

WISCONSIN BALANCE OF STATE CONTINUUM OF CARE QUARTERLY MEETING

November 13, 2020
Go-to Webinar

Business Meeting

Meeting called to order by Mary Jacobson at 9:10 am

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	Excused
Fox Cities	Nikki Gerhard	X
Jefferson	Jeanette Petts	Excused
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		
Winnebagoland	Lu Scheer	X

2. Approval of Agenda

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

3. Review and approval of minutes

- Motion to approve the 2020 May Quarterly Business meeting minutes made by Debbie Bushman
- Second by Noel Halverson
- No further discussion
- All in favor
- Motion carries

4. Financial Report

- 2021 Annual Budget was reviewed by Kathleen Fisher. No questions.
 - Motion to approve the 2021 Annual Budget made by Suzanne Hoppe
 - Second made by Jessica Locher
 - No further discussion
 - Roll call vote below
 - Motion carries 18 Yes 0 No

Coalition – Member	Delegate	Yes	No
Brown	Megan Borchardt	X	
Central	Suzanne Hoppe	X	
Coulee	Kim Cable	X	
Dairyland	Jeanne Semb	X	
East Central	Ed Wilson		
Fox Cities	Nikki Gerhard	X	
Jefferson	Jeanette Petts	X Proxy Vote	
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			
Winnebagoland	Lu Scheer	X	

- Dues Assessment Recommendation was to not increase dues and the board made the recommendation to
 - Motion to approve the dues assessment recommendation of \$250 a year made by Jessica Locher
 - Second made by Debbie Bushman
 - No further discussion
 - Roll call vote below
 - Motion carries 18 Yes 0 No

Coalition – Member	Delegate	Yes	No
Brown	Megan Borchardt	X	
Central	Suzanne Hoppe	X	
Coulee	Kim Cable	X	
Dairyland	Jeanne Semb	X	
East Central	Ed Wilson		
Fox Cities	Nikki Gerhard	X	
Jefferson	Jeanette Petts	X Proxy Vote	
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			
Winnebagoland	Lu Scheer	X	

5. Board of Directors Election

- Local Coalition Director nominations and applications were sent to delegates via email for review. Nominations for Local Coalitions with Board Member terms expiring in November 2020 are as follows:

Local Coalition	Nominated Board of Director
Central	Wendy Schneider
Coulee	Kristina Bechtel
Lakeshore	Michael Etheridge
Northwest	Millie Rounsville
Ozaukee	Kathleen Fisher
West Central	Jessica Neumann

- Motion to approve the nominated board of directors made by Kim Cable
 - Second made by Suzanne Hoppe
 - No further discussion
 - All in favor
 - Motion carries
- Additional Director nominations and applications were sent to delegates via email for review. Nominations for vacant Additional Directors positions are as follows:

Position Represented	Nominated Board of Director
Lived Experience	Randall Brown
Domestic Violence	Sara Krall
Youth	Melisa Myers

- Motion to accept the nominated additional directors made by Suzanne Hoppe
 - Second by Kim Cable
 - No further discussion
 - All in favor
 - Motion carries

6. Board Chair's Report –

- The Strategic Plan will be introduced to the Board at the December 1st Board meeting. Larry Jones with UW-Extension has been an awesome facilitator. Members of the Task Force will be joining the meeting to discuss the Plan.

- b. All Directors should be ready to discuss committee work and assignments at the December meeting as well as go over the Conflict of Interest and Ethical obligations
 - c. Election of Officers will also be happening at the December meeting.
 - d. Please stay safe and well in these very turbulent times. Be grateful, gracious and kind.
7. CoC Director's Report was presented by Carrie and highlighted the following:
- a. COC Competition has not yet been announced by HUD.
 - b. Organizational activities:
 - 1. Yesterday's training on Diversity and Inclusion went very well. Carrie thanked members for presenter suggestions on this topic. On November 24th there is a free Fair Housing Training that will be presented by Megan Wanke from the Milwaukee Fair Housing Council. The training will not be recorded.
 - 2. Working on additional trainings for 2021: Diversity, Harm Reduction, Motivational interviewing, Trauma and Wellness that would have a fee and will most likely be linked to the BOS Quarterly meeting. Carrie will also work on free training opportunities
 - c. BOS Staff:
 - 1. Leigh working on creating a Service Animals, and Shared Housing Guide that will be posted on the website. The guides are Statutory as well as best practice on the subjects. Please let Carrie know if you are interested in any other guides.
 - d. Point in Time – HUD Guidance indicates the January PIT will be required. Asking us to do a sheltered and unsheltered count. They might just require a head count of unsheltered persons without data collection. Carrie will send information as she receives it
 - e. Finance and Audit committee: Very busy. Carrie assisted with the revisions to the Financial Policies and Procedures.
 - f. Coalition Presentations are available for local coalitions. Carrie can customize any type of presentation. Presentations are geared to help support agencies and local coalition. Please let Carrie know if your local coalition would like to schedule a presentation. There are several different types of trainings:
 - 1. Relationship between the Balance of State CoC and the local coalition, identify some trends using data, and highlight the current needs
 - 2. Coalition development and coalition building
 - 3. Data-based and doing a deeper dive into specific aspects of the homeless crisis response system.
 - g. The Coalition Packet comes from the COC Collaborative Application and is historically how Carrie collected and put the Collaborative application together during the competition. The request to complete the packet went out in February and was due on November 2nd. All Coalitions submitted the packet on time. Carrie is currently reviewing all packets. She sent out an email this week to local coalitions with an Action Plan template designed for selecting goals to work on for the next six months. The goal of project is to look for each coalition's progress in the areas they selected to work on and use this information to support the CoC application and support local coalition.
 - h. COVID data collection – Each week the COVID-19 contact person for each local coalition are asked to enter data about people testing of COVID. This is very important data that is used in a variety of ways to inform state decision makers. The November Google doc was updated to include new questions. Carrie strongly encourages all local coalitions to collect the data. If agencies in a local coalition will

not share data, the COVID-19 contact person should note the refusal on the Google Doc.

- i. Youth Demonstration Grant – Carrie sent an email to local coalitions that indicated interest in the Youth Demonstration Grant in the spring to confirm continued interest. Coalitions that did not submit a letter of interest in the Spring were sent an email for another opportunity to express interest in the grant. There are currently eight Coalitions that have submitted a letter of interest to be an active participant in the grant writing process. The Board of Directors have not yet voted to apply for the Youth Demonstration Grant. There are eight coalitions that expressed interest: Brown, Central, Coulee, DairyLand, Lakeshore, Northeast, NWISH and Ozaukee. The youth Demonstration grant includes several steps:
 1. HUD must choose the BOS as a selected community.
 2. Write a plan for a community plan to end homelessness for youth. Writing the plan takes six to eight months and will require dedication from the coalitions that decide to write for the grant.
 3. Once the plan is approved then agencies can apply for projects.

This is a two-year grant that will become eligible to be renewed in the COC competition. More specific details will be available once the NOFA is published.

- j. Carrie will be working on updating the BOS contact list within the next few months.
- k. Brief review of BOS grants. No questions.
- l. Reminder that each local coalition must create a Criminalization of Homelessness Policy that must be incorporated into the Local Coalition Governance Document or Local Coalition Policy and Procedure. It is not enough to just say the BOS policy on the Criminalization of Homelessness is followed. Carrie also reviewed all the BOS policies that must be included in agency policies.
- m. Department of Health Services:
 1. The four CoC leaders facilitated a presentation to the public health department leaders that included an introduction to Continuum of Care's and how to partner together.
 2. Wednesday there was a presentation that focused on the needs of homeless in the pandemic.
 3. Medicaid amendment that would allow us to use Medicaid to fund case management.
- n. Weekly EF6 meetings continue to occur. Working on getting all of the PPE requests fulfilled as only half of the people who made a request received a shipment. Please continue to let Carrie know if you need PPE.
- o. Department of Corrections meetings have been going well. There is expressed interest in Coordinated Entry.
- p. Question: Mille asked if we could have more time for the submission of the Action Plan. Answer: If a Coalition is struggling please send Carrie an email with an extension request.
- q. Meredith provided several updates:
 1. Monitoring continues to happen remotely.
 2. Thank you to agencies that have been monitored this year for their flexibility. If you have not monitored for two years you may be hearing from them soon.
 3. Case management peer groups did not meet in October. She is working to schedule the group meeting in November and December. Please let Meredith know the staff that should be invited.
 4. Annual agency Audits need to be submitted after they are completed. If you are a direct COC recipient, please send the Audit to Meredith. If you are a BOS subrecipient or both direct COC and sub-recipient, please send the

Audit to Leigh.

5. Rent reasonableness – The BOS standards include a process for rent reasonableness that should be what agencies are using.
8. Institute for Community Alliances (ICA) Update – Adam Smith provided the following updates:
 - a. Over the course of the past year the HMIS advisory board reviewed HMIS software vendor proposals and made a recommendation to transition from Wellsky to Bitfocus. This recommendation from the HMIS Advisory Board was approved by all four CoC's.
 - b. Last week the ICA staff attended a train the trainer session.
 - c. A timeline for the transition will come out in the next month or so. The go live date is April 1, 2021.
 - d. In the first quarter of 2021, the plan is to conduct a series of trainings both live and recorded.
 - e. As with any transition ICA will take it piece by piece and will have a plan for that.
 - f. The data analyst staff will be creating reports. Members will see a survey coming out soon to assess reporting needs. ICA will inform users when the creation of new reports in WISP will end.
 - g. The new system is much more user friendly and learning curve is not anticipated to be steep.
 - h. New user training for Service Point will most likely stop in March 2021.
 - i. ICA is working on creating a training in January 2021 around transgender status which will help people with data collection.
 - j. David Eberbach indicated that the LSA process has started. The first round of error reports will be sent out to agencies to reconcile the errors. It is that time of year for Securities training, please log in and complete that required training. The Point in Time is coming up and we are still waiting for official guidance. We anticipate the Shelter count will be handled by ICA. The unsheltered count is still up in the air, but it is good to start thinking about.
 - k. Adam acknowledges the challenges that may exist with providing virtual trainings rather than in person and thanked everyone for their hard work and partnerships.
 - l. Questions – What is the go live date for the new system? Answer: Targeted go live date is April 1, 2020. All data will get transferred over to the new system prior to the go live date. There will be a few days that people will not be able to do anything in either system.
9. Partner Update
 - a. Michael Basford, Director, WI Interagency Council.
 1. Michael thanked Carrie and the BOS staff for the collaboration. Encouraged members to collect data so Carrie can share with the council. Impressed with communities and agencies all over the state – heroic efforts that everyone has put forward to make sure that people are safe. It is seen and appreciated.
 2. 2017 WI Interagency Council began. Hand and a Home plan was created. Chaired by Governor Evers and included 8 state departments and the four CoC leaders.
 3. Reviewed duties to the Council. Please consider Mike as a resource.
 4. Worked on a variety of policies and recommendations for the hand from the home plan, break down silos and get more done for the people we serve.
 5. Presented to the Department to the Department of Corrections. Connecting the prison system to the homeless system to plan for discharge planning. There is a direct correlation between the lack of housing and recidivism.

6. Hand and a Home –. Work group meetings dive deep into the work that agencies are doing.
 7. The Corvid-19 pandemic and challenges were highlighted. A timeline was provided.
 8. The Interagency Council plan for moving forward was shared.
 9. Newly Elected Assembly Representatives and Senators for counties were shared. Opportunity to become involved with the freshly elected officials. It is important to get to know them and get them to know you, so they understand what is happening in your communities. They need to be well educated on our work. Mike encouraged members to reach out and schedule meetings.
 10. Mike reminded members that he is at service to members. He encouraged members to use the public comment site on the DOA website that will remain live until January 11th. Please share your thoughts and keep in touch.
 11. The presentation will be posted on the BOS Website
 12. Questions:
 1. Are you doing any work with the WI Counties Association? Answer: A scheduled presentation to the association was canceled due to COVID and not rescheduled. Megan Borchardt spoke with Sarah Dietrick-Kasdorf – Deputy Director of Government Affairs for the association. Sarah indicated that the association is interested in collaboration. Megan encouraged Carrie and Mike to reach out to Sarah.
 2. A request was made for mentoring type help to people who have never talked to state legislators. Carrie will pass this request on to the Public Awareness committee.
- b. Andy Heidt, Program Manager, WISCAP took the opportunity to introduce himself and
1. The Wisconsin Rental Assistance Program (WRAP) to date over 26 million 13,000 households were assisted. Impressive work of the 16 regional CAP agencies.
 2. Lack of a coordinated approach to affordable housing.
 3. Stable housing and lack of healthcare remain elusive
 4. Working at the state and national level to leverage resources to prepare for what is to come.
- c. Kenna Arnold & Sarah Isaak, DOA DEHCR
- Kenna Arnold:
1. Reviewed WRAP and echoed Andy's praise for the CAP agencies. Amazing response amid a lot of stress. Thanked everyone for all of their hard work.
 2. The WRAP program is ending November 24th.
 3. SSSG applications are due today
 4. Second CARES allocation is in process. May hear something in the next week or two.
 5. Hopes to get another stimulus package soon
- Sarah Isaack:
1. Thanked members for the hard work and patience with the ESG-CV.
 2. Please let Sarah know if you see any errors on the payment request forms.
 3. Please ask for extensions on due dates if needed. Extensions are

- not possible for the ESG-CV quarterly reports.
4. Anyone can contact Sarah with questions.
 5. 2019-2020 – four agencies need to submit last invoice by the end of November and submit close out reports to officially close out the grant.
 6. Current spending levels are based on after the September request. The BOS has spent under \$400,000 or 13% in ESG-CV in first three months with \$1.3 million or 10% spent statewide. Encouraged members to spend the funding on eligible expenses. DEHCR is using spending information to plan for the second round of CARES Act funding.
 7. Questions:
 - a. Is WRAP a homeless prevention program or a poverty reduction program? Answers: Kenna indicated the WRAP program is a Homeless Prevention program. Andy indicated that WRAP is a housing maintenance and housing assistance program designed to keep people in housing.
 - b. What tool or training is available to help agencies determine who is likely to become homeless? Answer: Written standards and coordinated entry. For ESG prevention you need to only show a person is at risk of homelessness and go through coordinated entry to target people most at risk of homelessness.
 - c. Do we have to wait until the CDC moratorium is up until we do rent payments? Answer: It is complicated. HUD indicated that for people to qualify for prevention when being evicted, we must certify persons need to lack sufficient support and resource to be eligible. The CDC declaration is considered a resource so they would not qualify during the CDC moratorium. If a person lost income, lost workable hours or have medical expenses due to COVID they are covered under the moratorium and are not eligible for ESG-CV funding. There are other situations that people would qualify for ESG-CV funds such as self paying at a motel and ran out of money, exiting institutions, living doubled up or nonpayment of rent for a lease violation. The CDC Moratorium ends December 31st so 14 days or December 18th people will be eligible – December 18th.
 8. Kenna – WRAP was for COVID 19 you must attest that the need for assistance was COVID related why you could not pay rent.
 9. Millie indicated that looking at the spreadsheet for WRAP shows every single county was able to access services. The people served with WRAP funds were not the type of people that we typically see. There were a lot of people denied because the program was not tied to homelessness.
 10. Andy indicated that they are seeing consistently more people on unemployment for the last three weeks with 10% of the people are sitting with no income. Feels like the work is just starting at the end of WRAP.
 11. Sarah indicated that very little prevention funding is being spent in ESG-CV. Please let Sarah know if there are any barriers to prevention or if you have suggestions on how to improve the program.

10. Committee Presentations and Discussion

- a. System Performance Network (CoC & EHH) – David Eberbach reported that they did not meet in October. They have access to new reports for local coalition data to use in coalitions.
- b. Coordinated Entry (CE) – Ryan reported that they meet the fourth Wednesday of each month at 2:00 pm. Please reach out to Ryan, Dana or Wendy if you are interested in joining the committee. Multiple work groups. Currently the biggest project is updating the policy and procedure manual. The Committee has been working on COVID19 adjustments to work with people better. The Prevention team is looking at how prioritization is working. The Evaluation team is working on how we evaluate CE on all levels, to make sure we are transparent. DV team is working to support DV SSO policy and procedure manual. The Implementation team is taking a deep dive in RRH and the assessment tool. There is a lot going on with the CE committee and they would love feedback and any questions.
- c. Discharge Planning – Duana Bremer was not on the call, no report.
- d. Emergency Shelter & Diversion – Michael Etheridge reported that the committee is diving into the comments for the emergency shelter and motel voucher standards. They met this week on the comments and have formed work groups to work on these standards. The diversion committee is in transition. Lisa Sanders agreed to help with the diversion committee. They are looking at future trainings for 2021 that they can attend. Next meeting is December 8th.
- e. Fiscal & Audit Committee – Kathleen Fisher reported that they have been very busy. Big project was the policy and procedure manual that has been finalized and approved.
- f. Gaps & Needs – Michelle Friedrich reported they are reviewing the survey for clients and provider, the deadline for completing surveys is November 15th. She thanked members for completing surveys. Some people have reported issues with the link. If you are having issues with the link please let Michelle know. They are preparing to get the results done. Please let Michelle know if you are interested in joining the committee.
- g. Nominating – Lisa Haen reported that the nominating committee has been busy working on board member nominations and the upcoming officer elections that will occur at the annual Board of Director meeting on December 1, 2020. Please let Lisa know if you are interested in joining the committee.
- h. Public Awareness & Advocacy – Kim Cable reported that they set a regular meeting schedule. Kim is working on a letter about the HEROS Act to send out. Goal is to send the letter out to local coalitions so they can start discussions with legislators about the HEROES act. The committee is also working to compile success stories in homeless programs to share with media and funders.
- i. Veteran Advisory – Angela Friend reported that they meet monthly. The committee broke into subgroups – the landlord engagement and veteran by name list groups. Next meeting November 18th.
- j. Youth Advisory – Mary reported they have not been able to meet. Mary is stepping away as chair and Cheryl Detrick is taking over as the chair of the committee.

11. Coordinated Entry & the Balance of State CoC
 - a. Presentation on Ending Homelessness and Coordinated Entry
 1. Homelessness by household type:
 1. August to now 72% are in households without children 28% with children
 2. PIT – 79% without children 21 with children
 3. Right sizing – The idea is that we need to look at CE list and figure out how much of each kind of housing is needed.
 1. 1, 344 in household without children waiting for services
 2. 528 families waiting for services
 3. 363 meet the definition of chronic homelessness
 4. 138 non chronic with a disability and do not meet the chronic definition but may over time
 5. 276 non chronic without a disability
 6. 121 people not being counted because we have not answered the question: How many months has someone been homeless?
 7. Units needed for Households with children:
 - a. 67 chronic with disability
 - b. 19 non chronic with disability
 - c. 185 non chronic without a disability
 - d. 102 families not included in prioritization list because we have not answered the question: How many months has someone been homeless?
 8. Units needed for Households without children:
 - a. PSH 587 units
 - b. RRH with case management 838 units
 - c. RRH 461 units
 - d. DV units needed 249
 9. The presentation will be posted on the BOS website.
12. CoC Competition 2020 – Carrie reported that HUD must have legislative action to waive the competition. The HEROS Act has language about the competition approved in the house but the Act is stuck in the Senate. COC grants would be allowed to renew with no new projects, no consolidation and no project transition options. It was reported that there is a plan in process. If the HEROS Act does not pass we are looking at some kind of competition. We will not be able to bypass the FY2021 competition if the FY 2020 competition is waived. Carrie is working with HUD on the Environmental Review process requirement for the BOS. Reminder that Annual Progress Reports for COC Projects continue to be due in SAGE after 90 days at the end of the operating grant year.
13. There was no other business
14. Meeting was adjourned at 12:25 pm
 - a. Motion to adjourn made by Suzanne Hoppe
 - b. Second by Megan Borchardt
 - c. No further discussion
 - d. All in favor
 - e. Motion carries

Respectfully submitted,

Lisa Haen, Secretary

