**Rural North Meeting 05/23/2023**

Amanda Newberry, Co-Chair, called the meeting to order at 10:33 a.m.

**Present:** Lacey Kohl-Taylor House, Missy Jerome-Embrace, Paul Huber-VA, Amanda Newberry-Salvation Army, Catherine Parr-Center for Veteran Issues, Danielle Danford-Embrace, Cassandra Robinson-MHS Health Wisconsin, Stephena Smith-Salvation Army, Dan Zabrowski-Workforce Resource, Nancy Kraft-Workforce Resource, Leigh Polodna-WIBOSCOC, Sandy Clark-Salvation Army, Duana Bremer-Salvation Army

**Agenda and Minutes**

Vote on approving March and April meeting minutes; April and May agendas. Catherine made a motion to approve all four. Nancy Second. Any discussion. All in favor. Motions pass.

**Prioritization list (update).**

Stacey not present, so no update.

**Match**

* [**https://docs.google.com/forms/d/1YJekyxuKKf\_K6wWfHvS49vohCcxKGiUH4lm29sOqCN0/edit**](https://docs.google.com/forms/d/1YJekyxuKKf_K6wWfHvS49vohCcxKGiUH4lm29sOqCN0/edit)
  + Link for donating hours for match if not already paid with CoC funds or used to match for another grant
  + Match goes to the CoC
* Amanda went over both the regular match and the DV match again. This information is included in every monthly agenda.

**Action Plan**

Group discussed the upcoming trainings for the DEI Mainstream Benefit Components.

In June, we will have ADRC come present. July will be a presentation from Workforce resource. Nothing scheduled for August. Duana said that Salvation Army could do a SOAR presentation. Amanda is waiting to hear back from Maureen from FoodShare. Her presentation won’t take long, so she could present any month.

The group discussed having a committee to work on the Action Plan. There was discussion about having a chair for each goal. Duana Bremer would chair the workgroup for the DEI goal. Nancy Kraft will chair the workgroup for the Mainstream Benefits goal.

**WIBOS Committees**

Discussed trying to make sure Rural North is represented on all of the committees. Nancy spoke about the Public Awareness Committee and how they are working on a strategy to keep the WIBOS Facebook page updated. Amanda shared that the Gaps and Needs Committee had finished gathering results of the survey. Steph shared that the Emergency Shelter Workgroup under the Coordinated Entry Committee would be finalizing the changes to the emergency shelter standards and sending them back to DEHCR for approval. Leigh shared that the Lived Experience group is struggling for members. Steph asked what constitutes lived experience-homelessness, housing barriers, etc? Leigh stated that whatever someone reports as lived experience counts.

**YHDP Grant Update**

Duana gave an update on program. We currently have 4 RRH client and 5 TH clients. Duana reminded group that we have to follow the priority list, but that we still have plenty of room in the program. We need to ask Leigh if the 3rd order of priority for the youth list was a go as that would give us more clients to work with. Question was asked about the demographics for the transitional houses. We have a female house in Spooner, a male house in Ladysmith, and a family house in New Richmond. These demographics could theoretically be changed based on need. Nancy discussed the match commitment for the grant as she wrote the planning grant.

**Program Funding Update**

* TBRA
  1. TBRA 21-13 (07/01/2021-06/30/2023)
     1. $669,526
        1. $332,488.05 remaining
           1. $30230 Admin remaining after April 23 request
           2. $302,258.05 Assistance remaining after April 23 request

Need to spend approx. $151129 per month

* 1. TBRA 22-11 (07/01/2022-06/30/2024)
     1. $685,303
        1. $623,003 Assistance
        2. $62,300 Admin
* \*\*Steph reminded everyone that there is a ton of money for TBRA that needs to get spent and that she wants other agencies to be referring clients to Burnett TBRA program with the understanding that they would have to continue to case manage as we do not have enough case managers right now to take on a lot more clients.
* EHH
  1. ESG
     + 1. Shelters have been emailed individually by Steph on their remaining balances
  2. Admin
     1. ZERO
  3. HPP
     1. Prevention
        1. ZERO
     2. Admin
        1. ZERO
  4. RRH
     1. Some funds remaining, but will be projected to be spent with current clients
  5. Recovery Voucher Grant
     1. 01/01/2023-12/31/2023
        1. Covers Burnett, Clark, Rusk, Sawyer, Taylor, Washburn, Barron, Chippewa, Dunn, Pepin, Pierce, Polk, and St. Croix
        2. Covers cost of clients staying at a DHS registered Recovery Residence
           1. https://www.dhs.wisconsin.gov/guide/recovresdir.pdf
        3. $100,000
           1. $90,000 Program Funds

$77480 after April 2023 request

Projected remaining $33080

* + - * 1. $10,000 Admin

$8748 after April 2023 request

**Rural North Positions**

Formal vote on Missy Jerome becoming secretary. Amanda made the motion and Duana seconded. Discussion. All in favor. Motion carried.

**Changing Bylaws**

Amanda had sent out bylaw changes on 04/21/23. Discussed that we would meet at a minimum of four times per year, but can meet more frequently as we currently do. Also discussed that the chair is the one actually creating and sending out the agenda, so that needs to be changed. The bylaws also need the watermark taken out. Bylaws state that we vote on changes at our annual meeting and question was raised as to when our annual meeting is. Duana suggested and consensus was that we could use June as our annual meeting giving more than 30 days from time bylaw change suggestions were sent out for the group to review. Duana mentioned that we had to notify the group in writing any anticipated changes and when we are voting. Amanda sent out one notice, but will send out a reminder.

**SSO Lead Agency**

We need to vote on the SSO lead agency for Rural North. The Salvation Army has historically done it. Duana said the Salvation Army would be happy to continue doing it unless another agency wanted to. No other agency mentioned they were interested. Duana made a motion to approve Salvation Army as lead agency for Rural North SSO Lead Agency. Sandy seconded. All in favor. Motion carried.

**Additional Funds Awarded for EHH 22-17**

Additional funds were awarded for EHH 22-17. We were offered $21000 in shelter funds and $100048 in Prevention. Group discussion on how to split the funds. Steph suggested that we continue to keep the Prevention funds in a big pot, because even if divided to subrecipients, each recipient was still responsible to serve the entire coalition and not just use the funds in their service area. Steph also suggested splitting the shelter funds by four as we had initially for the EHH 22-17 to keep everything in line. Amanda made a motion to approve dividing funds by four for shelter as suggested by Steph. Dan seconded the motion. All in favor. Motion carried. Amanda made a motion to keep Prevention funds in general pot. Lacy seconded the motion. All in favor. Motion carried.

**2023-2024 EHH Grant Cycle**

For the upcoming grant cycle, we need to discuss what criteria will be used for splitting the allocation. We could look at things like the number of clients served, increased income, moves to permanent housing. Steph asked if we were looking at the total bed nights vs clients served as those are two very different things. Catherine brought up different barriers that could impact the criteria numbers. Mention was made of being able to change criteria next year after some more training on increases in income and moves to permanent housing. Lacy made a motion to base 23-24 criteria on total bed nights. Steph seconded the motion. All in favor. Motion carried.

We also have to discuss the percentages for the next grant cycle. We can only have certain percentages in each category. For example, ESG admin is 3% max and HPP admin is 10% max. There is a minimum percentage that has to go into Rapid ReHousing, a maximum amount for shelter, and the remaining funds can be either ESG Rapid or ESG Prevention. We could also use the remaining funds for outreach or HMIS. Group discussed pros and cons of rapid rehousing vs Prevention. Embrace talked about getting some additional funds in the future, but they were not exactly sure which kind. Steph suggested putting the minimum amount into Rapid ReHousing, maximum amount into shelter, maximum amount into administration, and the leftover funds into prevention. Steph made a motion to approve dividing funds as suggested by Steph. Lacy seconded the motion. All in favor. Motion carried.

**2023 Rural North Dues**

Historically, the Salvation Army has always covered the Rural North dues. As the cost continues to rise, the Salvation Army wishes to split the cost between ESG funded agencies. There was a discussion on whether to split evenly between the three ESG funded agencies or split in four based on the four-way allocation split. If split between agencies, each agency would be responsible for $288.58. If split based on allocation, each share would be $216.44. Lacy made a motion to split dues based on allocation. Catherine seconded. Discussion. All in favor. Motion carries. Steph will send out invoices to each agency.

**Final Notes and Adjournment**

Amanda asked if there was any other new business or information. Amanda reminded everyone to get their commitment letters in if they haven’t already done so.

The next meeting will be **June 14th 10:30am-11:45am**.

Meeting adjourned at \_\_\_\_am.

Respectfully submitted,

Stephena Smith, May 23rd, 2023