**WISCONSIN BALANCE OF STATE CONTINUUM OF CARE**

**QUARTERLY MEETING MINUTES**

# February 9, 2018

**The Metropolis Resort & Convention Center, Eau Claire**

BUSINESS MEETING

Meeting was called to order at 10:25 am

* + Motion to open the meeting by Debbie Bushman
  + Second by Jessica Locher

1. Roll Call
2. Brown here
3. CAP here
4. Central here
5. Coulee here
6. Dairyland here
7. Fox Cities here
8. Indianhead here
9. Jefferson here
10. Kenosha here
11. Lakeshore here
12. North Central here
13. Northeast here
14. Northwest here
15. N\*WISH here
16. Ozaukee here
17. Rock here
18. Southwest here
19. Washington here
20. Waukesha here
21. West Central here
22. Winnebagoland here

2. Approval of Agenda

* Motion to approve Agenda by Mary Jacobsen
* Second by Robyn Thibado
* No further discussion
* Motion Carries

3. Review and approval of minutes of 11/10/17

* Motion to approve minutes by: Jessica Locher
* Second by: Corin Tubridy
* No further discussion
* Motion Carries
  1. Financial Report – All BOS Members paid their dues in 2018
* Financial Report was reviewed. No questions.
* State THP Report – Carrie – EHH, there was a delay in the payment request in December. January will not be as challenging. There will be a budget amendment that is divided among the three agencies that currently receive THP State grant funding. No questions.
  + Motion to approve by Kathleen Fisher
  + Second by Lori Cross-Shotten
  + No further discussion
  + Motion Carries
  1. President’s Report – Gave a simple message about change. BOS is constantly building the new. BOS Board of directors is creative and does great work. Carries is doing an amazing job. Ryan Fenters who is the new Coordinated Entry Specialist was introduced. Recently passed the BOS Board Code of Conduct. Went out for comment, changes were made and the board approved the revised BOS Board Code of Conduct. Publicly thanked Lakeshore CAP who provided a sample application for Local COC by-laws, application and MOU. Not all Local Coalitions have these documents so that was very helpful and appreciated. Report was concluded with Jeanette’s offering her availability to answer any questions and provide support as needed.
  2. COC Director’s Report - COC Director report was in the packet and highlights were reviewed.
     + HUD COC Competition:
       - * HUD cut two of our renewal projects. This was the first time this has happened in the BOS but has happened in WI and Nationwide. It is very unfortunate that programs were cut. Carrie has reached out to the agencies that lost projects to provide support.
         * We do not have the scores from the HUD Competition yet. As soon as we receive the result of the competition Carrie will share that with everyone. Examples of agencies in WI and across the Nation that experienced cuts to programs and/or the non-funding of new projects were provided.
       - Board scoring tool – Under revision and comments will be accepted via email. Due date for comments is February 16, 2018. All the information regarding the Board Scoring Tool is on the BOS Website.
       - SSO Grant – The BOS wrote for and were funded an SSO grant for Coordinated Entry (CE) that will fund 12 sub-recipient agencies. The start date is unknown and this is a separate renewal grant.
     + Organizational Activities
* Upcoming BOS Quarterly Meetings
  + - * May meeting – Sheridan Hotel in Madison May 17 & 18
      * August meeting Location TBD – August 9 and 10
      * November meeting – Kalahari in the Dells, November 8 & 9 2018
      * Coordinated Entry Specialist Position - Ryan Fenters was hired and has begun training for the Coordinated Entry position with Carrie
      * Point in Time - Deadlines for PIT reporting were reviewed. All Local COC’s have an approved after hour plan that should have been used during the January PIT Event.
    - Local BOS Presentations about the BOS. Carrie has completed some presentations, has some scheduled and is still waiting for others to schedule a BOS presentation.
    - West Virginia trip – To be determined
    - First Interagency Council meeting on Monday 2/12. Carrie is on the hiring committee to hire a director for the interagency council
    - Presentation with ICA for CSH Summit in June
    - HUD Youth Demonstration Grant is published. Intent is to create a homeless service delivery system for Youth. Working to complete the Grant application that is due in April. If awarded that means one million dollars to create a homeless service delivery system for youth
    - DEHCR – One of Carries position responsibilities is to collaborate with ESG. The past six months and status of that collaboration was discussed. Carrie read a message from Sara Bushman from DECHR. Sara will be at the May meeting with her staff. The EHH grant process is supposed to be happening by March. The status of the EHH grant is uncertain at this time. THP State grant will move to support PSH and RRH projects and no longer for THP.

7. Committee Presentations and Discussion

* System Performance Network (COC & ETH) – David Eberbach
  + Dave not present. Carrie gave the report – SPN focused on improving data collection. The committee tasked ICA to provide Local COC’s a report that indicates missing assessments. That report was provided to all SPN members who will share the results with their Local Coalition.
* Discharge Planning – Lori Cross Schotten
  + Gathering all the data from the past year. Meeting in March will focus on best practices and gaps. Requested infomration about what the Foster Care Section should look like. If anyone has knowledge of Foster Care System please contact Lori.
* Coordinated Assessment – Jeanette Petts
  + Redoing the prescreen form so it matches the screens in HMIS. Email vote of the committee then it will go to the board for final approval
  + A variety of teams that are working on specific projects. More information to come at the May meeting.
  + Kim Cable asked about an observation only tool because some people refuse to go through the screening process. Asking for clarification and some language added to CE to accommodate people who are refusing to go through our current process.
  + Carrie presented clarification about Ryan’s job and Coordinated Entry system as it exists

Coordinated Entry Implementation Team Report – Carrie Poser: Will support Ryan as he engages with each community. The Implementation Team will continue to exist

* Emergency Shelter & Diversion – Alexia Wood and Duana Bremer
  + Webinar about Emergency Shelter Standards. Must get DECHR approval before we can implement. Meeting next Thursday 1pm will focus on comparing our current standards to other standards. Alexia and Duana have been getting up to speed with past committee work.
* Fiscal Committee – Mary Jacobson
  + Focus is on writing financial policies and presenting them to the Board and the Membership. Plan to create forms and looking at finding a fiscal
* Public Awareness & Advocacy – Kathleen Fisher & Renee Greenland
  + No report
* Gaps & Needs – Adrienne Roach – will present after lunch
  + An overview of the process and the 2017 Provider Survey and Consumer Survey results were presented. All 21 COC’s completed surveys. A review of the areas of significant need prioritized housing needs and non-housing services. All the data that was collected can be requested.
  + An overview of the Client Survey results was presented. Results will be available. The results can be seen at a local level and compared.
* Veteran Advisory – Don Roach
  + 15 members. Broken committee down to North, South, East and West. Discussed the collaboration in each area. Outreach is the most important factor to connect with those in need so the geographic divisions help with that. Coordinated entry is helpful with engaging veterans. February 21st – go-to meeting. If interested contact Don.
* Youth Advisory – Meika Burnikel
  + Presented the T-shirts that were printed as a result of the Contest that the YAB committee conducted in the fall. All the winners received prizes for participation.
  + Youth Demonstration Grant (YDG) – Will be working on the grant and figuring out how to get youth involved.
  + Asking members to see if communities would be willing to create a mural in a community designed and created by youth. Need to look for funding such a project.
  + There will be 4 quarterly meetings in 2018 – Waukesha, Superior, Portage area and one TBD.
  + Next meeting February 23, at 11 am
* Meeting suspended at 11:51 am
  + Motion to suspend the meeting by Jessica Locher
  + Second by Don Roach
* Meeting called back into session at 12:46
  + Motion to go back into session by Jessica Locher
  + Second by Don Roach

Other Business

* + Home for Everyone Conference July 17 and 18 in Green Bay. More information will be available in May.
  + Robyn – Action to Justice Committee for WI – new Website was announced and cards were made available to members.
  + Renee Greenland – Facebook page hit 200 likes yesterday. Working in the New Year to find new ways to share information. Any interesting things in your community please send to Renee for posting. Looking to Tiny Homes project – any experienced people in developing timey houses please let Renee know.
  + Fay – Veteran’s assistance foundation – 8 apartments for veterans and non-veteran’s families starting up– auction Wagonson Auctionservices.com to raise money for the new program
  + Kim – asked about ranking comments
* Meeting adjourn at 1:20 pm
  + Motion to Adjourn by Debbie Bushman
  + Second by Jessica Locher
  + No further discussion
  + Motion carries

Respectfully submitted by,

Lisa Haen, Secretary