

November 10, 2017 Quarterly Meeting Minutes DRAFT



1. Roll Call - Called to order at 9:17 am

- A. Brown here
- B. CAP here
- C. Central here
- D. Coulee here
- E. Dairyland here
- F. Fox Cities here
- G. Indianhead here
- H. Jefferson here
- I. Kenosha here
- J. Lakeshore here
- K. North Central not here
- L. Northeast here
- M. Northwest here
- N. N*WISH here
- O. Ozaukee here
- P. Rock here
- Q. Southwest here
- R. Washington here
- S. Waukesha here
- T. West Central here
- U. Winnebagoland here

2. Approval of Agenda

- Motion to approve Agenda by: Chris Lashock
- Second by Don Roach
- Motion Carries

3. Review and approval of minutes of 8/11/17

- Motion to approve minutes by: Chris Lashock
- Second by: Debbie Bushman
- Motion Carries

4. Election Results

- Vote – approval of subpopulation Board representatives
 - Lori Cross Schotten - AODA
 - Lisa Haen - Mental Health
 - Motion to approve Subpopulations Board Representative by: Tamara Coleman
 - Second by: Laura Laux
 - Motion Carries
- Introduction of new BOS Board members
 - North - Millie Rounsville and Debbie Bushman

- East - Alexia Wood and Susan Tucker
- South - Jeanette Petts and Kathleen Fisher
- West - Mary Jacobson and Duana Bremer
- Former Homeless - Renee Greenland
- HMIS Lead - Dave Eberbach
- Veterans - Don Roach
- Youth - Meika Burnikel
- Domestic Violence - Adrienne Roach

- Board officer election results & committee assignments

A. Officers:

- President: Jeanette Petts
- Vice President: Meika Burnikel
- Treasurer: Millie Rounsville
- Secretary: Lisa Haen

B. Committee Assignments:

- Executive Committee: Jeanette Petts
- Coordinated Entry-Debbie Bushman
- Discharge Planning-Lori Cross Schotten
- Emergency Shelter and Diversion - Alexia Wood and Duana Bremer
- Gaps and Needs - Adrienne Roach
- Youth - Meika Burnikel and Lisa Haen
- Veteran Advisory Board - Don Roach
- System Performance Measures - Dave Eberbach and Susan Tucker
- Finance - Mary Jacobsen and Millie Rounsville
- Public Awareness and Advocacy- Kathleen Fisher and Renee Greenland

5. Financial Report

- Millie: Reviewed finance report ending in September. Proposed budget for 2018 included. No increase in membership dues for 2018.
- State THP Report: Carrie - 2017-2018 contracts are complete. Deadline to submit reports July-October is November 15th. There is currently extra money for the 2017-2018 grant year due to an agency that reclassified to RRH. The extra money will be divided among the 3 agencies in Other Metro (OM).
- Vote on 2018 Budget:
 - Motion to approve 2018 budget by: Don Roach
 - Second by: Kathleen Fisher
 - Motion carries
- Vote to approve dues:
 - Motion to approve dues by: Mary Jacobson
 - Second by Debbie Bushman
 - Motion carries
- Vote to accept Finance Report
 - Motion to accept by: Kim Cable
 - Second by: Kathleen Fisher
 - Motion carries

6. Past & New President's Report

- Robyn: Collaborative Application was submitted. Carrie and Robyn went to a conference on Rural Homelessness in Boise Idaho - main purpose input on 10-year plan and wanted to hear about challenges and what was going well for Rural homelessness. Pleased to report WIBOSCOC is doing well - processes of CE and other systems - we are ahead of the curve. Similar challenges around the nation regarding rural homelessness and HUD rule implementation.
- Jeanette: Top goal is to ensure a healthy WI BOSCOC. Also wants to work to get policies in print. Addressed board member expectations. Intention to research the parliamentary process. Plan to implement a parking lot for ongoing communication.

7. COC Director's Report

- Carrie: COC Director report included in the packet
 - Items to be aware of
 - CE Specialist: We are currently in the resume review process. Interview in December. Person will be in place in January 2018.
 - CE Specialist will be responsible for overall efficiency and effectiveness CE System of the BOS. Training, Evaluation, address issues of CE.
 - Person will work from home and be supervised by Carrie.
 - HUD hosted a call for Leaders: The focus was Housing First. There is a Housing First Assessment published by HUD that we need to follow to be in compliance with the Housing First approach. All Local COC's are required to do a self-assessment to ensure the Housing First Model is being properly implemented. Assessments will be conducted by project type. Meredith will release the assessment to each COC and COC's will have four weeks to complete.
 - After hours plan revisions due November 17th
 - PIT Data for July due November 15th
 - 2018 Carrie will be visiting each local COC to present on the BOS. If anyone is interested please let Carrie know by the end of the month
 - COC leads - survey monkey regarding Carries role and her ability to support local COC's
 - Advocacy update:
 - Four Bills, two passed with Governor Walker's signature of the budget which resulted in statutory changes that removed transitional living out of the language so the THP State grant will be open to PSH and RRH. HPP funding allocation will be changed. There will be no Other Metro.
 - The other two bills pending the Governor's signature
 - Interagency Council update presented.
 - Section 8 prioritization for chronic homelessness

Motion to suspend the business meeting at 9:57 by Laura Laux
Second by Corin Tubridy

Department of Energy, Housing and Community Resources (DEHCR)
Matt Sorensen:

- Theola Carter no longer working for DEHCR as of this week
- Working to get up to speed with the complexities of ETH
- Everyone should have signed contracts
- Invoices are in process
- Performance Reports have been updated
- Awarded about 4 million to grantees that does not include admin dollars

- Monitoring is coming: intention is to work with grantees to work through any issues. Coordination with Meredith to do joint monitoring will continue to occur. Will provide 30- to 45-day notice prior to a monitoring.
- Erin Davis:
 - Make sure the payment request forms and performance measure reports go to both Erin and Matt

Break at 10:18 am

Meeting called to order at 10:34

Motion by Meika Burnikel to reopen the meeting

Second by Don Roach

8. Vote – Coordinated Entry Manual 2.0. Thanks to Corin the CE Committee for all the work done

Questions from the membership were taken and discussed.

Prevention process for CE will be rolling out in 2018 and diversion will also be coming soon.

- Motion to approve Coordinated Entry Manual by: Debbie Bushman
- Second by: Meika Burnickel
- Discussion:
 - Kim Cable -
 - Raised a concern about language on Page 35 - determining eligibility section.
 - Discussion ensued to address Kim's concerns for possible funding reduction in rural communities due to the language
- Amendment by: Kim on page 35 after eligibility requirements - add "as the grant allows".
 - Sentence to read: Once the person has verified and documented a household's eligibility as the grant allows, and the persons(s) has accepted the offer of housing assistance and supportive services, the project can enroll the household.
- Second to the amendment made by: Meika Burnikel
- No further discussion about the amendment
- Motion carries

Roll call vote for the Coordinated Entry Manual including the Amendment:

- A. Brown yes
- B. CAP yes
- C. Central yes
- D. Coulee yes
- E. Dairyland yes
- F. Fox Cities yes
- G. Indianhead yes
- H. Jefferson yes
- I. Kenosha yes
- J. Lakeshore yes
- K. North Central yes
- L. Northeast yes
- M. Northwest yes
- N. N*WISH yes
- O. Ozaukee yes
- P. Rock here yes

- Q. Southwest yes
- R. Washington here yes
- S. Waukesha yes
- T. West Central yes
- U. Winnebagoland yes

9. Bylaw Discussion – Board Presentation

- Process was discussed: draft given at the August meeting, comment period open and Board reviewed comments and made further revisions which was posted on the website three weeks ago and members were informed of that posting by Carrie.
- Discussion ensued about some of the revisions that were made and about the process.
- Amendments can be proposed and voted on in February
- Board was asked how they came to the decision to eliminate option 3 for Board Composition:
 - Comments were reviewed, discussed and voted on
- Comment process is under revision
- Be prepared in February to vote on the Bylaws: take the current draft version to your Local COC for consideration - you can vote at your COC and bring the vote back to the BOS Meeting in February.

10. COC Competition 2017 Recap & Moving Forward – Carrie Poser

- Are scores important? Absolutely! The higher the score on the application the more funding we will receive.
- All programs/agencies, regardless of funding, impact the system outcomes
- COC Competition highlights were reviewed
- Board Scoring Tool
 - Ranking tool required by HUD - HUD published a Ranking Tool - Carrie has been asked by the Board to review the HUD Tool and Rank our top five and bottom five to see if there is a difference in our last Ranking
 - Changes to the Ranking Tool that the Board voted on were explained as was the timeline and outcomes of the Ranking Tool
 - Threshold: Decided by the Board and implemented this competition because the HUD expectation is that we address low performing programs and taking action. COC's that do not participate in this interim rule requirement would not be allowed to apply for new dollars.
 - Board Scoring Tool and Threshold under revision
- Presentation of Collaborative Application Areas for Needed Improvements

Areas were included in the handout given to members and highlighted in green on the screen and light gray on the page as follows (please see handout for specific details)

- Coordination and Engagement:
 - Coordination with Federal, State, Local Private and Other Organizations
 - Addressing the Needs of Victims of Domestic Violence
 - Addressing the needs of LGBT individuals
 - COC-wide anti-discrimination policy
 - Public Housing Agencies
 - Discharge Planning
 - Street Outreach

- Affirmative Outreach
- Criminalization
- Mainstream Benefits
- Project Ranking, Review and Capacity:
 - Objective Criteria and Past Performance

Motion to pause meeting for lunch by: Jessica Locher
 Second by Mary Jacobsen

Meeting called back to Order at 1:03

Motion to call the meeting back to order by: Debbie Bushman
 Second by: Robyn Thibado

Roll call:

- A. Brown here
- B. CAP here
- C. Central here
- D. Coulee here
- E. Dairyland here
- F. Fox Cities here
- G. Indianhead here
- H. Jefferson here
- I. Kenosha here
- J. Lakeshore here
- K. North Central here
- L. Northeast here
- M. Northwest here
- N. N*WISH here
- O. Ozaukee here
- P. Rock here
- Q. Southwest here
- R. Washington here
- S. Waukesha here
- T. West Central here
- U. Winnebagoland here

Dues must be paid prior to the February BOS Meeting

- Continued Presentation of Collaborative Application Areas for Needed Improvements
 - Point-in-Time Count
 - Conducting and Effective Youth Count
- System Performance:
 - Reducing the number of Homeless Individuals and Families
 - Reduction in the number of First Time Homeless
 - Length of Time Homeless
 - Successful Permanent Housing Placement or Retention
 - Returns to Homelessness
 - Jobs and Income Growth
- Performance and Strategic Planning
 - Ending Chronic Homelessness
 - Ending Homelessness Among Households with Children
 - Ending Youth Homelessness

11. Committee Presentations and Discussion

- System Performance Network (COC & ETH) – David Eberbach: Met this week and currently working on the system performance measures. Focus will be to highlight what is working well. Will begin Quarterly reporting. Will help Meredith and others to ensure data quality. They have full committee membership.
- Discharge Planning – Lori Cross Schotten is the new chair. She introduced herself and reported that she has reviewed past committee minutes and the status of that committee. Plan is to work with Jerome to learn more about past committee work.
- Coordinated Assessment – Jeanette Petts: 36 members with 6 teams. Removing the Grievance team and adding Veteran Team, Other Systems of Care, Prevention (hospital, Police) and Outreach Teams. Recruiting new members as they expand. Four COC's not participating in the CE committee, trying to get participation. Evaluations of current CE system coming soon. SSFV will soon be required to participate in CE. Teams will develop ideas and strategies for local COC's to implement in their communities.
- Coordinated Entry Implementation Team Report – Carrie Poser: Currently looking for representation from Emergency Shelter and Domestic Violence.
- Emergency Shelter – Lexi and Deanna are the new co-chairs of the committee. Joana: Has been chairing the committee for the past few months. Next meeting December 5th 1pm. Working on the Emergency Shelter Standards.
- Finance Committee – Mary Jacobson: Meeting Tuesday 11/21. There is a handful of people on this committee. Please contact Mary if you are interested in assisting with developing policies.
- Public Awareness – Debbie Bushman – No Report. New co-chairs are Renee Greenland and Kathleen Fisher
- Gaps & Needs – Kim Cable for Adrienne Roach: Working on developing a needs assessment. They will have two surveys available. COC Leads will get two links - one link for consumers of services and the other is for providers. Asking COC's to distribute far and wide. Goal is to get 30 completed surveys from providers and 30 from consumers in each CoC. Easier to complete the survey online. Paper survey will also be made available and must be placed in a sealed envelope to maintain confidentiality. All completed paper survey's must be entered by the COC online. It is important to note that consumers are not required to complete the survey nor can they be forced to do so; this is a completely voluntary process. Identifying information is not a part of the survey. Data results will be compiled, analyzed and reported on.
- Veteran Advisory – Don Roach – No Report
- Youth Advisory – Meika Burnikel: Conducted a T-Shirt Contest. At last meeting the Youth voted for the winner. There were 8 organizations that sponsored the contest. Youth who submitted a design were asked, "What does housing mean to you?" First place=\$100 ,2nd Prize \$50, 3rd Prize \$25 and all will get a Thirty-one bag. Justin-3rd place, 2nd - Lashanda, 1st place winner Dominic.

12. Other Business

Next meeting February 8th and 9th in Eau Claire at the Metropolis

- Meeting Adjourn at 2:13pm
 - Motion to adjourn by - Jessica Loecher
 - Second by- Robyn Thibado