# WISCONSIN BALANCE OF STATE CONTINUUM OF CARE

## QUARTERLY MEETING

### May 16-17, 2019

**Radisson Hotel & Conference Center, Green Bay, WI**

#### FRIDAY MAY 17, 2019

#### BUSINESS MEETING

#### Meeting was called to order at 10:30 am by Jeanette Petts.

##### Roll Call of Delegates

|  |  |
| --- | --- |
| **Coalition – Member** | **Present** |
| Brown | X |
| Central | X |
| Coulee | X |
| Dairyland | X |
| East Central | X |
| Fox Cities | X |
| Indianhead-Rural North | X |
| Jefferson | X |
| Kenosha | X |
| Lakeshore | X |
| North Central | X |
| Northeast | X |
| Northwest | X |
| NWISH | X |
| Ozaukee | X |
| Rock Walworth | X |
| Southwest |  |
| Washington | X |
| Waukesha | X |
| West Central | X |
| Winnebagoland | X |

* + Confirmation of Coalition Governing Documents – Jeanette confirmed that all Local Coalitions submitted the required governing documents by the deadline.

1. Approval of Agenda
   * Motion to approve the agenda made by Jessica Locher
   * Second by Kathleen Fisher
   * No further Discussion
   * All in favor
   * Motion carries
2. Delegate Vote – Approval of Coalition Director Nominations
   * Motion to accept the directors made by Cheryl Detrick
   * Second by Ed Wilson
   * No further discussion
   * All in favor
   * Motion carries

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| **Coalition – Member** | **Delegate** | **Yes** | **NO** | **ABSTAIN** |
| Brown | Michelle Frampton | X |  |  |
| Central | Suzanne Hoppe | X |  |  |
| Coulee | Kim Cable | X |  |  |
| Dairyland | Jeanne Semb | X |  |  |
| East Central | Ed Wilson | X |  |  |
| Fox Cities | Nikki Gerhard | X |  |  |
| Indianhead-Rural North | Sandy Clark | X |  |  |
| Jefferson | Jeanette Petts | X |  |  |
| Kenosha | Tamarra Coleman | X |  |  |
| Lakeshore | Kate Markwardt | X |  |  |
| North Central | Barb Larson | X |  |  |
| Northeast | Cheryl Detrick | X |  |  |
| Northwest | Millie Rounsville | X |  |  |
| NWISH | Debbie Bushman | X |  |  |
| Ozaukee | Kathleen Fisher | X |  |  |
| Rock Walworth | Laura Laux | X |  |  |
| Southwest | Senamarie DeJesus |  |  |  |
| Washington | Paul Bissett | X |  |  |
| Waukesha | Dana Baumgartner | X |  |  |
| West Central | Duana Bremer | X |  |  |
| Winnebagoland | Lu Sheer | X |  |  |

1. Delegate Vote – Approval of Nominating Committee Director Nominations
   * Motion to approve the nominated directors made by Cheryl Derrick
   * Second by Laura Laux
   * No further discussion
   * All in favor
   * Motion carries

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| **Coalition – Member** | **Delegate** | **Yes** | **NO** | **ABSTAIN** |
| Brown | Michelle Frampton | X |  |  |
| Central | Suzanne Hoppe | X |  |  |
| Coulee | Kim Cable | X |  |  |
| Dairyland | Jeanne Semb | X |  |  |
| East Central | Ed Wilson | X |  |  |
| Fox Cities | Nikki Gerhard | X |  |  |
| Indianhead-Rural North | Sandy Clark | X |  |  |
| Jefferson | Jeanette Petts | X |  |  |
| Kenosha | Tamarra Coleman | X |  |  |
| Lakeshore | Kate Markwardt | X |  |  |
| North Central | Barb Larson | X |  |  |
| Northeast | Cheryl Detrick | X |  |  |
| Northwest | Millie Rounsville | X |  |  |
| NWISH | Debbie Bushman | X |  |  |
| Ozaukee | Kathleen Fisher | X |  |  |
| Rock Walworth | Laura Laux | X |  |  |
| Southwest | Senamarie DeJesus |  |  |  |
| Washington | Paul Bissett | X |  |  |
| Waukesha | Dana Baumgartner | X |  |  |
| West Central | Duana Bremer | X |  |  |
| Winnebagoland | Lu Sheer | X |  |  |

1. Drawing for Director Terms – The process for drawing Director term was explained as follows:
   * There will be three terms, class one is a 1-year term, class 2 is a 2-year term and class 3 is a 3-year term.
   * The roster list that is currently used at the business meeting for roll call and each Local Coalition director or the delegate, (if the director is not available) and the nominated directors randomly chooses a number out of a container.
   * 8 ones, 8 twos and 9 threes were placed in the container
   * Members were called up and chose the class as indicated below:

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| --- | --- | --- | --- | --- |
| **Coalition – Member** | **Director** | **Class 1** | **Class 2** | **Class 3** |
| Brown | Michelle Frampton |  | X |  |
| Central | Maria Luisa Ramos Romero | X |  |  |
| Coulee | Mary Jacobsen | X |  |  |
| Dairyland | Casey Levrich |  | X |  |
| East Central | Ed Wilson |  | X |  |
| Fox Cities | Tara Prahl |  | X |  |
| Indianhead-Rural North | Jessica Mudgett |  |  | X |
| Jefferson | Jeanette Petts |  | X |  |
| Kenosha | Lisa Haen |  |  | X |
| Lakeshore | Michael Etheridge | X |  |  |
| North Central | Sue Sippel |  |  | X |
| Northeast | Cheryl Detrick |  | X |  |
| Northwest | Millie Rounsville | X |  |  |
| NWISH | Michelle Arrowood |  |  | X |
| Ozaukee | Kathleen Fisher | X |  |  |
| Rock Walworth | Jessica Locher |  |  | X |
| Southwest | Michelle Friedrich |  | X |  |
| Washington | Paul Bissett |  |  | X |
| Waukesha | Dana Baumgartner |  |  | X |
| West Central | Duana Bremer | X |  |  |
| Winnebagoland | Michael Bonertz |  |  | X |
|  |  | 6 | 7 | 8 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Additional Directors** | **Nominated Director** | **Class 1** | **Class 2** | **Class 3** |
| HMIS | David Eberbach |  | X |  |
| Lived Experience | Renee Greenland | X |  |  |
| Domestic Violence | Adrienne Roach | X |  |  |
| Youth | Meika Burnikel |  |  | X |
| Veteran | Vacant |  |  |  |
| Chronic Homeless | Vacant |  |  |  |
|  |  | 2 | 1 | 1 |

1. Review and approval of the Quarterly meeting minutes
   * Motion to approve the February 15, 2019 minutes made by Jessica Locher
   * Second by Tara Prahl
   * No further discussion
   * All in favor
   * Motion carries
2. Financial Report ending March 2019 that is in the packet was presented by Millie Rounsville. Budget will be changing once the technical submission for SSO-CE and DV bonus is added. No questions.
   * Motion to approve the Financial report ending March 2019 made by Jessica Muddget
   * Second by Jessica Locher
   * No further discussion
   * All in favor
   * Motion carries
3. Board Chair’s Report – Jeanette gave a brief report about moving forward. Strategic planning process has begun with a board mandate document that will be posted as soon as it is approved. Capacity building is the next step and the strategic planning process is the final step. The plan is to have the entire process done by November. Also working on policies on an on-going basis. We have developed nine policies since we started. Financial policies, scholarship policy and separation policy are in process. The Public awareness committee is being charged with raising awareness throughout the 69 counties in the BOS that includes bulking up media coverage and conducting regular press releases throughout the state. Also discussed the plan to streamline the financial organization of the BOS with the Financial policies and continuing to increase the income stream to the BOS for local coalitions. Members were reminded to write down any ideas or suggestions on the Parking Lot that is posted on a wall at each BOS Quarterly meeting.
4. CoC Director’s Report that was in the packet was presented by Meredith McCoy. Meredith provided several highlights of the report:
   * COC FY 18 Competition results are in. The BOS Application scored 189.25 out of 200 points – the highest score in the nation was 190
   * June 4th webinar for the COC Project Scoring Tool 1 pm to 4 pm that is required for all COC members to watch. It will be recorded
   * Supervision and meetings corrections – Should read State HAP not THP
   * Grant Specialist position posting received several great candidates and the interviews were completed. Leigh Polodna was offered and accepted the position as the BOS Grant Specialist. She will begin her position on June 24th
   * Carrie worked with HUD TA for the Equal Access and Gender Identity Training that is scheduled for May 30 and 31 – three sessions are being offered. There are still openings for the training and the deadline is today, 5/17. If spots are still left after today Carrie will open it up to the other COCs
   * APR was submitted for the Planning Grant.
   * SSO-CE and DV RRH issues and conditions was submitted to HUD. We are now waiting for the HUD contracts
   * National Conferences – CE standards will have a new release for CE data collection.
   * Advocacy efforts – Interagency Council – governor appointed someone to chair the council which is not how that position has been filled in the past
   * Question about the COC overall score for the FY18 competition: What do we need to do or what areas do we need to improve on? Answer: Once Carrie receives feedback she will share with the membership
5. Institute for Community Alliances (ICA) Update – David Eberbach
   * ICA will be hiring for a System Administrator position for western-southwestern Wisconsin
   * Thank you to Leigh for all of the work that she has done on the HMIS side and welcomes her to her new position
   * Working with Wellsky, HMIS vendor since 2001. There have been many changes over the years. Will be changing the Service Point name to Community Services
   * Wellsky has implemented a password reset button in Service Point that Jennifer Allen showed the membership how to access
   * Discussion about how there will be small incremental updates to Service Point over time. This will be less disruptive to users compared to a big software update. Service Point should start to look a bit different over time with the incremental changes
   * Jennifer Allen presented:
     + the Training Knowledge Base on the ICA website. The Training Knowledge Base includes articles that contain the trainings for each category. There are currently 55 trainings available. Also discussed a new way to do new user training that includes going directly to the link on the Knowledge base page for access
     + Jennifer provided an overview of the changes to the new user training
     + Discussed using the Entry/Exit tab for data entry rather than the Client Profile
     + Report on the State of Homelessness for 2018 will be released in July
6. Committee Presentations and Discussion – *current chairs listed*

##### System Performance Committee presented by David Eberbach. LSA’s reports are still in process and will be submitted as soon as the tweaks are completed. System Performance Measure Report due to HUD at the end of May. HUD continues to make some tweaks to the report requirements. Plan is to analyze the numbers for local COCs once the reports are submitted to HUD. The Committee will be developing a charter document. Recommendation to leverage the how to guides – how do we use the guides to help local coalitions. Susan is stepping down as co-chair of the committee and Jessica is stepping in as co-chair.

* + Coordinated Entry report presented by Ryan Graham. The committee has been working with FUP. Looking at program evaluation and CE documents.
  + Discharge Planning report presented by Duana Bremer. Committee has met three times. Focus is on discharge from hospitals. ICA provided an HMIS report – 248 from hospitals and 201 from Mental Health hospitals. The cities that were higher in population had more people coming from these locations. Committee meets the 4th Wednesday of each month. Next meeting is June 26th.
  + Emergency Shelter & Diversion report presented by Alexia Wood. The committee has been working on Shelter and motel standards which should be coming out for comment to the membership soon. Committee has grown very large which makes it important for members to be on time to the meeting or there are issues with getting on the call. A request was made for members to merge within communities when call into the meeting.
  + Finance and Audit Committee –Millie Rounsville. The Financial Policies have been completed and are awaiting final approval. A RFP will be going out for the upcoming required Audit.
  + Public Awareness & Advocacy – Kathleen Fisher. Committee planned an Advocacy day on May 1st in Madison in partnership with the Housing Coalition. Members that attended gave feedback:
    - Good event – all legislators were not there – staffers were.
    - Overall it was a worthwhile event. Make sure you are speaking to the representative in your area
    - There was not enough representation from the Balance of State
    - Issue of Lobbying versus advocacy was mentioned and discussed
    - Suggestion to have a training at a BOS meeting to prepare people prior to speaking with legislators
    - Asked the membership to share anything for posting on the BOS facebook page
  + Gaps & Needs – Adrienne Roach. Currently restructuring the committee as follows: assessment, provider assessment, data analysis and policy implications. Committee is growing every day.
  + Veteran Advisory committee is getting more organized with documentation for agencies. There are currently 155 homeless veterans in the BOS. Looking at who qualifies for SSVF and other veterans’ programs. Veterans programs are getting on board with Coordinated Entry.
  + Youth Advisory – Meika Burnikel. Committee is looking at a photography contest for all of the youth in COCs. The contest is posted on the BOS Website. The Photography contest will start June 1st and end June 30th. Choosing winner on July 19 and notifying winners on the 22nd. $100 – first $50-2nd and $25-3rd place. Parameters are what homelessness, housing or hope means to them. We will be putting the photo on canvas, postcards, thank you cards. Looking for a community that is interested in doing a mural. Committee is working on identifying gaps in youth services and will be putting a report together in the future. Also, important that the membership understand that the youth do not like to be called youth – they prefer to be called young adults.

1. Coordinated Entry & the Balance of State CoC presented by Ryan Graham indicated that a CE report is not currently available for presentation. ICA reported that HMIS is giving an error for reporting and are working diligently to fix the issue. Members were asked to notify ICA if they receive an error when running reports. Numbers on priority lists are increasing due to adding grants and SSO-CE positions in the BOS. Anyone who is interest in joining the committee is welcome. HUD Coordinated Entry Data elements will be coming out soon and will be shared with the membership.
2. FY2019 CoC Competition update was provided in the Directors report above by Meredith
3. Other Business
   * Sarah Isaak– recently became aware of new HUD income limits late April. Sarah sent out new income limits to EHH Leads to send out the sub-recipients. Please begin to use the new income limits with people entering ESG Prevention and Rapid Rehousing.
   * August 8th & 9th, 2019    Lake of the Torches Resort & Casino                 Lac du Flambeau  
     November 7th & 8th, 2019   Kalahari Resort & Convention Center                Wisconsin Dells
4. The meeting was adjourned at 11:50 am
   * Motion to adjourn at by Jessica Locher
   * Second by Sandy Clark
   * No further discussion
   * All in favor
   * Motion carries

Respectfully submitted by,

Lisa Haen, Secretary

