



**WISCONSIN BALANCE OF STATE CONTINUUM OF CARE
 QUARTERLY MEETING
 Go-to Webinar
 August 14, 2020**

Business Meeting – 9:11 A.M.

Meeting called to order by Jeanette Petts at 9:11 am

1. Delegate Roll Call

Coalition – Member	Delegate	Present
Brown	Noel Halvorsen	X
Central	Suzanne Hoppe	X
Coulee	Kim Cable	X
Dairyland	Jeanne Semb	X
East Central	Ed Wilson	X
Fox Cities	Nikki Gerhard	X
Jefferson	Jeanette Petts	X
Kenosha	Tamarra Coleman	X
Lakeshore	Kate Markwardt	X
North Central	Katie Schumer	X
Northeast	Erin Evosevich	X
Northwest	Millie Rounsville	X
NWISH	Debbie Bushman	X
Ozaukee	Kathleen Fisher	X
Rock Walworth	Jessica Locher	X
Rural North	Stacey Feidt	X
Southwest		
Washington	Hannah Hamberg	X
Waukesha	Jackie Smith	X
West Central	Corin Tubridy	X
WinnebagoLand	Lu Scheer	X

2. Approval of Agenda

- Motion to approve the agenda made by Debbie Bushman
- Second made by Suzanne Hoppe
- No further discussion
- All in favor
- Motion carries

3. Approval and approval of minutes

- Motion to approve the 2020 May Quarterly Business meeting minutes made by Erin Evosevich
- Second by Tamarra Coleman
- No further discussion
- All in favor
- Motion carries

4. Financial Report – Kathleen reported the Hawkins Ash CPA firm completed the Wisconsin Balance of State audit for 2019.

The actual financial statements were found to be materially correct and we received the highest opinion possible. There was one organizational finding - Preparation of financial statements had a significant deficiency. This is very common for small organizations like the balance of state.

There were no findings specific to federal or state programs.

One advisory comment for management was in regard to procurement. The process has been reviewed by the board. The new procurement process will be added to the fiscal and audit policy and procedure manual.

This was a first-time audit experience for the organization and overall, everything went well throughout the audit process.

5. Board Chair's Report – Jeanette briefly discussed the amazing presentation yesterday by Audrey Elegbede about Systemic Racism. The presentation was extremely informational. It is time to make a change. Jeanette indicated the difference between non-racist and anti-racist was a prominent part of the presentation. Carrie has done an excellent job keeping us moving forward through the COVID 19 Pandemic. The focus with HUD is now on COC project and system performance measures. Waukesha had a meeting last week to address system performance measures. Local coalitions must focus their work to strengthen system performance measures.
6. CoC Director's Report was presented by Carrie Poser and will be available on the website after the meeting. Carrie asked that members reach out to her with questions and let her know if any materials she reviewed are needed.
 - 140 people attended the Diversity and Inclusion training. Carrie received great feedback during and after the training. Carrie is working with Audrey to plan for the next training that is scheduled for the November Quarterly Meeting.
 - BOS staff have each taken on seven Local Coalitions to provide support which is consistent with the BOS mission. We want to make sure that we hear from the whole coalition to better understand how the Local Coalition works and learn from that. What is working in other coalitions and lessons learned. If you do not know who your local coalition support staff is, please contact Carrie.
 - On August 4, 2020 the board approved the revised EHH Monitoring Policy. The revised policy was sent to the EHH Leads.
 - The Equal Access & Gender Identify Policy was sent out for comment and is due by August 17, 2020. The BOS Policy mimics the current HUD Policy. HUD currently has a proposed rule change that would remove protections against discriminations of transgender and gender non-conforming people experiencing homelessness, limiting access to emergency shelters and services. The comment period deadline for the HUD proposed rule change is September 22, 2020.
 - A survey was sent out about the needs of Local Coalitions. From April to June

each Local Coalition had a designated COVID 19 contact, responsible for responding to Carrie's requests for information. That process did not work well so she sent a survey monkey to assess Local Coalition needs. Anyone can complete the survey not just one person in the coalition. The deadline to complete the survey is August 17, 2020. This seems like a better way to successfully advocate for Local Coalitions.

- Clarification for EHH Monitoring was provided: If you are a subrecipient of a BOS COC project Meredith completes the monitoring. If you are an EHH subrecipient the Lead Agency in the Coalition is responsible for monitoring. The BOS has not participated in an EHH monitoring for several years.
- Question: Is there any other process for Point in Time (PIT) data collection other than the HIC? Answer: Coalitions had the option to do PIT traditional or leverage partners to conduct a summer outreach plan that is very specific and added as an addendum to the After-Hours Plan. There is no other data required for the traditional PIT.
- Question: Do you know what DV agencies received ESG-CV funding? Answer: Yes, please email Carrie to obtain this information. ESG-CV required that agencies use HMIS or a comparable data base. Sue Sippel has volunteered to assist Domestic Violence agencies that have not traditionally received ESG funding with data collection and reporting.
- The HAP grant 19-20 money must be spent by September 30th. The SSO grant starts 7.1.2020 and ends 6.30.2021
- Question for Ryan or Sue: Is there a report in Osmium that runs an APR? Answer: They will have to run a CAPER which Osmium currently is able to do as long as the data is entered correctly. Sarah Isaak indicated that the CAPER is an ESG requirement. Sue suggested that seasoned DV providers could do a call.
- Meredith announced the seven Coalitions she is supporting which includes: Coulee, Washington, Kenosha, Ozaukee, Rock/Walworth, Southwest and Jefferson. Please feel free to contact anytime. She would love to attend coalition meetings, please send information for her to join. Meredith provided a few reminders: On June 30th the Verification of homelessness training was presented via webinar and the recording is posted to the website. We are still waiting for the PowerPoint to be posted. Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) peer support groups have started again. The groups met in June and the beginning of August. RRH meets 4th Tuesday of the month at 1:00 pm via go to webinar. PSH meets the 4th Thursday of the month at 1:00 pm. Monitoring continues to be conducted remotely until further notice.
- Question: Is there written guidance for Osmium Users? Answer: Carrie was not aware if there is any written guidance for the Osmium System.
- Leigh Polodna announced the Local Coalitions she is supporting: – Central, North Central, NWISH, Northeast, Northwest, West Central, Rural North. On July 1, 2020 we moved from the paper match forms for the Point in Time (PIT) and Community Planning in kind volunteer donations to a google form process. The link went to HIC/PIT Leads which has all of the information that was on the form. Please complete the information on the link and make sure all coalition members have the link. There will also be a link sent to 1-2 people in each Local Coalition to monitor the match forms that are being completed. Please do not change anything on the form, it is designed for monitoring purposes only. If you see an error in information, please contact Leigh for assistance. There is a guide with instructions on how to use the link.

7. Institute for Community Alliances (ICA) Update – David Eberbach reported that all four COC decided to take a look at new HMIS Software vendors. A recommendation was made by the HMIS Advisory Board to change to a new HMIS software tool. Bitfocus/Clarity Human Services. The BOS board voted to move forward with negotiations. The current HMIS software vendor, Wellsky/Service Point has not changed a lot over the past six years and has been struggling with needed upgrades. The cost has stayed low over the years since we were an early adapter of the HMIS software. Please bear with us as we go through the negotiation phase. Nebraska went through a vendor migration that has taken a while, mainly due to COVID-19. ICA will be leveraging the knowledge from the Nebraska transition to help with the Wisconsin transition. Jennifer Allen reported that we will have complete HMIS support and ICA will keep everyone up to date about the changes.

Everyone received an email from Carrie about ESG-CV updates for projects in WISP. Please make sure that you are reaching out to ICA to get those projects set up in the system. The Longitudinal Systems Analysis (LSA) for 18-19 and 19-20 will be submitted at the same time as required by HUD. ICA will be sending out data cleanup reports for the November 1, 2020 submission and December 2020 submission. Please reach out to ICA staff if you have questions or need assistance with the data cleanup process.

Question: How long do you think it will take to switch to new software? Answer: Once the decision and negotiation are complete then a schedule would be established. The migration would be completely done for the end user prior to the changes taking effect. April of 2021 is the goal for the transition.

8. Committee Presentations and Discussion

- System Performance Network (CoC & EHH) – David Eberbach reported that they met yesterday. In an effort to increase our COC Project Application score we need to be able to work on system performance. ICA created a dashboard that was approved by the SPN at yesterday's meeting. The dashboard shows each Local Coalition what needs to be done to increase scores for the NOFA competition. Jack demonstrated the dashboard which will not be available to the public. The committee is open to ideas on how to distribute the link for Local Coalitions to use. Committee members have been sent the link.
- Coordinated Entry (CE) – Ryan announced the Local Coalitions that he is supporting: Brown, Fox Cities, Dairyland, East Central, Lakeshore, Waukesha, WinnebagoLand. He reported that he has provided support to agencies new to the ESG-CV funding. There are recorded trainings available for the CE Prevention Process. If you have CE training needs, please contact Ryan.

Ryan highlighted work groups activities:

- Implementation Team: Along with working on a long-term strategic plan, the team is working on revising the client rights and responsibilities form that will be posted to the website. It is a PDF that is more user friendly and is now fillable. Ryan completed CE trainings for new programs to the ESG-CV funding. Those trainings have been posted to the BOS website
- Prevention/Diversion Team – Working on an interim policy for ESG-CV

- funding that will be released soon.
 - Veterans Team: Working on additions and adjustments to the CE system as needed.
 - DV Team: Working on the Emergency Transfer Plan and other necessary requirements.
 - Discharge Planning – Duana Bremer reported that the committee met, and they are working on contacting local jails to assess discharge plans that are in place.
 - Emergency Shelter & Diversion – Jessica Mudgett reported that there is nothing to report. Michael Etheridge reported that the diversion subcommittee currently needs a leader. The next meeting is August 25, 2020.
 - Fiscal & Audit Committee – Kathleen Fisher reported that the committee has been meeting monthly to discuss a variety of agenda items that include financial statement review and monitoring the budget closely. Carrie is currently revising the Fiscal and Audit Policy and Procedure manual that will be completed soon.
 - Gaps & Needs – Michelle Friedrich reported they are working on finishing the provider and client survey and will send to Carrie to share with everyone. They are looking for a mid-October deadline for people to respond and are asking that each Local Coalition complete 25 provider surveys and 25 client surveys.
 - Nominating – Lisa Haen reported that the annual statement for inviting qualified organizations to join the Balance of State is complete and the membership application is in process. There are currently no vacancies for Local Coalition Directors and there continues to be three vacancies for Additional Directors to represent youth, domestic violence and a person with lived experience. A Recruitment flyer for these vacant positions has been created and will be sent out by Carrie in the coming weeks. Please distribute the flyer far and wide and remember that only one person per agency may serve on the board at any point in time. Lastly, there are six Local Coalitions that have board members with terms that will expire in November. The committee will be working on sending reminders and deadline for that process.
 - Public Awareness & Advocacy – Noel reported that the committee has not met since the last meeting. A meeting is scheduled for next week,
 - Veteran Advisory – Angela Friend reported they did not have any updates. They had a presentation from the Minneapolis Veterans on how they ended veteran homelessness.
 - Youth Advisory – No report.
9. Coordinated Entry (CE) & the Balance of State CoC
- Carrie presented CE data from January 2020 to August 2020
- There was an uptick with families with children
 - Right sizing housing in your communities is the key to providing services. We must determine the need to match the request for funding.
 - On August 10th there were 1,297 families without children down from 1,707
 - The trend of gender, race and ethnicity have not shifted all that much.
 - There was an uptick in households without children experiencing chronic homelessness from 336 to 343
 - 139 people are not prioritized because they are missing the number of

months homeless in WI Service Point. This leads to missed housing opportunities. Data completeness is most important for the Coordinated Entry process and is the responsibility of the people entering data.

- There was a significant increase in households with children in relation to chronic with disability going from 32 people in May to 49 people in August. There are 67 families are missing housing opportunities due to missing information
 - Units needed in the BOS to address every person on the CE Lists:
 - 519 for PSH or move-on vouchers
 - 755 for RRH with intensive CM
 - 460 for RRH for lower barriers
 - Question was asked and answered about the missing data. Local Coalitions are receiving support with missing data.
 - Question about difference between low barrier RRH and RRH with intense case management. Carrie reviewed Right sizing slide to explain the difference.
 - Units needed in the BOS for DV:
 - 47 for PSH or move-on vouchers
 - 97 for RRH with intensive case management
 - 58 for RRH
 - Local Coalitions should be discussing CE data on a regular basis to be able to help people self resolve. Sometimes it is not going to be that someone waits for a PSH bed, they may be able to live with family or find alternative housing. CE SSO Specialist is responsible for having these conversations at case conferencing. If you are interested in further conversation, please reach out to Ryan who can help you start those conversations in your community.
 - The Power Point presentation will be posted to the Website.
10. CoC Competition 2020 update
Carrie reported that no decision has been made by HUD yet on the COC Competition for FY 2020. The Grant Inventory Worksheet (GIW) link along with Instructions was sent out on August 8, 2020. Everyone must review and make any need changes by August 17, 2020. If you have any questions, please let Carrie know.
11. There was no other business
- a. Meeting was adjourned at 11:25 pm
 - b. Motion to adjourn made by Noel Halvorson
 - c. Second made by Michael Etheridge
 - d. No further discussion
 - e. All in favor
 - f. Motion carries

Respectfully submitted,

Lisa Haen, Secretary