



WI BOS Board of Director's Meeting  
April 7, 2020  
GoTo Meeting Webinar 1:00 pm

1. The meeting was called to order by Jeanette Petts at 1:03 pm.
2. Members Present: Michelle Arrowood, Mike Bonertz, Kim Cable, Cheryl Detrick, David Eberbach, Michelle Friedrich, Noel Halvorsen, Kathleen Fisher, Angela Friend, Lisa Haen, Mary Jacobson, Casey Levrich, Jessica Mudgett, Jeanette Petts, Tara Prah, Wendy Schneider, Millie Rounsville, Chandra Wakefield, Ed Wilson
3. Members Excused: Jessica Locher, Dana Baumgartner
4. Members Unexcused: Duana Bremer, Michel Etheridge
5. Staff Present: Carrie Poser
6. Approval of minutes from Board of 3/2/20, 3/3/20, 3/10/20, 3/23/20, 4/2/20 and Executive Committee of 3/19/20 and 3/26/20
  - a. Motion to approve the 3/2/20, 3/10/20, 3/23/20, 4/2/20, including the 3/3/2020 Board of Director minutes and 3/19/20 and 3/26/20 Executive Committee minutes made by Kim Cable
  - b. Second made by David Eberbach
  - c. No further discussion
  - d. All in favor
  - e. Motion carries
7. Treasurer's Report – Kathleen reviewed the Profit and Loss Statement, the Balance Sheet and Accounts Receivable.
  - a. Approval of Finance Report
    - i. Motion to approve the Finance Report made by Noel Halvorsen
    - ii. Second made by Cheryl Detrick
    - iii. Further discussion
    - iv. All in favor
    - v. Motion carries



- b. 2019 Audit recommendation was presented by Kathleen. She reported that the Finance Committee reviewed two proposals one from Wipfli and one from Hawkins/Ash. Hawkins and Ash was the agency the Finance Committee voted to complete the Audit. Several members shared their positive experience with the firm. One member reported a negative experience that resulted in losing a few contracts due to a lack of a thorough Audit completed by Hawkins/Ash. Members briefly discussed this concern and agreed to not pursue a discussion with Hawkins/Ash regarding concerns.
- i. Motion to approve the 2019 Audit recommendation made by Kathleen Fisher
  - ii. Second made by Noel Halvorson
  - iii. Further discussion
  - iv. Roll Call Vote below
  - v. Motion carries
  - vi. Question – Where does the money for the Audit come from? Kathleen and Carrie are currently working on that. The only option is the cash we have on hand since an audit is not an eligible expense under the Planning Grant.

<b>Coalition – Member</b>	<b>Nominated Director – Name</b>	<b>Vote</b>
Brown	Noel Halvorsen	YES
Central	Wendy Schneider	YES
Coulee	Mary Jacobson	YES
Dairyland	Casey Levrich	YES
East Central	Ed Wilson	YES
Fox Cities	Tara Prahl	YES
Indianhead	Jessica Mudgett	YES
Jefferson	Jeanette Petts	YES
Kenosha	Lisa Haen	YES
Lakeshore	Michael Etheridge	--
North Central	Chandra Wakefield	YES
Northeast	Cheryl Detrick	YES
Northwest	Millie Rounsville	YES
NWISH	Michelle Arrowood	YES
Ozaukee	Kathleen Fisher	YES
Rock Walworth	Jessica Locher	--



Southwest	Michelle Friedrich	YES
Washington	Vacant	---
Waukesha	Dana Baumgartner	---
West Central	Duana Bremer	--
Winnebagoland	Michael Bonertz	YES

<b>Additional Directors</b>	<b>Nominated Director – Name</b>	<b>A-Vote</b>
HMIS Lead	David Eberbach	YES
Lived Experience	Vacant	--
Domestic Violence	Vacant	--
Veteran	Angela Friend	YES
Youth	Vacant	--
Chronic Homeless	Kim Cable	YES

- c. A Services Agreement was presented by Kathleen Fisher. The Agreement commits the Balance of State to compensate Family Promise of Ozaukee County \$2,000 per month (\$50 per hours averaging 40 hours per month) and a one-time service fee of \$5,000 for set up of WIBOSCOC file in QuickBooks and recording of transactions. The initial plan was to have Kathleen train a BOS staff to do some of the work which is not possible at this time due to COVID-19. The contract presented is a result of our past/current financial situation that requires a significant amount of attention and time to properly maintain BOS finances. Kathleen reported that her board was concerned about the time commitment and agreed that she could continue to do the fiscal work for the BOS as long as there is a contract in place. Concerns were raised about how the BOS would pay for the services outlined in the agreement. It is a possibility that in order to be able to continue to pay for this service and the Audit we will have to raise dues. Brief discussion about the service contract not having an end date which was intentional.
- i. Motion to approve the Services made by Mike Bonertz
  - ii. Second made by Cheryl Detrick

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- iii. Further discussion included a question about who will write the check to pay Family Promise for services rendered. This has not been determined and is concerning because Kathleen is the only signer on the checkbook, and this is considered a clear conflict of interest. A suggestion was made to have two signers, which would be appropriate in this case since Kathleen would not be able to write a check to the agency she works for. The issue is that Kathleen is currently the only one who can write a check and the task of adding check signers was not completed as discussed by this board months ago.

It is important to note that

- a. No board members have an issue with this potential conflict although there were significant issues with ICA being a fiscal agent.
- b. We are approving a contract with no definitive, clearly identified way to pay for this Services Agreement.

Members were reminded that the service contract is being put into place, so Kathleen is able to continue in her role as treasurer and that this is a temporary solution.

A suggestion was made to add a standing agenda item to the Fiscal and Audit Committee meeting each month that would allow members to review the work completed and time submitted for reimbursement by Kathleen to ensure appropriate compensation.

Mike Bonertz made a Friendly Amendment to his original motion to include the Finance and Audit Committee approve all disbursements to Family Promise of Ozaukee County.

- iv. Roll call vote below
- v. Motion carries



<b>Coalition – Member</b>	<b>Nominated Director – Name</b>	<b>Vote</b>
Brown	Noel Halvorsen	YES
Central	Wendy Schneider	YES
Coulee	Mary Jacobson	YES
Dairyland	Casey Levrich	YES
East Central	Ed Wilson	YES
Fox Cities	Tara Prahl	YES
Indianhead	Jessica Mudgett	YES
Jefferson	Jeanette Petts	YES
Kenosha	Lisa Haen	YES
Lakeshore	Michael Etheridge	--
North Central	Chandra Wakefield	YES
Northeast	Cheryl Detrick	YES
Northwest	Millie Rounsville	YES
NWISH	Michelle Arrowood	--
Ozaukee	Kathleen Fisher	ABSTAIN
Rock Walworth	Jessica Locher	--
Southwest	Michelle Friedrich	YES
Washington	Vacant	--
Waukesha	Dana Baumgartner	--
West Central	Duana Bremer	--
Winnebagoland	Michael Bonertz	YES

<b>Additional Directors</b>	<b>Nominated Director – Name</b>	<b>Vote</b>
HMIS Lead	David Eberbach	ABSTAIN
Lived Experience	Vacant	--
Domestic Violence	Vacant	--
Veteran	Angela Friend	YES
Youth	Vacant	--
Chronic Homeless	Kim Cable	YES

- d. Budget Amendment Policy was discussed by Kathleen. As new revenues are coming into the BOS and new contracts for the Coordinated Entry DV are coming in, the Finance and Audit Committee discussed if they should currently revise the budget and at what point would the committee create a revised budget. Once

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decided, the new protocol for a revised budget will be included in the new policy. One suggestion is that any variation of 20% or more would trigger a revised budget to be approved by the full board. A suggestion was made for the Finance and Audit Committee to provide board members with a written budget amendment policy since it is not a common practice to vote for a policy that is not presented in written form. Suggestion to table this vote until a written policy is created.

- i. Motion to move to table the Budget Amendment Policy made by Mike Bonertz
  - ii. Second made by Kim Cable
  - iii. Further discussion
  - iv. All in favor
  - v. Motion carries
  
8. Carrie reviewed the Coordinated Entry (CE) Policy changes that were highlighted on page 30 of the Coordinated Entry Policy and Procedure Manual and the document that describes those proposed changes for the purpose of the HUD APR. The CE committee voted to approve the policy change. Question about the 30 days of no contact was clarified. This change will be effective immediately and announced to all CE providers by Carrie and Ryan.
  - i. Motion to approve the Coordinated Entry Policy changes as presented, effective on April 15, 2020 to allow time for notifications made by Millie Rounsville
  - ii. Second made by Tara Prah
  - iii. Further discussion
  - iv. All in favor
  - v. Motion carries
  
9. Update on Family Services RFP. Family Services in Brown County is voluntarily relinquishing their grant. Two agencies have submitted a request for proposal and six board members are conducting a blind review of the two applications. Once an agency



is selected HUD will receive notification and the transition will be quick. In the past the grant reviewers made the final selection decision without full board approval.

10. Update on Finance Task Force – Kathleen is charged with the duty of updating the Finance policy and procedure manual. The Finance and Audit Committee has discussed who would serve on the task force. Carrie has agreed to combine the two existing fiscal manuals. Once complied they will get a team together, review and present to the board.
11. Update on Strategic Planning Task Force – Jeanette has sent everything to Larry and he sent some questions for the Task force. They will make contact next week to follow up.
12. Annual Assessment of Board, Committees, Officers, and Members – 2<sup>nd</sup> Quarter (See Section 9 of Board Manual) Jeanette asked members to review the Board Manual outlining the process.
  - a. Motion to table the Annual assessment of Board, Chair, Committees, Officers and Members until 3<sup>rd</sup> Quarter made by Jeanette Petts
  - b. Second made by Kathleen Fisher
  - c. Further Discussion
  - d. All in favor
  - e. Motion carries
13. Annual review process for President – 3<sup>rd</sup> Quarter (See Section 8 of Board Manual). Members were encouraged to review the process in the manual because that will occur in the third quarter.
14. EHH Certification complications – Carrie did not report at this time in the meeting
15. Director Update – Carrie reported COVID related information – we did not get the Endowment grant that was submitted. The data that was submitted was used to inform funding decisions at the State level. Carrie is filtering all of the COVID-19 information coming in and sending out as appropriate. Carrie reviewed her many weekly phone calls regarding COVID-19.

Non-COVID-19 update includes:

  - a. The HAP Grant was released last week and is due on May 1<sup>st</sup>.

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- b. The Youth Demonstration Grant letter of interest due date was extended to the 17<sup>th</sup>
  - c. The comments on the CoC Project Scoring Tool and Board Attendance Policy deadline was extended to the 24<sup>th</sup>
  - d. Board of Directors Match forms are due Friday April 10<sup>th</sup>.
  - e. Currently working on the PIT, match and finance documents, updating contact list and the HIC/PIT submission.
  - f. COC Registration is the first step to the competition. The COC review is the second step that came out last week. It appears that the HUD COC competition is moving forward as scheduled.
  - g. EHH CARES Act – EHH current leads and COVID 19 contacts received an email – encouraged to think big – all of the things that we will encounter in the next six months. Carrie is available to answer questions and is working with DEHCR to organize the process. There is 12.7 million dollars available for ESG through the CARES Act in Wisconsin in addition to the ESG entitlement money of 4.6 million allocated to Milwaukee, \$500,000 allocated to Dane and Racine. There is a possibility that money could be shifted according to need. This is crisis money that is different than the 2020 EHH grant. Need to think about agencies in the community that are not current EHH grantees since this money is available to anyone. Asking Local Coalitions to do a six-month budget but there is a possibility that they will double the funding request and extend for a year.
  - h. Carries staff all working from home and met last week. They laid out all scheduled monitoring and revised the schedule. Monitoring will be mainly desk reviews.
16. May Meeting – Carrie connected with Hotel Mead and confirmed the BOS meeting has been cancelled without cost. The plan is to host a one-day meeting via webinar. Carrie is working with previous speakers scheduled to present which includes DCF and





Milwaukee Fair Housing. Due to cancelling the May Quarterly meeting the BOS will lose Match funding and income which is approximately 4 -5 thousand dollars.

17. Public Policy Report – Carrie reported that she is in communication with several republicans about homeless needs. Legislature staff frustrated about gaps in Governor’s moratorium. Looking at potential legislation – Wheda. Wheda shut down and is not issuing any section 8 vouchers, Wheda will be getting more money for vouchers although they are currently not issuing vouchers.
18. There were no Committee Reports
19. Other business – PPP loan – Kathleen and ICA need to talk about the PPP Loan.
20. Kim asked about May meeting registrations. There was not a registration for the meeting sent out or the hotel. Kathleen has checks that were sent in for the Org Code training that will be sent back. Registrations for this training are being held in the order they were received for when it is rescheduled.
21. Adjourn – Next Meeting May 5<sup>th</sup> via GoTo Webinar
  - In-person meeting June 2<sup>nd</sup> – input on location will be discussed in May
  - Brief discussion about the possibility that Safer at Home is going to be extended.
    - a. Motion to adjourn at 2:35 pm made by Dave Eberbach
    - b. Second made by Jessica Mudgett
    - c. No further discussion
    - d. All in favor
    - e. Motion Carries

Respectfully submitted,

Lisa Haen, Secretary

