



## WI BOS Board of Director's Meeting

May 28, 2019

Via Go To Webinar – 1:00 pm

1. The meeting was called to order at 1: 04 pm by Jeanette Petts
2. Roll Call
  - a. Members Present: Michelle Arrowood, Dana Baumgartner, Paul Bissett, Michael Bonertz, Duana Bremer, Meika Burnikel, Cheryl Detrick, David Eberbach, Michael Etheridge, Kathleen Fisher, Renee Greenland, Lisa Haen, Mary Jacobson, Casey Levrich, Jessica Locher, Jessica Mudgett, Jeanette Petts, Tara Prah, Maria Luisa Ramos Romero, Millie Rounsville, Ed Wilson
  - b. Members Excused: Michelle Frampton, Michelle Friedrich, Adrienne Roach, Sue Sippel
  - c. Members Unexcused: None
  - d. Staff Present: Carrie Poser
3. Approval of minutes from 5/2/19
  - a. Motion to approve the May 2, 2019 minutes made by Meika Burnikel
  - b. Second by David Eberbach
  - c. No further discussion
  - d. All in favor motion carries
4. The documents below were given to all board members at the informal meeting on May 16, 2019 after the BOS Quarterly meeting. Jeannette reminded board members that have not done so , to sign and return the board documents to Lisa or Jeanette.
  - a. BOD Conduct & Responsibilities
  - b. Conflict of Interest policy
  - c. Conflict of Interest Decision-making policy
5. Program Standards for THP, RRH and PSH went out for comment and feedback to the membership. The next step is for the board to review the standards and make comments. Carrie will send out the link for comments that will be due by June 10. All membership

comments and board comments will be correlated and distributed to board members for review and to make final decisions.

6. Non-Domestic Violence Shelter Standards and Non-DV Motel Vouchers Standards are complete. Sarah Isaak already reviewed and provided feedback on both of the Standards. The next step is to send to the BOS membership and obtain board member feedback. The membership will have three weeks to comment, with a June 14<sup>th</sup> deadline.
7. The board mandate document and strategic planning timeline was briefly discussed. Jeanette reviewed the board mandate document with members that includes the duties of a board member. The last two pages contain charts that outlines the Annual Meeting Agenda and Authority Decision-Making Matrix. Members were asked to review the document and provide feedback at the next meeting. By the end of summer, we should be ready to begin capacity building and the strategic planning process.
8. The Policies workgroup process was explained to new board members. When the BOS needs a policy developed a small group of board members volunteer to work on the policy. We currently need a policy on prohibition of involuntary separation in shelter. Cheryl Detrick and Paul Bissett volunteered to work on this policy and will coordinate with Sarah Isaak. Kathleen Fisher volunteered to help Carrie revise the Governance Charter. Casey Levrich and Cheryl Detrick will work on the Veterans Policy. Jeanette will reach out to other members to work on the Chronic Homeless Policy and Homeless Youth Policy.
9. Carrie reported
  - a. BOS hired a grant specialist. Leigh Polodna will start on June 24<sup>th</sup> and is scheduled to accompany Ryan Graham and Meredith McCoy on a monitoring.
  - b. Signed the HUD contracts for CE-SSO and DV RRH. Both grants begin on 7/1/2019. Will add a couple of pieces to the CE-SSO grant. DV RRH – important that all sub grantees use the same documents. Also setting up the fiscal piece with ICA. Millie Rounsville continues to be the authorizing entity for the planning grant.
  - c. The COC scoring tool explanation webinar June 4<sup>th</sup> will be recorded and posted. Encouraged all board members to attend the live webinar. The plan is to be thorough and walk through each piece slowly, so participants completely understand the process.
  - d. Carrie explained that the BOS does not get specific feedback on Project Scoring for the Competition. HUD creates a several page documents that provides a summary of the most common errors overall nationwide.

- e. There will be another webinar at the end of June focused on Coordinated Entry data.
- f. Carrie is in the process of reviewing conditional ETH Certifications that are due at the end of May.
- g. Meredith is in the process of desk monitoring the Housing Assistance Program (HAP) grants.
- h. Carrie is participating in several upcoming webinars.
- i. Carrie is working with the other COC leadership to address several advocacy issues in the proposed state budget. The Interagency Council on Homelessness meets in Madison on Monday June 3<sup>rd</sup>. The Council will be voting on the acceptance of the appointed Director. Carrie will have the opportunity to meet with the new Director after the meeting and ask questions.

10. Other Business –

- a. Jeanette discussed the email Carrie sent on May 23<sup>rd</sup> that explains how to facilitate the committee meetings.
- b. Jeanette provided a brief history of the BOS's involvement in the 'A Home for Everyone' conference. Each year the BOS Chair is highly involved in the planning of the conference and we have had an informational table and sponsored the conference which is \$500. This year the conference is being held in Eau Claire at the Lismore Hotel. Jeannette reviewed workshop titles with members to give an idea of what the conference is comprised of. Members were asked if the BOS should sponsor the conference which allows the opportunity to have a booth and talk to people about what the BOS does. Ryan Graham has agreed to represent the BOS at the table during the conference.
  - i. Motion to approve sponsorship of the A Home for Everyone Conference made by Michael Etheridge
  - ii. Second made by Kathleen Fisher
  - iii. Further discussion included Millie Rounsville correcting that the cost of sponsorship was \$300 rather than \$500.
  - iv. All in favor
  - v. Motion carries
- c. Financial policies will be emailed out to board members for comment. Members agreed that we should do an in-person Board Meeting on June 25<sup>th</sup> since there are many items

to discuss and approve. Carrie will work on planning that meeting either in WI Dells or Wausau.

- d. Carrie had a phone call with HUD about the Equal Access and Gender Identity Training. There was an issue last week. You cannot deny someone access to shelter based on gender identity – current rule says that. EHH grant administrator could maintain the current rule on the BOS documents already say this. David is going to do the training based on the rule today.

11. Meeting was adjourned at 1:59 pm

- a. Motion to adjourn made by David Eberbach
- b. Second by Kathleen Fisher
- c. No further discussion
- d. All in favor
- e. Motion carries

Respectfully submitted,

Lisa Haen, Secretary

