BOSCOC Program Evaluation & Assistance Committee

Meeting Minutes

April 5, 2016

Present: Kim Cable, Joana Hemschemeyer, Kelly Christianson, Jennifer Henry, Laura Laux, Byron Wright, Kim Carey, Carrie Poser, Jennifer Allen.

Excused: Jerome Martin, Pat Leigl, Meika Burnikel, Kelly Henckel

1. Meika Burnikel was voted to join the BOSCOC Board of Directors and we hope she will be the co-chair of this group.
2. Joana and Meika went to West Bend Youth and Family Project PSH, and met with case managers and review files. They will revisit to see if their recommendations have been followed up on. The follow up meeting will be April 27th.
3. Visit to Salvation Army on April 20th has been rescheduled to May 12th. (Joana, Kim, Carrie, and Kelly, and Leigh from ICA will be visiting). Joana will be sending the program a letter to let them know that date of the visit and what the team will review during the visit.
4. Visit to Western Dairyland planned for May or June. (Kim, Joana, Carrie, Byron?) Need to figure out someone from ICA to accompany the team on the visit.
5. Will be doing TA to Rapid Rehousing project in Wausau on Wednesday, August 10th (the day before the August BOSCOC meeting). One HMIS person should be invited to this meeting.
6. Everyone sent in their program forms for their COC programs. The forms have been loaded into Drop Box. Joana will review the forms. We are looking, as a COC, to streamline the forms programs are using, hoping to get some consistency of forms used across the board. Everyone should already be using the Verification of Disability and Verification of Homelessness Form that has been provided through the BOSCOC. Some of these forms could be the HQS form, the file review form, rent reasonableness form, rent calculation form, etc. The termination process should mirror what is in the COC Interim Rule. When the forms have been reviewed and agreed upon, then the BOSCOC will train programs on how to utilize the forms, for example, the rent calculation form. Some agencies are not using forms correctly or not using appropriate forms at all. Certain people will review certain agency forms with directions about how to approach the project. We hope to have all the forms, from all the agencies reviewed by the next PEA meeting (May 3rd).

* Items 1,2,3: Joana, Kelly Christianson, Kim Carey
* Items 4,5,6: Byron, Kim Cable, Laura Laux
* The other members will be assigned to which ever groups they are interested in.
* Then the groups should do a go to meeting to discuss their findings

1. Next meeting: May 3, 2016 at 3:00 p.m. Joana will send out a Go To Meeting invitation to everyone.

Submitted by: Kim Cable