PEA Committee Meeting Minutes May 3, 2016

Members Present: Meika Burnikel, Byron Wright, Kelly Christianson, Kim Carey, Jennifer Allen, Jennifer Henry, Kelly Henckel, Laura Laux, Joana Hemschemeyer and Johneisha Prescott

Excused Members: Kim Cable, Pat Leigl and Carrie Poser

Unexcused Members: Jerome Martin

Meika Burnikel will be joining Joana as the new co-chair effective immediately.

May 12-Technical Assistance in St Croix County. Kelly C., Kim Cable, Joana Hemschemeyer, Carrie Poser and Leigh Polonda from ICA will be attending.

Western Dairyland will be the next PSH project that we will be providing technical assistance to. This will be schedule for the week of June 20 or 27.

Joana established a list of who is reviewing which forms and for which agency:

Kim Cable, Byron, Laura and Meika will be reviewing the following forms:

 Rental Relationship between Client and Agency

* Sub-lease (Leasing Dollars only)
* Move in/Move out checklist
* Utility Allowance worksheet

Relationship between the Client and Agency

* Program Agreement or Participant Agreement or Family Participation Agreement
* Project Application
* Home Visit Guidelines
* Income Verification (including zero income form)

Policies

* Grievance Policy
* Termination Policy
* Changes in income Policy (when rents will be changed)
* Releases of Information

Joana, Kelly, Kim Carey and Jennifer Henry will be reviewing the following forms:

 Organization

* File Check List

Rent

* Rent Calculation
* Rent Reasonableness

Rental Relationship between Agency and Landlord

* HQS
* HAP Agreement
* Rental Agreement

Kim Cable and Joana will be reviewing the following agency forms: ADVOCAP (TH, PSH & RRH); Lakeshore CAP (RRH); State of WI (S + C) – CAI; The Youth and Family Project (PSH); The Salvation Army of St. Croix (PSH); West CAP (TH, PSH, RRH); Western Dairyland (PSH & RRH); and Western Dairyland (RRH ) – ECHIN.

Kim Carey & Byron Wright will be reviewing the following agency forms: Couleecap (TH & PSH); Couleecap (New Horizons); Family Services of NE WI (TH); Family Services of HE WI (TH) – Forward Services Corp.; Forward Services Corporation (TH); Newcap (PSH); NCCAP (TH); and CACSCW (TH).

Kelly and Laura will be reviewing the following agency forms: CAP (TH); CWCAC (TH); Housing Partnerships (PSH); Housing Partnership (PSH) – Ryan Community; City of Appleton (TH) – ADVOCAP; City of Appleton (TH) – TSA Fox Cities; City of Appleton (TH) – Housing Partnership; and City of Appleton (PSH) – Housing Partnership.

Meika and Jennifer Henry will be reviewing the following agency forms: Richard’s Place (TH & PSH); CAI (TH); Hebron House (SH); KHDS (TH); YWCA of La Crosse (TH); Women & Children Horizons (TH); Walworth County Housing Authority (PSH); and NWCSA (TH).

Forms are in a Dropbox. Joana will send out access info by next week. Meika can’t access Dropbox so she needs info sent to her directly by Joana. Committee members are to review prior to small group Go To Meeting. The plan is to have review process completed before June 7th PEA committee meeting.

TA for Rapid Rehousing Projects will be held on August 10th in Wausau. The day prior to quarterly BOSCOC mtg.

Washington Co visit-Improvements have been made in terms of Rent calculations and rent reasonableness.