

**WISCONSIN BALANCE OF STATE CONTINUUM OF CARE
QUARTERLY MEETING**

November 7-8, 2019

Kalahari Resort & Convention Center, Wisconsin Dells



Business Meeting -Friday, November 8th

Meeting called to order by Jeanette Petts at 1:22 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	Not present
Fox Cities	Nikki Gerhard	X
Jefferson	Jeanette Petts	X
Kenosha	Lisa Haen	X
Lakeshore	Kate Markwardt	X
North Central	Katie Schumer	X
Northeast	Erin Evosevich	X
Northwest	Millie Rounsville	X
NWISH	Debbie Bushman	Not present
Ozaukee	Kathleen Fisher	X
Rock Walworth	Jessica Locher	X
Rural North	Sandy Clark	X
Southwest	Miranda Mckinney	X
Washington	Paul Bissett	X
Waukesha	Dana Baumgartner	Not present
West Central	Corin Tubridy	X
Winnebagoland	Lu Sheer	X

2. Approval of Agenda with the addition of the announcement of new board members and board officers
 - a. Motion to approve the agenda with additions made by Jessica Locher
 - b. Second made by Erin Evosevich
 - c. No further discussion
 - d. All in favor
 - e. Motion carries

3. New Board of Directors and Board Officer announcements
 - a. Secretary – Lisa Haen
 - b. Treasurer – Kathleen Fisher
 - c. Vice-Chair – Meika Burnikel
 - d. Chair – Jeanette Petts
 - e. Announcement the of new board members:
 - i. Noel Halvorsen– Brown County
 - ii. Wendy Schneider – Central WI
 - iii. Chandra Wakefield– North Central
 - f. Additional board member announcement
 - i. Renee Greenland resigned from the board which was approved by the board. The Nominating committee will send out a recruitment letter for representation of chronic homelessness and persons with lived experience within a week.

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4. Review and approval of minutes
 - a. Motion to approve the 2019 August Quarterly Business meeting minutes made by Jessica Locher
 - b. Second made by Elizabeth Knapp-Spooner
 - c. No further discussion
 - d. All in favor
 - e. Motion carries

5. Financial Report

- The 2020 Budget was provided in the meeting packet and approved by a Delegate roll call vote as follows:

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	Not Present	
Fox Cities	Nikki Gerhard	X	
Jefferson	Jeanette Petts	X	
Kenosha	Lisa Haen	X	
Lakeshore	Kate Markwardt	X	
North Central	Katie Schumer	X	
Northeast	Erin Evosevich	X	
Northwest	Millie Rounsville	X	
NWISH	Debbie Bushman	Not Present	
Ozaukee	Kathleen Fisher	X	
Rock Walworth	Jessica Locher	X	
Rural North	Sandy Clark	X	
Southwest	Miranda Mckinney	X	
Washington	Paul Bissett	X	
Waukesha	Dana Baumgartner	X Proxy Vote	
West Central	Corin Tubridy	X	
Winnebagoland	Lu Sheer	X	

- The Finance committee recommended that annual membership due fee remain at \$250. The Delegate roll call vote is as follows:

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	Not Present	
Fox Cities	Nikki Gerhard	X	
Jefferson	Jeanette Petts	X	
Kenosha	Lisa Haen	X	
Lakeshore	Kate Markwardt	X	
North Central	Katie Schumer	X	
Northeast	Erin Evosevich	X	

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Northwest	Millie Rounsville	X	
NWISH	Debbie Bushman	Not Present	
Ozaukee	Kathleen Fisher	X	
Rock Walworth	Jessica Locher	X	
Rural North	Sandy Clark	X	
Southwest	Miranda Mckinney	X	
Washington	Paul Bissett	X	
Waukesha	Dana Baumgartner	X Proxy Vote	
West Central	Corin Tubridy	X	
WinnebagoLand	Lu Sheer	X	

6. Approval of Nominating Committee Director Nomination
 - a. Motion to approve Abigail Swetz as an additional director representing domestic violence made by Lisa Haen
 - b. Second made by Corin Tubridy
 - c. No further discussion
 - d. All delegates present and one by proxy in favor
 - e. Motion carries

7. Bylaw Change –
 - a. The Board of directors discussed and voted to recommend a proposed change to Bylaws regarding the notification timeline for a change in Delegate. Currently a local coalition must provide notification to the secretary at least thirty days prior to the BOS business meeting. The proposed change would eliminate the thirty days allowing local coalitions to notify the secretary prior to the start of the quarterly BOS business meeting. The Delegate roll call vote is as follows:

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	Not Present	
Fox Cities	Nikki Gerhard	X	
Jefferson	Jeanette Petts	X	
Kenosha	Lisa Haen	X	
Lakeshore	Kate Markwardt	X	
North Central	Katie Schumer	X	
Northeast	Erin Evosevich	X	
Northwest	Millie Rounsville	X	
NWISH	Debbie Bushman	Not Present	
Ozaukee	Kathleen Fisher	X	
Rock Walworth	Jessica Locher	X	
Rural North	Sandy Clark	X	
Southwest	Miranda Mckinney	X	
Washington	Paul Bissett	X	
Waukesha	Dana Baumgartner	X Proxy Vote	
West Central	Corin Tubridy	X	
WinnebagoLand	Lu Sheer	X	

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8. Board Chair's Report – Jeanette indicated that she is excited with where the board is headed. The focus for 2020 includes strategic planning, strengthening the Public Awareness Committee, having continued conversations about a fiscal agent as well as fiscal policies, and a Home for Everyone Conference in June 2020. All members were encouraged to let Jeanette know if there is anything they would like to see happen in the BOS this upcoming year.
9. The CoC Director's Report included in the meeting packet was highlighted by Carrie Poser:
 - a. CoC Competition was the focus of the director's report date range.
 - b. Members were encouraged to provide feedback about Quarterly meetings. The February 13-14, 2020 Quarterly Meeting will be held in Rothschild, WI at the Stoney Creek Hotel and Conference Center. The May 21-22, 2020 Quarterly Meeting will be held at Hotel Mead in Wisconsin Rapids, WI.
 - c. The BOS Newsletter was delayed in October, will come out in the new few weeks.
 - d. CoC Grant – we manage 3 COC and 1 State grant. Leigh is trained in the source documentation and review process.
 - e. Each committee is required to complete a charter, and all were submitted. Carrie and Leigh will review and give feedback.
 - f. Match - Carrie reiterated the importance of match for committee work and can provide any technical assistance needed. Members of the Nominating and Finance Committees do not count their time as match.
 - g. Advocacy - Carrie provided an update about the efforts that she and Local Coalitions did to advocate for the money for homeless programming in the state budget. Bills are stopped from coming to the floor and members were encouraged to reach out to local senators. Quantity of calls for advocacy matters more than quality. Getting the word out that we care. In the third week of December Carrie will send out a template email that local coalitions can complete to inform officials what is happening in their district. In January, another email will go out prior to the next meeting. If the bills were to pass, we would have six months to spend it and if it does not pass the money goes away.
 - h. Carrie briefly reviewed current grant opportunities that includes the Family Unification Program (FUP) and Foster Youth to Independence (FYI).
 - i. The current Federal Legislation before congress packet was briefly reviewed.
 - j. Meredith McCoy announced that she is starting a peer support forum for PSH case managers to work through issues with one another. Meredith will facilitate the group that will consist of case managers and various topics. She requested that members let case managers know about this new opportunity. The first meeting is scheduled for November 19th at 10 am. Meredith provided a brief overview of the National Association for the Education of Homeless Children and Youth (NAEHYC) conference that she attended. One major theme was about collaboration on the local, state and federal level. The Youth Demonstration Grant was often discussed. It is important to note that Meredith learned that agencies that are directly COC funded should have one FTE staff dedicated to the local school district to be in compliance with the McKinney Vento Act. Her suggestion is to add the responsibility of school district liaison to an FTE job description for ease of future monitoring's.
10. Institute for Community Alliances (ICA) Update – David Eberbach
 - a. Security training needs to be completed by the end of the year to meet that training requirement for 2019 and to prevent HMIS license suspension. System performance measure reports for the current year are finished. Reports will be reviewed to identify any issues and data cleanup requests will be sent to agencies as needed.
 - b. The National Human Services Data Consortium (NHSDC) occurred a few weeks ago. Topics covered included racial equity, reporting and dashboards, pay for success reporting, homeless demonstration projects and coordinated entry.

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11. Committee Presentations and Discussion
 - a. System Performance Network (CoC & EHH) – Jessica Locher reported that meetings are now the 2nd Tuesday on even months. She requested that the current local coalitions not represented on the committee consider joining. Those local coalitions are as follows:
 - i. East Central, Jefferson, Lakeshore, Northwest, NWISH, Ozaukee, Rural North, Southwest, and West Central.
 - b. Coordinated Entry – Ryan reported that the implementation team is in the process of an extensive evaluation of the coordinated entry system. Wendy Schneider is now the co-chair of the CE committee.
 - c. Discharge Planning – Duana Bremer reported the committee meets the 3rd Monday of each month at 9am. Next meeting is 11/20/19. The committee is writing an MOU for hospitals that includes the process for referrals to coordinated entry. The MOU is just the start of the conversation. They set up a healthcare for the homeless in her area. Two hospitals are currently on the committee. Once the work with hospitals is complete, they will begin to work with the Department of Justice.
 - d. Emergency Shelter & Diversion – Jessica Mudgett reported the shelter standards are pending approval. Meetings were changed to the 4th Tuesday of each month at 1 pm.
 - e. Fiscal & Audit Committee – Millie Rounsville reported that the last projects completed were the 2020 budget, dues assessment recommendation and the completion and approval of the fiscal policies and procedures.
 - f. Gaps & Needs – Michelle Friedrich – The consumer survey is complete and will be sent out prior to the end of the year. The goal is for each local coalition to complete 50 surveys.
 - g. Nominating – Lisa Haen reported that members are working to become complaint with the bylaws. There are several processes needed for board member and member organizations recruitment, board member committee assignments and the publishing of an annual invitation for new members to join. The committee also revised the board member application and the Delegate change form. The committee is currently recruiting for board member positions to represent persons with lived experience and chronic homelessness. Applications for these positions will be accepted through January 15, 2020.
 - h. Public Awareness & Advocacy – Kathleen Fisher reported she received 100 responses from the survey on advocacy day and presented the results. She also announced that Noel Halvorsen will be the new chair of the Public Awareness committee.
 - i. Veteran Advisory – Don Roach was not present – no report.
 - j. Youth Advisory – Meika Burnikel reported that the YAB committee has new members. Meeting dates will be posted to the YAB tab on the BOS website. Currently working on a list of youth services available to the BOS to make sure that we know what the youth serving agencies are and to prepare for the Youth Demonstration Grant. Members are organizing another contest called Hope and Home focused on artistic expression opportunities for youth to submit. The goal is to highlight our youth and the winner will get their artistic expression printed on notecards. Anyone with donations for the winners please contact Meika. Members are going through the Youth Demonstration Grant in preparation for the grant release and have identified a requirement for a youth needs assessment that is being researched. Also still working on plans for a mural.
12. Coordinated Entry & the Balance of State CoC – Duana reported that she had some extra money in the SSO CE grant that she used to order a large standing display board and pens which are eligible expenses of the grant.
 - a. Carrie presented a power point that will be posted to the website. Highlighted:
 - i. 72% singles 29% families experiencing homelessness
 - ii. Right sizing, right resources, a variety of housing options are all necessary to end homelessness. Right sizing is about how we are going to serve everyone on the priority

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- lists.
- iii. HMIS and Non-HMIS Coordinated entry data was reviewed and explained.
- 13. Carrie reviewed FY2019 CoC Competition:
 - a. Application was submitted in September for \$10,749,834.
 - i. Coulee Cap and Western Dairyland submitted new bonus projects
 - ii. New attachment screen required to upload MOUs for workforce development boards. It is important to note that without being asked, Duana Bremer contacted all 10 Wisconsin Workforce Development Boards and all 10 MOUs were signed and uploaded to esnaps. Thanks, and applause to Duana for her work on this! Carrie will be sending an email to all local COC's that will include contact information for the Workforce Development Board in their area to begin collaboration.
 - iii. Areas of improvement
 - 1. Collaborative application information was not done well. We should all be working on the required items in the packet.
 - 2. In March we will get a new packet that will be guided more clearly. We are unable to predict what will be new in the NOFA. The packet includes the guiding principles that every Local Coalition should be working on. If your coalition is struggling and does not know how to do something Carrie is available to help when requested.
 - 3. System Performance Network and Carrie will work together with Local Coalitions on the areas specific performance measures that need to be worked on.
 - iv. Plan
 - 1. Domestic violence grant – we will apply for this again
 - 2. Project scoring tool will be reviewed in February
- 14. No other business
- 15. Meeting was adjourned at 3:30 pm
 - a. Motion to adjourn made by Jessica Mudgett
 - b. Second by Jessica Locher
 - c. No further discussion
 - d. All in favor
 - e. Motion carries

Respectfully submitted,

Lisa Haen, Secretary

