



WI BOS Board of Director's Meeting

October 6, 2020 1:00 pm

GoTo Meeting Webinar

<https://attendee.gotowebinar.com/register/5151240972486216973>

1. The meeting was called to order by Jeanette Petts at 1:05 pm.
 - a. Members Present: Michelle Arrowood, Mike Bonertz, Duana Bremer, Kim Cable, Cheryl Detrick, David Eberbach, Michael Etheridge, Angela Friend, Kathleen Fisher, Hannah Hamberg, , Mary Jacobson, Casey Levrich, Jessica Locher, Jeanette Petts, Tara Prah, Millie Rounsville, Wendy Schneider, Ed Wilson, Michelle Friedrich
 - b. Members Excused: Lisa Haen, Noel Halvorsen, Dana Baumgartner, Chandra Wakefield, Jessica Mudgett
 - c. Members Unexcused: None
 - d. Staff Present: Carrie Poser
2. Approval of minutes from Board of 9/1/2020.
 - a. Motion to approve the 9/1/2020 made by Dave Eberbach
 - b. Second made by Cheryl Detrick
 - c. No further discussion
 - d. All in favor
 - e. Motion carries
3. The Treasurer's Report was presented by Kathleen Fisher that included Balance Sheet with a \$62,829 in cash, AR \$ \$62,287, and AP of \$271,122. There is a total Net Income of a (\$235,897.29) showing. This is because of the financial information and how it comes to Kathleen. It will change in the future to reflect a more accurate picture. It was noted that it is all about the timing of the booking. Kathleen will be putting in the Receivable from ICA ELOC's at the same time as the Payable goes in and that should help clear things up in the future.

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P&L Statement – Jan – Aug \$1,241,718 in revenue and reflects a small increase from the training we did. Expenses totaled for the same time period are \$1,477,616. There is a grant that wasn't entered as a receivable at this time. Nothing interesting to note, we are on track with grants and expenses. Travel is the main category that is underspent at this time because of COVID-19 restrictions. Carrie is shifting some things around to make sure the Planning Grant is spent in its entirety.

It was confirmed that Jan – Dec is our fiscal calendar year. DV Rapid Rehousing Grant is Oct to Sept. Money has been moved around so that it can all be spent down on time as well. The problem in spending the DV Rapid Rehousing has been that it is a 1st year grant. Reimbursement are not due until Oct 15th and reports continue to come in. We are trying to be spent down to at least \$20,000. The question was asked as to how grants are being looked at when they don't line up with our fiscal year. Grant tracking report might be a great tool for us to utilize moving forward so we know exactly where we are at with funding. Kathleen will take back to the Finance Committee to work out a plan to make it more transparent as to the spending of the grants with various cycles.

- a. Motion to approve the financial report made by Cheryl Detrick
- b. Second made by Ed Wilson
- c. No further discussion
- d. All in favor
- e. Motion carries

Budget 2021

Kathleen presented the 2021 budget that was developed by the Finance Committee. 2021 we are assuming things will be more virtual again and if better, we will have our Annual November Meeting in person. The Finance Committee tried to get as close to a balanced budget as they could. Included Financial Services and an audit fee of \$12,000. For the grant line item, they

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went off of what was projected. Staffing for budget purposes were at 3% increase. Travel was line itemed at \$25,000. Overall, there is a projected \$28,068 Net Income. Wages and expenses were questioned and they were able to break down line items better with more detail than in the past. Leigh Polodna's position was also not in the 2020 budget, but is now in the 2021 budget.

- a. Motion to approve the budget was made by Kim Cable with the condition of trying to break it out in an annualized fashion in regards to the various grants.
- b. Second made by Mike Bonertz
- c. No further discussion
- d. All in favor
- e. Motion carries

Membership Dues

Based on the budget, the Finance Committee is asking that the dues remain at \$250 annually per local coalition. We were able to come up with a good budget without raising dues. It will all work if we have the In-Kind Match that we have to meet. The problem is when we don't have the In-kind match from Board members, committees, and coalitions. The board is being asked to help with increasing the In-kind contributions for 2021 so that we stay on target.

- a. Motion to keep dues at \$250 is made by Kathleen Fisher
- b. Second made by Kim Cable
- c. No further discussion
- d. All in favor
- e. Motion carries

Accounting & Financial Policies and Procedures Manual

The manual will be sent out to the general membership for voting after the board approves. Carrie took information from a multitude of manuals and put them together. The Finance committee reviewed,

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revised, and is making a recommendation to the board for approval at next month's meeting. Carrie will send out the manual this afternoon. Comments need to be back by October 20th, 2020.

4. Director update presented by Carrie Poser:

Ryan Graham's father has been diagnosed with cancer and has been given about 72 hours to live. Staff have helped work out a plan so Ryan can be with his family. Questions can go to Leigh, Monitoring will be with Meredith.

Grants – SSO/DV grant started Sept 1st. Meeting with ICA and End Domestic Abuse, good to go. RRH is starting new in Oct, a few contracts are missing.

APR was submitted on time, as well as the SSO CE APR.

ESF 6 Calls – all CoC's participates every week to talk about shelter needs, etc. Emails from Carrie with links for more masks as well as asking about COVID regarding staff and people. All information is being used to generate policy decisions. Very important to gather and share this information when they are going well and when they are not. Making sure we have access to things we need for our services and clients. This week talking about flu vaccinations and how local public health depts. Are working on this.

The data is also being used for COVID vaccination information. Priority of who will get the vaccines, emergency management, etc. Tier 1, homeless population and staff are being prioritized as Tier 2.

Voter Registration information was included in Carrie's emails last week, please review if you haven't already.

Local Coalition packets due Nov 2nd. Will ask each coalition to look at what was completed and pick something to be working on in the next 6 months.

Sept 22nd was the close of HUD's equal access rule commit period. Carrie sent in the comments. They received about 66,000 comments in total.

Needs Assessment Paper was worked on by the 4 CoC's and was sent out. Will be used to help spark funding opportunities.

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Medicaid billing agencies and struggles that come along with it. Might be able to bill time to Medicaid for Case Management. Not everyone can handle the level of reporting, etc. Looking at ideas and ways they could do it. Might make sense to have a central billing agency to contract with. HUB in La Crosse is talking about housing payments being paid out of Medicaid. Supportive Services only at this time, unfortunately.

Coc's are looking at talking with the local correctional institutions in the various 8 regions.

Working on developing the relationship to help with releases into the community from the institutions. Meeting in 2 weeks to present to the regional leaders of the DOC.

Working with Kathleen to watch the Planning Grant dollars. Staff has bought things they need; we are also looking to get BOSCOG swag for board members as well. Email Carrie if there is an address you want it sent to vs. your normal office.

5. November meeting

Email going out today with November information. The speaker is ready for Thursday. We don't have Friday ready at this time. Voting for budget and dues. Will have new board members for the November meeting to be voted in as well. If there are committee presentations, get them to Carrie and be prepared to discuss the work of the committee for the last quarter as well as what is coming up.

6. Public Policy Report

Mike Bassford asked all 4 CoC's to put together a list of needs for the Governor's office. It was submitted. Kim will help get the paper out to the legislators to help with funding. There is a Federal push for the Heros Act 2.0, which includes stimulus payments, eviction moratorium expansion, as well as the CoC competition this year with a renewal only instead. There is Good and bad that goes along with it. There is less work, but we won't be able to change anything from the previous year either. It allows us to renew programs without risk of losing programs. Lots of questions on DV grant, because it was to be a part of the competition. There will be

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more rental assistance for ESG, public Housing Authorities, etc. Let your Senators know there is a need for more funding in homelessness services.

7. EHH Monitoring discussion

Kathleen requested a change in the Monitoring document that was approved by BOD on 8/4/20. Kathleen received a letter from Ryan, copying Sarah at DECHR on it that she was out of compliance. Found out that Kathleen was NOT in noncompliance. It was pretty simple question that Ryan could have asked Kathleen vs. getting the concerning email. Ryan was following the guidelines in the policy. Requesting that a phone call be made before a formal email comes out. Jeannette asked why we BOSCO is involved in DECHR programs for compliance?

Carrie stated that HUD states we are responsible for being in DECHR business. There is a difference between coordinating entry noncompliance and other things. It was decided that we shouldn't be involved in details outside of coordinated entry things. That is why we bring it to DECHR and let them handle it.

We have a monitoring MOU with DECHR and that has not been dissolved at that time.

The EHH policy was approved by the Board of Directors on August 4th and states:

When WI BOS staff becomes aware of issues regarding non-compliance of EHH policy and/or EHH programming by EHH-funded agencies, the following process will be followed by WI BOS staff.

- A written notice will be sent to the agency, the EHH lead, and the DEHCR grant administrator of the issue(s) raised or concerns in need of additional investigation.
- a. Motion to adjourn made by Kathleen Fisher to modify the policy to say
When WI BOS staff becomes aware of issues regarding non-compliance of EHH policy and/or EHH programming by EHH-funded agencies, the following process will be followed by WI BOS staff.
 - A written notice will be sent to the agency.

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- Five days later, a written notice will be sent to the EHH Lead and the DEHCR grant administrator of the issue(s) raised or concerns in need of additional investigation.
 - b. Second made by Ed Wilson
 - c. No further discussion
 - d. All in favor
 - e. Motion Carries
8. Committee Reports
- a. **System Performance Network (SPN)** – David Eberbach no report
 - b. **Coordinated Entry** – Wendy Schneider no report, working on policy and procedure manual
 - c. **Discharge Planning** – Duana Bremer reported that they met with probation in 3 counties and talked about re-entry plans. Bigger problem when they are released from jail and they are not on probation. Duana will talk with Carrie before the DOC meeting
 - d. **Youth Advisory Board (YAB)** – Mary Jacobson no update
 - e. **Emergency Shelter** – Michael Ethridge reported that Carrie gave them the Emergency Shelter standards. Trying to combine with DV shelter standards and get to one document. Oct 27th is next meeting. Hope to have by the time the new NOFA arrives, if not by the 1st of 2021.
 - f. **Veteran Advisory Board** – Angie reported that they have separated into subgroups and are working with local coalitions. Meets again in 2 weeks.
 - g. **Gaps and Needs** – Michele Friedrich no report, Nov 5th next meeting
 - h. **Public Awareness**- Kim Cable, meeting Oct 8th. Noel out on medical leave. White paper and pre-written letter for legislators.
 - i. **Fiscal and Audit** – Kathleen reported see above
 - j. **Nominating Committee** – Jeanette Petts and Lisa are the only ones on the committee, youth, lived experience and DV nominations done.
9. Other business

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a. NONE

10. The meeting was adjourned at 2:46 pm.

a. Motion to adjourn made by David Eberbach

b. Second made by Mike Bonertz

c. No further discussion

d. All in favor

e. Motion Carries

Next Meeting is scheduled for November 3, 2020.

Respectfully submitted,

Mary Jacobson, Vice Chair



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