WIBOSCOC BOARD MEETING

November 22, 2016

Go To Meeting

Board members present: Jeanette Petts, Debbie Bushman, Millie Rounsville, Jesse Dirkman, Renee Greenland, Don Roach, Joana Hemschemeyer, Robyn Thibado, Jerome Martin, Mary Jacobson, Erika Trawizki, Adrienne Roach and Mike Huck

Excused: Meika Burnikel

Unexcused: None

Staff: Excused

Meeting was called to order at 1:00 pm

The minutes from the October 25, 2016 minutes were reviewed. Jeanette Petts made a motion to approve the minutes, Renee Greenland2nd, all approved.

**Fiscal Report**: The membership approved the most recent fiscal report at the November meeting. The October report hasn’t been started yet, due to THP being submitted. The membership approved the September fiscal report.

**Youth Advisory Board Budget Approval**: Robyn is waiting for Meika to submit a revised budget. We will table the budget approval until next board meeting for the Youth Advisory Board.

**Request for Conference Scholarship**: Jeanette asked for a scholarship to attend the High Performing COC’s in April 2017 in Phoenix. She is requesting $400 for the conference and the air fare. Motion made to approve by Joana, 2nd: Erika, all approved. Jeanette will do a summary of what she learned at the next board meeting.

**SOAR Technical Assistance Application**: There was some interest in submitting an application for this. There is no money involved, just technical assistance. Agencies throughout the state already have SOAR and DECHR will be hiring someone to replace Donna. Joana made a motion to not move ahead with this application, 2nd by Jeanette. All approved.

**Review of November Quarterly Meeting**: There were a number of individuals who attended the training on Thursday with Shawn Smith from the Alma Institute. Many members of the board heard from other members that Thursday’s training was outstanding. The topic of offering CEU’s came up and Mike will look into this for the BOS COC. The board discussed ways that we can shorten the meeting on Friday. We can look at what we do for committee reports on that day and may not have everything on Friday. Negative comments were the tight quarters in the room and temperature. If we stay at the Dells, the room will usually be this small, but we could look at other hotel options in the Dells.

**COC Director Report**: Carrie isn’t available for the meeting today. She will be setting up another meeting for the State Senate Majority Leader. He wants more information on the decrease in the recent homeless numbers and have a discussion on what the GOP can be doing at the state level. Carrie met with Laura at CAI/Rock Walworth COC. They discussed the challenges and concerns related to the Shelter Plus Care grant. In addition, they discussed the CAI TLP’s program being ranked in Tier 2. They discussed options and Carrie provided some suggestions. The agency is very excited about what they discussed and moving forward. Carrie received an email yesterday that we were not awarded the Diversion Grant. The joint monitoring MOU with DECHR is being worked on with Gordon and Julianna and she will try to get a draft to the executive committee after thanksgiving. The MOU will then go to the board. Carrie will post the board scoring tool and ask for comments again. She is trying to come up with a different way so it won’t be as confusing. The deadline for comments will be the end of January 2017. Carrie will present it to the board, the board will make the final decision on what changes will be made. At the February Quarterly meeting – Sarah Rodefer (NAMI) would like to present:  mental health stigma and using person first language. Meika and Lisa Haen would like to present on youth homelessness. They want to start the conversation and discussion what youth homelessness looks like. The Community Spotlight will be Western Dairyland and they would like to present on their Housing Navigator position, funding, how it is working and the benefits of the position. Carrie will be reviewing the July date and will be preparing for the January PIT, which will focus on youth. Meika and Lisa Haen will be helping with this. The January PIT count will be used as the baseline for the youth count. The VI-SPDAT training will be the 2nd week of December. Carrie is working with the HUD VASH grantees to help them get involved in using HMIS. This will enhance our points on the collaborative application. There was a conference call with the HUD Field Office staff on November 3 to discuss the process with the Youth and Family Grant. The local HUD office agreed to reach out to the local housing authorities for assistance. The RFP for West Virginia was submitted on September 14 and we have not heard anything from them yet. One of the board members asked about the monthly coordinator update that was on the website. Robyn will check with Carrie regarding this.

**February Quarterly Meeting – Ideas**: A panel on increasing income was suggested. Recognition of a member was discussed. A motion was made by Jerome 1st, Jeanette 2nd and all approved.

**Committee Review/Restructure**: Carrie has put together a proposal on laying things out for us to think about in the new year regarding the committee structure. We will discuss this in more detail when we meet in person in Feb. or March. More discussion will be had about which committees can be combined and what makes sense with the committees to move forward. A decision was made on the following committees in the coming year include:

* Coordinated Entry – This committee helps with a number of things. The group is very large and there will be no changes to this committee. There are 4 work groups directly related to coordinated entry: public awareness, domestic violence & HIV, Grievance (Piece of the policy & Procedure manual) and youth – (find a new assessment tool). Jeanette will continue as chair. Adrienne will help out with this one.
* PEA Committee – Joana & Meika will continue to co-chair. There will be some changes to this committee since we will be hiring someone who will focus on the monitoring. The committee will continue to work on forms for all programs and the PEA committee will provide technical assistance when needed. A discussion about an overall grievance process for the membership. Robyn will look into this.
* Discharge Planning & Diversion – Jerome will continue. What is the policy for the BOS COC and how does the local COC’s take this to their local agencies and implement it at the local level? This committee will remain the same for right now.
* Emergency Shelter – Erika Trawitzi will chair this committee.
* Youth Advisory Board – Meika will chair, but there is no report.
* Veterans Advisory Board – Don may be interested in chairing this. Jeanette will talk with Don about this. Jeanette reported that on a quarterly basis, all of the SFVF meet and sometimes outside of that. There is already a framework, which Don is already a part of. It would be bringing other folks to the table.
* HMIS/PIT – Jesse is focused on system performance and she would like more input and assistance with this. Jesse asked if reviewing the quarterly APR’s is this something that needs to continue. We will come back to this at the December board meeting.
* Gaps & Needs-annual gaps/needs assessment. There was a survey done in the past. The new chair can shape this committee into whatever they want. Adrienne Roach and Mary Jacobson will co-chair this committee.
* Finance Committee: This committee needs to create fiscal policies and procedures. Millie will chair, Mike and Robyn will be members of this committee.
* Public Awareness – Debbie will continue to chair this with Renee’s assistance.
* 10-year plan – This committee will be put on hold. Robyn is asking for board members to send any suggestions they have for this committee.

**New Business**: Robyn would like to have face to face meetings quarterly or three times each year. The board agreed this would be a good idea. The first face to face will be in February or March.

A motion was made to go into closed session by Jerome to discuss salaries, 2nd – Jeanette and all were in favor.