



WISCONSIN BALANCE OF STATE CONTINUUM OF CARE QUARTERLY MEETING

Go-to Webinar

May 21, 2020

Business Meeting – 1:00 P.M.

Meeting called to order by Jeanette Petts at 1:10 pm

1. Delegate Roll Call

Coalition – Member	Delegate	Present
Brown	Megan Borchardt	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	Sandy Clark	X
Southwest	Miranda Mckinney	X
Washington	Hannah Hamberg	X
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 Locher
- b. Second made by Debbie Bushman
- c. No further discussion
- d. All in favor
- e. Motion carries

3. Approval and approval of minutes

- a. Motion to approve the 2020 February Quarterly Business meeting minutes made by Kim Cable
- b. Second by Sandy Clark
- c. No further discussion
- d. All in favor
- e. Motion carries

4. Financial Report – Kathleen reported that we have engaged Hawkins Ash CPA's to audit the 2019 financial statements of the WIBOS which comprise the statement of financial position as of December 31, 2019 and the related statements of activities, functional expenses and cash flows for the year and the related notes to the financial statements. In addition, they will audit the entity's compliance over major federal award programs for the period ended December 31, 2019. We will present the results of the audit in August.

All of our financial records are entered into QuickBooks. Our 2020 reports will look different moving forward. This process has taken a bit of time to get organized. Our plan is to have the first quarter of 2020 financials ready to present in August.

5. Board Chair's Report – Jeanette had a conversation with Matt Frasier from the Wisconsin Department of Children and Families regarding policy. Jeanette answered questions about ground level work. She was very impressed with the questions she was asked. It is very important to have conversations about the work we do with people creating policy at the State. Jeanette also briefly discussed the importance of self-care and being true to your beliefs and yourself.
6. CoC Director's Report was presented by Carrie Poser and will be available on the website after the meeting. Carrie highlighted several activities to provide members with a sense of what her and her staff have been working on.
 - a. COC Competition results for Tier 2 were released. The two bonus projects and one renewal project were not awarded. HUD did a briefing on the overall scoring nation-wide and the BOS scored below the national median score. In past COC Competitions we scored near the top score of 200. This is the first time that HUD has firmly scored applications according to the scoring criteria. Areas we need to work on include System Performance and Performance and Strategic planning.
 - b. Organization activities – The board and the Executive Committee have met. Another group has met to review and award an RFP for a CoC grant that was relinquished. In addition to regular board meetings, the Board has been meeting every Thursday from 4-5 pm to share what is happening in their local coalitions which helps Carrie to share information with during meetings with the State Departments, Other CoC leaders and the Interagency Council on Homelessness.
 - c. BOS staff have also been very busy.
 - Meredith has worked to change the monitoring process.
 - Ryan has continued to do Coordinated Entry work and is helping with Coordinated Entry monitoring.
 - Leigh has been reviewing the grant source documentation and has developed a new process and guide that will be released soon.
 - d. The Point in Time January data submission was extended, and Carrie continues to work on this.
 - e. Carrie has participated in many calls with the HUD office, ICA, and different local coalitions.
 - f. COC Grants – HAP grant has been extended until September and the new HAP Grant will begin on July 1st. HAP applications have been reviewed and scored and will be released soon.

- g. Subcontracts for next year are being developed and will go out soon.
- h. The APR for the Planning grant was submitted last month.
- i. Pillars transferred their SSO grant and the BOS is now contracting with the City of Appleton.
- j. The BOS RRH grant begins 7/1 and we are working on the issues and conditions
- k. National Conference, trainings and webinars. There are many webinars available and the BOS staff are trying to gather as much information as possible to send out to BOS members and post on the website.
- l. Carrie sits on the EFSP set-aside Board and reported that funding recommendations were made.
- m. Call with HUD, COC Leads, DECHR, Mike Basford to check in and provide updates
- n. EEF 6 FEMA, WI Emergency Management, DHS, HUD, COC Leads, DECHR, Mike Basford every Wednesday.
- o. Carrie also participated as a Department of Public Instruction (DPI) grant reviewer.
- p. There are 21 BOS COVID-19 contacts that receive emails every Friday. The information requested is very important because it is shared with the WI state Departments that Carrie is on calls with.
- q. ESG CARES – Carrie reported the allocation has not been released and DECHR is waiting for the Federal Register from HUD to be released so they can apply for the funds. If you have questions contact the Department of Energy, Housing and Community Resources (DECHR) There is a call with DECHR scheduled for next Tuesday afternoon regarding ESG CARES. If you need the link or have any questions, please let Carrie know.
- r. During a call this morning HUD announced that the CV money would be released.
- s. The July 21-22 Point in Time (PIT) has not been decided. The BOS Executive Committee will be discussing the implications of not doing the PIT as the event generates \$11, 000 in match dollars.
- t. The Quarterly meeting brings in \$5,000 in needed Match dollars.
- u. The August Quarterly meeting remains scheduled and will most likely be virtual.
- v. Meredith presented a Monitoring and Compliance Update:
 - Desk monitoring is occurring and will continue until further notice.
 - Typically, the COC program monitoring is in person.
 - Subrecipient monitoring will be as close to in person as possible.
 - They are requesting 2 full client files and additional information and a discharge file.
 - HQS Inspection portion of the monitoring is being done virtually.
 - At the end of the desk monitoring there is a Webinar summary meeting.
 - Housing First – beginning to implement a Housing First Assessment that will be used to complete a Rubric in the COC Project Scoring Tool
 - Currently updating the Verification Homeless Form that was last revised in 2013.
 - The Self Certification of homelessness will also be a separate form and will be usable for EHH.
 - The Permanent Supportive Housing (PSH) Peer group was put on hold due to COVID-19 and will be starting up again soon.
 - Documentation requirements for the HUD waivers was clearly

explained in a HUD training. Meredith will send the link out this morning.

- Leigh reported that she is currently working on the subcontracts for the CE, SSO, SSO DV and HAP grants. Once complete they will go out to subrecipients
 - Beginning 7/1/2020 they will no longer be requiring monthly source documentation. They will request quarterly source documentation. An email was sent several weeks back to agencies on whether they needed to continue to submit source documentation. Please let your fiscal people know of any changes to that requirement for your agency.
 - A shared housing guide was created and is on hold due to COVID-19. The guide will be released in June and Leigh is available to answer any questions.
 - Clarification that source documentation will be submitted for one month at the end of each quarter unless there are issues or concerns. Carrie and Leigh are working on Webinars for each grant regarding source documentation. The Payment Request form is required monthly.
 - Sub grantees were encouraged to reach out to Leigh for any additional needed guidance.
7. Institute for Community Alliances (ICA) Update – Jennifer Allen reported that ICA is working on the LSA submission due early July and there will be checks happening after that. ICA is doing as much as they can to complete data cleanup for agencies to not burden agencies unless they are unable to clean up the data. The ESG CV funding release will require new projects to be set up in HMIS. There will be mandatory quarterly reporting required for the ESG CV funding. Jennifer introduced Patrick Duffy, ICA's most recently hired staff. Patrick began full time Monday, has been a Graduate Assistant for ICA for the last year and will be working with the southern half of Wisconsin. The HMIS Advisory Board completed updating the Policy and Procedure Manual, Governance Charter and HMIS Release of Information. The Four COC's need to meet and approve the changes. The Consumer Notice has also been updated.
8. Committee Presentations and Discussion
- System Performance Network (CoC & EHH) –Jessica Locher reported that they continue to meet and there was nothing new to report. If your Local Coalition is not represented and would like to become a member, please contact Dave or Jessica.
 - Coordinated Entry (CE) – Ryan reported that CE has been very busy. Dana Baumgartner & Wendy Schneider are the co-chairs of that committee doing a great job. Ryan discussed what work groups have been doing:
 - Implementation Team: Works on issues, concerns, and needed changes to CE. This past year they worked on making changes so an Annual Progress Report (APR) could be submitted. Worked on Agency Partnership Agreements. Also working on the Client Rights and Responsibilities Form.

- DV Team –Working on the Emergency Transfer Plan. Will provide support to the DV grantees.
 - Evaluation Team – Client surveys are completed and will be presented when ready. Will use the information to improve the CE process.
 - Marketing Team – Focusing on marketing materials in general. Translated materials in Spanish and Hmong.
 - Youth Team – Currently in a holding pattern as they have not been assigned a task.
 - Other Systems of Care Team – In charge of looking at the documents for CE from another system of care lens.
 - Outreach Team – Currently in a holding pattern.
 - Prevention/Diversion Team – working on an interim policy for COVID-19 prevention to prepare for the coming funding. Also taking an opportunity to determine if additional adjustments need to be made. Also working on creating a guide for new and current prevention programs.
 - Veterans Team – Ryan meeting with many Veterans programs to increase participation in CE. Making sure that eligible vets are being served and ineligible vets are getting connected to appropriate services
 - Data Management Team – Working on the Data Guide for CE and how it is working for data security for CE. Working with End Abuse Wisconsin.
 - Ryan is currently working on the CE section of the BOS Website to make CE information more accessible. Updating trainings for DV and prevention and shelter specific trainings.
- Discharge Planning – Duana Bremer reported that they have been meeting but there is nothing new to report.
 - Emergency Shelter & Diversion – Michael Etheridge reported that there is nothing new to report. They continue to work on a diversion tool. Met on March 5th to discuss and move forward with a diversion tool that includes what the outcomes are for the tool. Looking for the Emergency Shelter Standards approval from the BOS Board.
 - Fiscal & Audit Committee – Kathleen Fisher reported that the committee has been meeting monthly to discuss a variety of agenda items that include:
 - Selection of auditing firm.
 - Cash Handling Process.
 - Fiscal and Audit Policy and Procedure Manual – A taskforce has been created to review this manual. A revised manual should be reviewed and approved by the board of directors.
 - Corporate Budget Amendment Policy that was presented to the Board for approval. The purpose of this policy is to give guidance to the Finance Committee to identify when the annual budget needs to be revised and approved by the Board of Directors. The new policy states that when a budget variance exceeds 20% the revised budget will be presented to the board for approval.
 - The 2020 budget will be a future item for discussion. We will need to keep an eye on our income with the loss of the May and potentially August conference revenue in addition to the July PIT Match situation.

- Gaps & Needs – Michelle Friedrich reported they are working on the provider survey and client survey as well as what youth questions and veterans’ questions to add to the surveys.
- Nominating – Lisa Haen reported that the policies and procedures are complete and include the processes for recruiting qualified organizations, board member vacancies, the development of committees and task forces and board member committee assignment. There are currently no vacancies for Local Coalition Directors and three vacancies for Additional Directors to represent youth, domestic violence and a person with lived experience. All interested persons in an additional director vacancy should submit a Board of Director Application by June 1, 2020 to Carrie Poser and Lisa Haen. Please remember that only one person per agency may serve on the board at any point in time.
- Public Awareness & Advocacy – Kim Cable reported that they have met once since the last BOS meeting. Working on the Committee Charter and it has been difficult to meet with COVID-19.
- Veteran Advisory – Angela Friend reported they met quickly this morning. There are no new updates.
- Youth Advisory – Cheryl Detrick reported that they have not met due to COVID-19. Mary reported that Cheryl is now the Vice Chair. Plan is to get back on track in June.

9. Coordinated Entry & the Balance of State CoC

- a. Carrie presented data from the Jan PIT and CE since last week
 - Family homelessness since 2015 has had a 41% decrease.
 - As transitional housing decreased Emergency Shelter has increased
 - The number of Unsheltered persons has increased.
 - PIT data increase from Jan 2019 – 2020 – increase of 37 households. Household with children decreased. We are at 79 % of people during PIT that are households without children.
 - Right sizing housing in your communities is the key to providing services. Some communities that are rich in services. We need to determine the need to match the request for funding.
 - Currently down to 1,356 people on the Coordinated Entry priority list from 2,093 people.
 - Trend of gender, race and ethnicity – female population has increased in households with and without children. White and nonwhite race are both increasing. Increase in Hispanic ethnicity.
 - 336 people are experiencing chronic homelessness
 - There are people missing in the data 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.
 - Units needed in the BOS:
 - 520 for PSH or move-on vouchers
 - 833 for RRH with intensive CM
 - 405 for RRH for lower barriers

- Units needed in the BOS for DV:
 - 35 for PSH or move-on vouchers
 - 85 for RRH with intensive Case Management
 - 54 for RRH
 - The Power Point presentation will be posted to the Website.
10. CoC Competition 2019 results & 2020 process
- a. Carrie reminded members that in February the Local Coalition Input for the Collaborative Application was distributed and reiterated the importance of Local Coalitions to work on the implementation of the requirements.
 - b. HUD has not decided how to move forward with the FY 2020 Competition. We need to continue to plan as if the competition will happen as usual.
 - c. The COC Project Scoring Tool was reviewed and approved by the Board of Directors. The Scoring Tool will be released soon. New this year, the Local Coalition Input for the Collaborative Application will be used in the Ranking Process on the Scoring Tool using a Rubric. Local Coalitions will receive last year's Application that will be scored with the new Rubric
 - d. Carrie reviewed the BOS COC Scoring for FY2019. Until now the BOS has been in the top scoring of the Collaborative Application. This competition we scored 143.5 and the Median Score for all CoC's in the Country was 157. Carrie reviewed the sections where we lost points and where we need to improve. The document showing where we lost points will be posted on the website.
 - e. The Board made some difficult decisions on the board scoring tool that will be presented in a webinar coming soon.
 - f. Completing the Collaborative Application is supposed be done with the entire Local Coalition.
 - g. The points for the Collaborative Application will be a part of the regular scoring, not bonus points.
 - h. Carrie is working on a COC Project Scoring Tool Guide and a Power Point Presentation
11. There was no other business
12. Meeting was adjourned at 3:16 pm
- a. Motion to adjourn made by Debbie Bushman
 - b. Second made by Kim Cable
 - c. No further discussion
 - d. All in favor
 - e. Motion carries

Respectfully submitted,

Lisa Haen, Secretary