style-type: none"> • Regular meetings are held on the 3rd Tuesday of the months of January, March, May, July, September, and November. • Meetings are held from 1:00 p.m. – 3:00 p.m. unless otherwise determined in advance. • Meeting locations rotate throughout the WCHC service area. • Attendance must be in person with exceptions made for inclement weather.
	Special Meetings	<ul style="list-style-type: none"> • Special meetings may be called by the Chair to address imminent concerns. • Meetings may be held via conference call or other technologies as determined by the Chair.
	Annual Meetings	<ul style="list-style-type: none"> • The annual meeting will be held on the 3rd Tuesday of May. Notice of at least two weeks will be given to members for the annual meeting. • Coalition officers will be elected at the annual meeting. • The Director will be elected at the annual meeting. • The Coalition Charter will be reviewed at the annual meeting.
Amendments	<p>This Charter may be amended at any regular or special meeting of the Coalition. Notice of the proposed change(s) shall be sent electronically to each member at least five (5) business days prior to the date of the meeting. Amendments to the Charter require a majority vote of the voting Coalition members.</p>	

1. BOS Board update

- a. Financials were reviewed and approved

- b. Membership dues structure – previously we have paid \$250 for membership to WIBOSCOG – Annually membership dues are reviewed. This year the finance committee proposed some changes to the board. They have approved changes that will be ready to present to WCHC at the August meeting.

- c. HMIS/Clarion update- Currently testing phase with custom data. 2nd training for users is coming up. Currently users can update client data in the new system. Special announcement from Jennifer came out 7/1.

- d. Reviewed the Lived experience policy updates- Subcommittee is reviewing best practices/challenges associated with the policy. Currently a cash payment/stipend is not recommended. More exploration is being put into the implications of providing gift cards (to a specific organization OR a visa gift card. No recommendation yet, more to come.

- e. Approved a new director for Brown County Homeless Coalition.

- f. Youth Advisory Board – funding for gift cards/incentives was reviewed. There are some gifts cards and additional \$1,200 funding may be available through the YHDP grant.

g. Chair report-

i. Equity group is working on Strategic Strategy #1 and moving to strategy @2. They are creating a worksheet and assigning tasks- watch for this in Sept/Oct.

ii. Some committee changes: Jessica L. is now co-chairing the Public Awareness Committee. Mike B is chairing the Nominating Committee and Tara will join this committee with Mike and Lisa.

iii. Board Attendance Policy – approved- changes in notifying Coalitions of director absence from board meetings and required responses for Coalitions. Relaxed the requirements for written response from Coalitions. No immediate action by WCHC needed. Jessica Neumann will notify WCHC chair if she is unable to attend a quarterly meeting with enough notice to follow by laws for replacement protocol. Jessica will also let WCHC know if she cannot attend a WCHC board meeting. (has attended all meetings since being added to board in Nov. 2020.

iv. Broad Succession Plan approved by the board- will provide continuity for WIBOSCOC Board of Directors if someone who holds a leadership position with the board leaves midterm.



HUD's Youth Homelessness Demonstration Program (YHDP)

Fact Sheet

What is the Youth Homelessness Demonstration Program (YHDP) Grant?

HUD, its federal partners, and youth with lived experience of homelessness designed the Youth Homelessness Demonstration Program (YHDP) to drastically reduce the number of youths experiencing homelessness, including unaccompanied, pregnant and parenting youth. The goal of the Youth Homelessness Demonstration Program (YHDP) is to support selected communities in the development and implementation of a coordinated community approach to preventing and ending youth homelessness and sharing that experience with and mobilizing communities around the country toward the same end. The population to be served by this demonstration program is youth experiencing homelessness, including unaccompanied and pregnant or parenting youth.

Who is the target population for this grant?

The target population is youth experiencing homelessness up to 24 years old. This includes unaccompanied youth and pregnant and/or parenting youth.

What is available for funding?

There is \$145 million available. HUD will fund 50 communities, 8 of which will be rural. The minimum award is \$1 million, and the maximum is \$15 million.

What is the application process?

There are three phases for this Notice of Funding Opportunity. The first phase is the application where we tell HUD that 1.) we are interested; 2.) we define our geographic area that is interested in being a part of YHDP; and 3.) we describe the efforts to end youth homelessness that are already occurring across our community, as well as what gaps we might have and how this funding will help address those gaps.

The second phase is where we create the Coordinated Community Plan. This is essentially the plan to end homelessness for youth in the community we determined in the first phase. We need community partners, data, and youth voice at the table to create this plan.

The third phase is when we can apply for actual housing projects. Each phase builds on the previous one.

What kind of programs does YHDP include?

This program supports a wide range of housing interventions including rapid rehousing, permanent supportive housing, transitional housing, and host homes.

How long will this funding be available?

The initial term is for 2 years, then if they are eligible projects (such as Re-Housing or Permanent Supportive Housing), they can be renewed in the CoC Competition.



What is required for YHDP?

- Communities must bring together a wide variety of stakeholders, including housing providers, local and state child welfare agencies, school districts, workforce development organizations, and the juvenile justice system.
- Communities must convene Youth Action Boards, comprised of youth that have current or past lived experience of homelessness, to lead the planning and implementation of the YHDP.
- Communities must assess the needs of special populations at higher risk of experiencing homelessness, including racial and ethnic minorities, LGBTQ+ youth, parenting youth, youth involved in the foster care and juvenile justice systems, and youth victims of human trafficking.
- Communities will create a coordinated community plan that assesses the needs of youth at-risk of and experiencing homelessness in the community and addresses how it will use the money from the YHDP grant, along with other funding sources, to address these needs.
- Communities may propose innovative projects and test new approaches to address youth homelessness.

Who are the key players that should be at the table?

Communities should be thinking about this as a wrap around approach. What is needed to keep youth experiencing homelessness stable? This should include partners that may not work specifically with youth who are homeless, but their services will impact that population. This will include those who work in housing, employment, education, training, life skills and any other sector that may help to stabilize those youth experiencing homelessness.

What are the next steps?

The Balance of State, is currently working with the local coalitions to gather information for the application. The deadline for the application is July 27, 2021. Balance of State staff will be the ones to write the narrative sections of the application, but the information from the coalitions will inform that application. Once the application is submitted, HUD will announce the selected communities in the fall.

Who can I contact with questions?

You can contact Leigh Polodna, Grant Specialist for the Balance of State. Leigh.polodna@wibos.org



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June 15, 2021

Carrie Poser
CoC Director
WI Balance of State
P.O. Box 272
Eau Claire, WI 54702

Re: Youth Homelessness Demonstration Program – Letter of Support

Dear Ms. Poser:

On behalf of [Name of PCWA], please accept this letter of support for Youth Homelessness Demonstration Program (YHDP) grant opportunity. We strongly support this grant application and the focus of ending youth homelessness in the [coalition name].

As a Public Child Welfare Agency, we have a strong desire to end youth homelessness. [here you ask the PCWA to describe their involvement with the target population of homeless youth, partnerships with the coalition, any efforts to reduce youth homelessness either ongoing or in the past]

[PCWCA name] is committed to providing support for the application, involvement in the coordinated community plan process, and implementation of the approved plan. We believe that our involvement in the YHDP grant is essential in the effort to end youth homelessness.

Sincerely,

[Name of Individual]
[Position or title within the PCWA]
[Name of PCWA]



July, 12, 2021

Carrie Poser
CoC Director
WI Balance of State
P.O. Box 272
Eau Claire, WI 54702

Re: Youth Homelessness Demonstration Program – Letter of Support

Dear Ms. Poser:

On behalf of myself, as a potential member of the Youth Action Board, please accept this letter of support for Youth Homelessness Demonstration Program (YHDP) grant opportunity. I strongly support this grant application and the focus of ending youth homelessness in the [coalition name].

As a youth who has interest in ending youth homelessness, I understand the importance of having resources available for youth. I also believe that having youth voice at the table is very important. The YHDP funding would be a wonderful resource because it emphasizes that youth need to be a part of the planning and implementation of the Coordinated Community Plan. YHDP also stresses the importance that youth continue to have a say in policies and procedures at the CoC level regarding homelessness.

I am committed to providing support for the application, involvement in the coordinated community plan process, and implementation of the approved plan. I believe that youth involvement in the YHDP grant is essential in the effort to end youth homelessness.

Sincerely,

[Signature of Individual]

[Printed name of Individual]