



**WISCONSIN BALANCE OF STATE CONTINUUM
OF CARE QUARTERLY MEETING
February 13-14, 2020
Stoney Creek Hotel & Conference Center, Rothschild, WI**

Business Meeting - Friday, February 14, 2020

Meeting called to order by Jeanette Petts at 11:04 am

1. Delegate Roll Call

Coalition – Member	Delegate	Present
Brown	Megan Borchardt	
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	Miranda Mckinney	X
Washington		
Waukesha	Jackie Smith	X
West Central	Corin Tubridy	X
Winnebagoland	Lu Sheer	X

2. Approval of Agenda

- a. Motion to approve the agenda made by Jessica Mudgett
- b. Second made by Suzanne Hoppe
- c. No further discussion
- d. All in favor
- e. Motion carries

3. Approval and approval of minutes

- a. Motion to approve the 2019 November Quarterly Business meeting minutes made by Tracy Rieger
- b. Second by Erin Evosevich
- c. No further discussion
- d. All in favor
- e. Motion carries

4. No Financial Report to present or approve



5. The three Additional Director applications representing Veterans, Persons with Lived Experience and Chronic Homelessness were included in the packet that was distributed to members. Applicants Kim Cable and Angela Friend were in attendance and provided the membership with a brief introduction.

Motion to accept Kim Cable made by Jessica Mudgett
 Second by Jessica Locher
 No further discussion
 Roll call vote below indicates 19 yes and 0 no
 Motion carries

Motion for Heather Adams made by Kim Cable
 Second by Lu Sheer
 No further discussion
 Roll call vote below indicates 19 yes and 0 no
 Motion carries

Motion to approve Angela Friend made by Debbie Bushman
 Second by Jeanne Semb
 No further discussion
 Roll call vote below indicates 18 yes and 1 no
 Motion carries

Coalition – Member	Delegate	Heather Adams		Kim Cable		Angela Friend	
		Yes	No	Yes	No	Yes	No
Brown	Megan Borchardt						
Central	Suzanne Hoppe	X		X		X	
Coulee	Kim Cable	X		X		X	
Dairyland	Jeanne Semb	X		X		X	
East Central	Ed Wilson	X		X		X	
Fox Cities	Nikki Gerhard	X		X		X	
Jefferson	Jeanette Petts	X		X		X	
Kenosha	Tamarra Coleman	X		X		X	
Lakeshore	Kate Markwardt	X		X		X	
North Central	Katie Schumer	X		X		X	
Northeast	Erin Evosevich	X		X		X	
Northwest	Millie Rounsville	X		X		X	
NWISH	Debbie Bushman	X		X		X	
Ozaukee	Kathleen Fisher	X		X			X
Rock Walworth	Jessica Locher	X		X		X	
Rural North	Stacey Feidt	X		X		X	
Southwest	Miranda Mckinney	X		X		X	
Washington							
Waukesha	Jackie Smith	X		X		X	
West Central	Corin Tubridy	X		X		X	
Winnebagoland	Lu Sheer	X		X		X	
		19	0	19	0	18	1

6. Bylaw Change –
 a. The Board of Directors discussed and voted unanimously to recommend a proposed change to the Bylaws Article VII, Section 2 regarding officer elections at follows:



Current:

Bylaws Article VII, Section 2

The officers of the Corporation shall be chosen annually by the Board of Directors at its annual meeting, and each officer shall hold office until such officer's successor shall have been duly elected and qualified, or until such officer's death, resignation, or removal. Election or appointment as an officer shall not of itself create contract rights.

Change to:

Bylaws Article VII, Section 2

The officers of the Corporation **except for the President** shall be chosen annually by the Board of Directors at its annual meeting, and each officer shall hold office until such officer's successor shall have been duly elected and qualified, or until such officer's death, resignation, or removal. Election or appointment as an officer shall not of itself create contract rights.

Motion to approve the proposed the bylaw change made by Kim Cable

Second made by Jessica Locher

No further discussion

Roll call vote below indicates 14 yes, 4 no and 1 abstain

Coalition – Member	Delegate	Yes	No	Abstain
Brown	Megan Borchardt			
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			Abstain
Ozaukee	Kathleen Fisher		X	
Rock Walworth	Jessica Locher	X		
Rural North	Stacey Feidt	X		
Southwest	Miranda Mckinney	X		
Washington				
Waukesha	Dana Baumgartner	X		
West Central	Corin Tubridy	X		
WinnebagoLand	Lu Sheer		X	
		14	4	1

7. Board Chair's Report –

Jeanette announced that the Board of Directors are scheduled to participate in strategic planning process on March 10th in Wisconsin Dells. She will be proposing a Resolution to create a strategic planning task force and is looking for interested persons with experience to join the task force.

Jeanette will also be proposing a Resolution for developing a task force to join the Finance and Audit committee. We are looking for people experienced with finances to join this task force.

Jeanette reminded members to silence devices and refrain from side conversations during presentations.

Jeanette announced that Bernie Juno has passed away and read her obituary. Bernie was the Executive Director of Hebron House of Hospitality in Waukesha for many years, she was a strong advocate for people experiencing homelessness and will be greatly missed. There will be a memorial service in Waukesha in the coming weeks. Maureen Atwell, Acting Executive Director of Hebron House for Hospitality spoke of Bernie's legacy and the inspiration that Bernie gives her. She reminded everyone of the importance of the difficult work that we do and that is Bernie's legacy.

8. The CoC Director's Report included in the meeting packet was highlighted by Carrie Poser as follows:
 - a. Competition – Tier one was announced, and BOS received all Tier One projects. Tier two will be announced in the coming weeks.
 - b. CoC organizational activities
 - Future BOS Meetings:
 - May 20, 21 Hotel Mead in Wi Rapids
 - August 20, 21 Lake of the Torchers, Lac du flambeau
 - November 14, 15 Kalahari in Wisconsin Dells
 - Point in time deadlines were reviewed as follows:
 - HIC, Deduplication & Non-HMIS charts is Friday, Feb. 21.
 - Match documentation is Friday, Feb. 28.
 - Post-PIT survey is Friday, Feb. 28.
 - The Youth Homelessness Demonstration Program (YHDP) Grant will be coming out soon. Carrie provided a brief summary of the important things to know about YHDP:
 - There have been three previous YHDP rounds that BOS has not applied for.
 - Dane applied in the last round and did not receive the grant.
 - YHDP is an application unlike the COC competition. The grant is thirty pages of narrative that is submitted for the identified geographic area that it covers.
 - The main grant reviewers are youth and they select communities.
 - If the BOS becomes a selected community, the first 8 months is dedicated to developing a Coordinated Community Plan to prevent and end youth homelessness. Once that plan is approved, identified agencies within the selected community are required to meet the goals established in the Coordinated Community Plan.
 - The YHDP grant is awarded directly from HUD for two years, then they are renewable in the HUD COC program competition and would add to the BOS Annual Renewal Demand (ARD).
 - Round 4 and 5 will be announced soon and will included 50 communities for \$145 million dollars.
 - Writing for the YHDP is a decision that must be made as a CoC.
 - There is a high level of collaboration and youth voice required.
 - The Youth Advisory Board (YAB) must be involved, is essential in this application and the BOS policies must have YAB approval
 - The grant requires that the WI State DCF be involved and we have received confirmation that DCF is willing to partner in writing this grant.
 - The communities that are identified as the geographic location are required to operate similarly.
 - Eligible activities under the COC competition are allowable costs.
 - The YHDP applies to youth ages 24 and younger
 - The Coordinated Community plan must identify need and the possible applications for those projects to meet that need and applies only to the communities included in the identified geographic area.
 - Question about 17- year old's getting into Coordinated Entry – yes, they must to go through the Non-HMIS Coordinated Entry List.
 - Policy development:

- There are several different policies that have been approved by the board of directors. Those policies include the Coordinated Entry waiver process, Involuntary Separation policy, EHH monitoring Policy and Education policy.
- Carrie provided clarification that the EHH Certification should remain in place and that all 4 COCs agree that it is required statutorily that the BOS and EHH collaborate. If the EHH Certification goes away, Ryan Graham, the BOS Coordinated Entry Specialist will no longer be able to spend time with ESG recipients and all of the work that has been done on Coordinated Entry for the past six years would be undone.
- State and national advocacy efforts:
 - All assembly person and staff, senators and their staff were formally invited by Carrie to participate in the January Point in Time (PIT). The WI State of the State Address was occurring the night of the PIT so Carrie will invite them all again to the July PIT.
 - Meetings with various State departments have occurred that focus on education and advocacy.
 - Emergency Shelters can admit 17-year-olds into shelter. End Abuse WI has a lawyer working on a memo around the issue of 17-year-olds in shelter and if anyone is interested please let Abigail Swetz know.

Motion to suspend meeting at 11:58 am made by Debbie Bushman
Second made by Erin Evosevich
No further discussion
All in favor
Motion carries

Motion to return to session at 1:00 pm made by Erin Evosevich
Second made by Jessica Locher
No further discussion
All in favor
Motion carries

- Federal and State Legislative Activity: Presentation of the current proposed HUD funding included the vision of where HUD wants to go. The PowerPoint will be posted to the WIBOSCOC website. Carrie will provide the membership updates on the federal legislation that was presented today.
9. Institute for Community Alliances (ICA) Update –
- a. Jennifer Allen thanked everyone for their patience over the past 8 months that they have been short staffed. The newest ICA staff member, Stephanie Van Holst was introduced. ICA will be hiring someone to take over the South area. ICA staff will cover the North, Central, and South areas of WI. The ICA Website has a map that shows the staff that covers each area. The National Human Services Data Consortium (NHSDC) Conference is scheduled for April 6-8, 2020 in Minnesota which ICA is the HMIS lead of. ICA staff will facilitate six workshops at this conference: Bringing in Outside Data, Racial Inequality, HMIS to Tableau Partnership, Improving Data quality for Rural areas, and Adult Shelter Connect. Maggie Carden and Patrick Duffie (intern with ICA) will be presenting Coordinated Entry Evaluation at the Housing First Conference. Data cleanup reports are being sent out to agencies for clean up to prepare for the upcoming required data uploads.
 - b. David Eberbach reported the hard work that is being done by ICA. ICA is not just continuing to do business as usual, the organization is growing because the work that they do is recognized and ICA continues to receive requests to take on more work. ICA is currently working 14 states, with 35 COC's and 85 employees. They are working in Iowa and Missouri in a different capacity. In Iowa, ICA will be a collaborative applicant like they are with the BOS. North Dakota reached out to ICA to also become the collaborative applicant.



There is a staff training scheduled in May for all ICA staff. The NHSDC conference in Minnesota is a HUD sponsored event and is not just for HMIS users or administrators, COC staff and members are welcome to attend. Go to NHSDC.org for more information. The ART Reporting Tool in HMIS is continuing to reach the end of its life and ICA is working on resolution with the vendor.

10. Committee Presentations and Discussion

- a. System Performance Network (CoC & EHH) – David Eberbach reported that the committee made final changes to the Committee Charter and the New Client Error reports have gone out to agencies. The ICA Website has a new dashboard that is simple and clean. Committee members should be presenting the new dashboard to coalitions. The Committee also reviewed the report section of the Webpage and did some needed cleanup. Please be sure to reach out for system performance measures for your local coalition if you have not already.
- b. Coordinated Entry (CE) – Dana Baumgartner & Wendy Schneider provided a quick overview that included the implementation team approving that the VI-SPDAT needs to be updated every six months. They are currently working on the CE Agency Partnership Agreement and are waiting for a vote on that. Agencies are considering the Pre-screen Tool as a consent to release information, but it really is for the Priority List and HMIS Consent. The committee is tasked with creating a release for all agencies in CE to exchange information. There will be an opportunity to evaluate CE which is required annually, and all CE agencies are being requested to complete the survey. They also have a survey for clients to evaluate CE. March 30th is the deadline for survey completion. Data collection is currently in process and will be presented in May. The Marketing Team created flyer for the CE No Wrong Door and business cards that has been approved and will be distributed to CE SSO grantees. The Outreach Team needs a chair for that committee. Ryan Graham showed a power point with the marketing materials that will be available in Spanish and HMONG.
- c. Discharge Planning – Duana Bremer reported that the committee did not meet. The MOU for hospitals was sent to Carrie for approval. They will be working on an MOU for the Department of Corrections (DOC) and Foster Care. Someone from Brown County expressed interest in joining the committee during the report.
- d. Emergency Shelter & Diversion – Jessica Mudgett reported that they are working on diversion. They created a sub-committee that is working a tool for diversion. There are several agencies piloting a diversion tool and they will review how that worked and take it from there.
- e. Fiscal & Audit Committee – Kathleen Fisher reported that she is currently working on transferring the BOS financials to QuickBooks to ensure correct financial information for the future. A task force will be formed to assist the committee continue to work on the fiscal policies.
- f. Gaps & Needs – Michelle Friedrich & Abby Swetz thanked everyone that completed the survey. They are compiling the results and will present to the BOS. Future committee work includes creating a Provider Survey and Youth Advisory Board (YAB) collaboration. They will work to streamline the surveys and add questions that are missing.
- g. Nominating – Lisa Haen reported that the committee is working to create the required processes to recruit member organizations and board of directors. There is currently one Local Coalition Board of Director vacancy for the Washington Coalition and an additional director position for youth representation. In addition, the officer position of vice chair is vacant and will be filled using the same process that was used in November for board officer elections.
- h. Public Awareness & Advocacy – Noel Halvorsen reported that they are going to brainstorm what they are going to do moving forward. The committee intends to connect with each coalition to align and learn about formal and information advocacy efforts around the state. Looking into opportunities to serve on legislative committee to share their expertise. Goal is to ensure they have the walking around knowledge we need such as statics at the state level and local level. Working to build a toolbox so people can do

- advocacy work.
- i. Veteran Advisory – Casey Levrich reported that they are planning goals for 2020. The committee is educating and providing public awareness at the actual places that serve veterans, like Legions and VFW's. They plan to identify where statewide stand downs are occurring and make stand downs more consistent around the state. Looking at the CE priority lists and ineligible Veterans on those lists. About 70% of veterans on the lists do not qualify for the HUD-VASH and SSFV programs. The committee will work on alternative services and supports for those veterans.
 - j. Youth Advisory – Mary Jacobson reported that there was a youth meeting in Green Bay the first quarter of the year and one scheduled for Marionette the second quarter. The committee needs volunteer agencies for quarter three and quarter four. Contest is underway and there is currently one submission.
11. Coordinated Entry (CE) & the Balance of State CoC. Carrie presented a PowerPoint on Coordinated Entry data that will be posted to the website. There are currently 2,093 households without children and 722 families on CE list. This is an increase in singles from November and a decrease in the number of families. The DV bonus grant could be responsible for the decrease in families. Currently the need in the BOS is 623 units of Permanent Supportive Housing, 1,287 units of Rapid Rehousing with case management, and 606 units of Standard Rapid Rehousing. There has been a decrease in the BOS need for units since November. Looking at survivors of domestic violence there is a need for 257 units, with 53 Permanent Supportive Housing, 126 Rapid Rehousing with case management and 78 units of standard Rapid Rehousing.
12. CoC Competition 2019 results & 2020 process. Members got together with Local Coalitions and reviewed the Collaborative Application request for information and checklist.
13. Other Business – None
14. Meeting was adjourned at 3:00 pm
- a. Motion to adjourn made by Michelle Friedrich
 - b. Second by Erin Evosevich
 - c. No further discussion
 - d. All in favor
 - e. Motion carries

Respectfully submitted,

Lisa Haen, Secretary