

WIBOSCOC BOARD MEETING

December 21, 2015

Go To Meeting

Board members present: Debbie Bushman, Jeanette Petts, Jeanne Semb, Jerome Martin, Joana Hemschemeyer, Lu Scheer, Millie Rounsville, Renee Greenland, Jesse Dirkman and Robyn Thibado

Excused: Tony Gibart

Staff: Carrie Poser

COC Coordinator Update: Carrie has been experiencing some challenges with her phone. She will be getting a cell phone with a BOS COC Number. One of the other things that Carrie will be working on is securing and maintaining funding to keep the COC Coordinator position funded. She asked all board members to send her information about possible funding sources that they may hear about.

Fiscal Report: Millie will send reports out to all board members.

1. Tax Prep: Last year we used Esterbrook and Associates for the State & Federal taxes and the 990. Jeanne made a motion to continue to do so, Jerome 2nd. All board members agreed.
2. In-kind information: Match documentation is needed. Each board member must submit the total number of hours spent on doing BOS COC work and what their time is worth to Robyn. In 2016 we will be collecting this information on a regular basis.

Committee Updates:

1. HMIS: Jesse is close to sending out the 3rd quarter APR reviews. There are a number of projects that are not meeting the increase in earned income standard. They committee has been talking about the system performance measures and how to implement them.

PIT: There will be 3 upcoming trainings for the January 2016 Point-in-Time count. The trainings will be recorded and posted on the website. One of the things that people wanted more help with was convincing people in their communities to participate in the PIT and the importance of it. We should be looking at it as more of an “outreach” component.

ETH: Carrie met with Ellen and we have to have performance measures for projects that get ETH funding. The State also has to monitor the projects and they would like to use the system performance measures.

1. PEA: The monitoring letter for the Youth & Family Project was reviewed by the board. Jerome felt that the letter was very straightforward and to the point but also felt that it should be more collegiate/collaborative. Robyn and Joana will review the letter and make the necessary changes. Millie also suggested that the section that discussed the ICA report should be added at the end as an attachment.
2. Ten Year Plan: The committee will be sharing the plan shortly. There are 4 major steps to end chronic homelessness. The Interagency Council is also working on a plan.
3. Discharge Planning: This committee has been taken over by Jerome. He will be connecting with Susan to see where they are in the process.
4. Coordinated Entry: Jeanette will be the board member chairing this committee with Corin Tubridy. The committee met early in December and is waiting for the surveys to be returned to Corin Tubridy. She will then send the surveys to ICA. There will be trainings to how to implement the Coordinated Entry. The plan is to have all the local continua’s up and running by the end of February. The DV & HIV component still needs to be added to the policy.
5. Standards & Prioritization: Jeanne sent out a draft of the standards for the COC RRH program right before the NOFA came out. She will resend it out to the board. The leaders of the 5 shelter groups: 24 hour shelters, overnight shelters, DV 24 hour shelters, DV overnight shelters and motel vouchers are responsible for gathering standards for ETH. Jeanne will send out the standards for ETH RRH and ask for comments again.
6. Public Awareness: As of right now there is no board member chairing this committee. Renee will continue to assist with this committee until Southeast Region board position is filled.
7. System Coordination: As of right now there is no board member chairing this committee. We will revisit this at the January board meeting once the Southeast Region board position is filled.
8. Gaps & Needs: Lisa Schneider sent out a survey and just extended the deadline until the end of January.

System Performance Measures: This is going to be a huge part of the BOS COC and we will begin working on this at the next meeting. HUD has created a set of 7 system performance measures and we are encouraged to set our own local goals for these measures.

Website: Jen Schmohe will continue providing support for the website. Robyn spoke with Jen Schmohe and she would continue to charge what she is charging right now, which is $25 an hour and $30 for an emergency posting. Jen Schmohe feels that it would take 20 hours a month to maintain the website. The funds to pay for this can come out of the planning grant funds. Jen Schmohe currently is contracted through the end of February 2016 to provide these duties. Jeanette made a motion to continue with Jen as the consultant for the website, Jeanne 2nd and all agreed. Robyn will update the contract with the changes.

Changes to the website: an interactive State map that shows who is a member of the BOS COC and their programs. In order to do this, we would need to upgrade the website. The yearly cost to upgrade would be $232.14. This would include a secured SSL so we can do our own billing for the quarterly meetings. Joana made a motion to upgrade the website, Jeanne 2nd and all approved. We also discussed that people are not happy that the archived documents on the website is still linked to the Westcap website and having a tab on the website where local continua’s could post their members and programs.

101 Trainings: These ties into what the PEA Committee will be working on this year. There will be three phases of work: 1) Research: collection of documents from all COC funded projects; 2) Development: identify common forms and develop policies; 3) Education: teaching everyone in their respective project types (TH, PH and COC RRH).

The PEA Committee will not be doing any monitoring in 2016, but they will be focusing on “strengthening” the 7 new projects. In 2017 we hope to hire a full-time staff person that will focus on monitoring the projects in collaboration with the PEA Committee.

Housing First Book: The book hasn’t been released yet. Carrie will check back after the first of the year.

February Quarterly Meeting: The meeting will be held in Stevens Point at the Holiday Inn. The committees should be reporting on what the 2016 plan is and the goals. At this point we have no ideas for the round tables on Thursday. Board members should send ideas about round tables to Carrie. Robyn also had a meeting with Charlotte and Michael at the HUD office about the environmental reviews. She will be sending someone to the February meeting to discuss this issue. The Data Committee COC workgroup submitted ideas for possible agenda items and round tables.

Address Change: This will be changed to the PO Box. Susan Tucker will bring all the documents to the February meeting.

COC Collaborative Application Follow-Up: We need to take the application and use it as a roadmap to the future. We will look at this at the meeting in January.

By-laws Follow-up: Carrie has received some comments. Carrie will send them out again and everyone should review them before the January 26 meeting.

Policies: All committee policies need to be added to the governance charter.

1. Governance Charter: Robyn will send the draft out again.
2. Fiscal: This will be sent out again also.

Next Meeting: January 26 in the Wisconsin Dells. Robyn will check with CWCAC to see if we can meet there again.

New Business: None

Motion by Lu Scheer to adjourn. Second by Millie Rounsville. Carried.