**WISCONSIN BALANCE OF STATE CONTINUUM OF CARE**

**QUARTERLY MEETING MINUTES**

# May 18, 2018

**Sheraton Madison Hotel, Madison, WI**

BUSINESS MEETING

 Meeting was called to order at 10:28 am by Jeanette Petts

1. Roll Call
2. Brown here
3. CAP here
4. Central here
5. Coulee here
6. Dairyland here
7. Fox Cities here
8. Indianhead here
9. Jefferson here
10. Kenosha here
11. Lakeshore here
12. North Central here
13. Northeast here
14. Northwest here
15. N\*WISH here
16. Ozaukee here
17. Rock here
18. Southwest here
19. Washington here
20. Waukesha here
21. West Central here
22. Winnebagoland here

2. Approval of Agenda

* Motion to approve Agenda by Jessica Locher
* Second by Debbie Bushman
* No further discussion
* Motion Carries

3. Review and approval of minutes of February 9, 2018

* Motion to approve minutes by Jessica Locher
* Second by Susan Hoppe
* No further discussion
* Motion Carries
	1. Financial Report -

Financial Report in the packet ending in March was reviewed by Millie. No questions.

* Motion to approve by Jessica Locher
* Second by Erin Evosevich
* State THP Report – Carrie. THP now the HP program that includes TH, RRH and PH. Contracts will go out soon for the 2018-2019 awarded grants. Meredith is preparing to conduct desk monitoring for current THP Grantees. No questions.
	1. President’s Report – Jeanette presented the history of the Continuum of Care System, explained the role of a CoC. Primary function of a CoC is for submission of the application. Reviewed the layout, and responsibilities of the Wisconsin HUD recognized CoC.
	2. COC Director’s Report - COC Director report is in the packet and highlights were reviewed. Next meeting at the Waters of Minocqua on August 9th and 10th.
		+ Motion to suspend the business meeting at 10:55 am by Jessica Locher for presentation from Sara Buschman, Division Administrator, Department of Administration, Department of Energy, Housing and Community Resources (DECHR).
		+ Second by Erin Evosevich
		+ No further discussion
		+ Motion carries
		+ Motion to resume the business meeting at 11:00 am by Jessica Locher
		+ Second by Erin Evosevich
		+ No further discussion
		+ Motion carries

7. Committee Presentations and Discussion

* System Performance Network (COC & ETH) – David Eberbach discussed initial focus on interim reviews to increase system performance measure of increasing income and reviewing system performance number one. Looked at the local level of performance for system performance measure one – length of time homeless.
* Discharge Planning – Committee on hold
* Coordinated Entry– Debbie Bushman and Corin Tubridy – Committee teams have met and will be having a full committee meeting by the end of the month. Also working on a Coordinated Entry Grievance Process.
* Emergency Shelter & Diversion – No report
* Fiscal Committee – No report
* Public Awareness & Advocacy – Kathleen Fisher & Renee Greenland – discussing the purpose of the committee. They worked on securing the Waters of Minocqua. Discussed Social Media – Facebook platform. Working with Michael Luckey. Committee would like some feedback on what they are posting and share the page. Goal is to get more followers around the state.
* Gaps & Needs – Adrienne Roach – Met in May and discussed how they are going to carry out the needs assessment this year. Plan to do an analysis on the results from last year.

* Veteran Advisory – Don Roach – Committee has grown to 16 members and they would like more. Committee is looking at where the most Veterans are in the State. Purpose of the presentation is to raise awareness, so communities can offer the appropriate services for Veterans. Reviewed the current committee members and provided contact information.
* Youth Advisory – Lisa Haen announced that a Youth Advisory Board was being hosted in June in the Douglas Area. Renee Greenland gave details about the meeting and offered members flyers for distribution in an effort to invite youth to the meeting. Another YAB meeting will be hosted in Superior in September and we will provide more details about that meeting at the August meeting. Looking for volunteers in the Lacrosse area to host a youth YAB meeting in November. Also working on updating the BOS YAB Facebook page.

Mission Statement was created by the Balance of State Directors on April 24 at the Board meeting. Jeanette Petts read the mission statement: The Wisconsin Balance of State Continuum of Care’s mission is to end homelessness by supporting local coalitions throughout Wisconsin.

* Jeanette Petts made a motion to suspend Roberts rules
* Second by Corin Tubridy
* Further discussion: clarified that we need suspend the rules to move forward with the changes that were proposed for Board Governance and overall bylaw changes without the possibility for amendments at this time. After this voting process other changes to the bylaws may be necessary and addressed as appropriate. Also clarified what we were voting on.
* All in favor - 2 opposed
* Motion carries

8. Vote – Bylaws

Governance Options

Roll Call Vote:

|  |  |  |  |
| --- | --- | --- | --- |
| CONTINUUM | OPTION ONE | OPTION TWO | OPTION THREE |
| Brown |  |  | X |
| CAP  |  | X |  |
| Central  |  |  | X |
| Coulee |  | X |  |
| Dairyland | X |  |  |
| Fox Cities |  |  | X |
| Indianhead |  | X |  |
| Jefferson  |  | X |  |
| Kenosha  |  | X |  |
| Lakeshore  |  |  | X |
| North Central  |  |  | X |
| Northeast |  | X |  |
| Northwest |  |  | X |
| N\*WISH  |  | X |  |
| Ozaukee  |  |  | X |
| Rock  |  |  | X |
| Southwest  | X |  |  |
| Washington  |  |  | X |
| Waukesha  |  |  | X |
| West Central |  | X |  |
| Winnebagoland  |  |  | X |
| **TOTAL** | **2** | **8** | **11** |

Proposed Bylaw Changes

Roll Call Vote:

|  |  |  |
| --- | --- | --- |
| CONTINUUM | YES | NO |
| Brown | X |  |
| CAP  | X |  |
| Central  | X |  |
| Coulee | X |  |
| Dairyland | ABSTAIN |  |
| Fox Cities | X |  |
| Indianhead | X |  |
| Jefferson  | X |  |
| Kenosha  | X |  |
| Lakeshore  | X |  |
| North Central  | X |  |
| Northeast | X |  |
| Northwest | X |  |
| N\*WISH  | X |  |
| Ozaukee  | ABSTAIN |  |
| Rock  | X |  |
| Southwest  | X |  |
| Washington  | X |  |
| Waukesha  | X |  |
| West Central | X |  |
| Winnebagoland  | X |  |
| **TOTAL** | **19 YES** **2 ABSTAIN** | **0 NO** |

Jeannette called for a bylaw workgroup focused on making changes to reflect option three change to board composition. The following people volunteered to participate in the workgroup:

Jessica Locher

Cheryl Detrick

Mike Bonertz

Millie Rounsville

Susan Hoppe

Sue Sippel

9. Other Business - None

10.COC Competition – Carrie Poser presented on the COC Project Scoring Tool. She highlighted the Draft Timeline for when the NOFA begins. No questions from members. Reviewed Board Policy Decision about order of scoring projects. Question: Corrie Fulwiler asked about SSO and HMIS and what tier they are placed in. Answer: Projects are based on need and performance. You need CoC money to participate in the competition such as HMIS and Coordinated Entry, so they are placed on Tier one. HUD is very clear that there is a difference between need and performance. If a needed project is not performing well then, we will need to figure out how to evaluate need. A discussion about how HMIS will be evaluated ensued. Meredith would perform the monitoring for HMIS with a board member that does not receive CoC funding. Lu Scheer requested that a committee be formed to conduct the HMIS monitoring because Meredith works for ICA and would be monitoring her employer and indicated that the HMIS is a substantial grant and should be monitored. The agencies that did not originally apply for the SSO CE grant are not able to apply for those funds. Carrie explained how the CE grant works.

Reviewed Program Performance – Operations that is a new element. Also discussed changes to the PSH performance measures. Added maintaining or increasing total and earned income. Non-cash benefits and Health Insurance are now separate. Discussed Reoccurrence Rate measure and length of time homeless for each project type. Population was reviewed, and ICA has created a report for this.

* Motion to suspend the meeting made by Debbie Bushman
* Second by Cindy LeGrand
* Motion to resume the business meeting at 12:52 pm by Jessica Locher
* Second by Cindy LeGrand

Presentation about CoC competition continued. Threshold was discussed. Any project that scores 70% or higher and is in good standing with HUD and the Balance of State will be allowed to participate in the CoC competition. If a project does not meet threshold, meaning a score of 69.9% or below then they must complete a decision form that has three options: Relinquish grant, reallocate grant funds into PSH or RRH or complete a reconsideration request to the BOS Board. Board members that do not receive CoC reviewed the reconsideration requests. If you were under threshold last year and are again under threshold this year – must request an Exemption that was explained in detail. If the project is not in good standing the agency must submit a decision form. Board will review and make final decisions about threshold.

Domestic Violence Set-aside funding for victims of DV to be served in a Rapid Rehousing Project. This funding will be in addition to the BOS Annual Renewal Demand (ARD). We do not have a dollar amount but when we do we will have an RFP that runs simultaneously with the CoC competition. Questions were asked and answered. It is a one-year grant and is renewable.

Discussion about Public Housing Authorities. There are two grants currently available.

* 1. The Family Unification Program (FUP) is designed BOS BOD established requirements for belong to local COC, follow CE, access outreach ILP Coordinators, requirement to add a homeless preference to their plan.
	2. Mainstream Housing Voucher program is designed to serve non-elderly, disabled persons. Housing Authorities receive additional points if they establish a homeless and/or at risk of homelessness preference.

Jeanette conducted Raffle for a beautiful basket from Adrienne Roach from End Abuse Wisconsin. Laura Laux was the winner of the basket. Sue Sippel, Sara Voss, Wendy Schneider, Mary Jacobson and Barb Pollack won a BOS notepad and pen.

11. Meeting adjourn at 1:21 pm

* + Motion to Adjourn by Lu Sheer
	+ Second by Cindy LeGrand
	+ No further discussion
	+ Motion carries

Respectfully submitted by,

Lisa Haen, Secretary

