

WISCONSIN BALANCE OF STATE CONTINUUM OF CARE  
QUARTERLY MEETING MINUTES  
August 15 & 16, 2013  
Plaza Hotel & Convention Center, Eau Claire

August 15, 2013

The meeting was called to order by Chair Chris Lashock. After introductions, Chris asked everyone to add to Friday's agenda under "New Business" a request by Char Thompson from the Foundation for Rural Housing to speak about the coordination of critical assistance funds; and November elections. Because Legal Action had a manager's meeting scheduled for today, their project overview presentation has been postponed until November. To fill the extra time today, we will move Point in Time Best Stories to this morning, and move SNAPS updates to this afternoon.

Project Overview Activity:

Jeanette Petts of Community Action Coalition of South Central Wisconsin presented a summary of their Jefferson County Transitional Housing Program. Jennifer Henry presented on Hebron House's Jeremy House Safe Haven. Byron Wright presented on Kenosha Human Development Services Homeless Youth Project and Supportive Housing Project. Sue Schmidt-Decker and Rachel Keller-Kaplan from Women and Children's Horizons presented on their Transitional Living Program, both Domestic Violence and non DV. Next up in November are: Legal Action, ADVOCAP (3 projects), City of Appleton (including sub-grantees; 2 projects), Family Services of NE Wisconsin (including sub-grantee), Housing Partnership of Fox Cities (including sub-grantees) and Lakeshore CAP.

Best Stories from July Point-in-Time: Every continuum was given the opportunity to talk about their processes, what they did different this time, etc., and then to share a funny or unusual story of something that happened during the process.

Homeless and Runaway Youth: Jen Kronenberg, LSS Homeless & Runaway Youth Services Programs gave history on youth services programs, definitions, statistics, demographics and resources for homeless service providers to share with staff, other agencies, and any homeless or runaway youth we come in contact with. Anyone needing more brochures or any additional information can contact her at 715-832-2221 or [jennifer.kronenberg@lsswis.org](mailto:jennifer.kronenberg@lsswis.org).

How Far Have We Come? Carrie Poser prepared a power point presentation that included what our world was like pre-HEARTH and what we've accomplished as a result, including changes implemented for the 2012 NOFA and what will change with the 2013 NOFA. The biggest change and biggest improvement has been with data completeness in WISP. She also prepared some graphs comparing First Quarter APR's with Second Quarter APR's.

SNAPS Updates – Ann Olivia – Looking into the Future: This past May, Ann Olivia released a letter regarding the 2012 CoC Competition, the 2013 budget and CoC Program, the HEARTH Act and HUD priorities. In this letter she indicated that the 2013 funding for the CoC Program will not support all existing renewals and CoC's must begin planning for those funding cuts. Beginning with a letter dated July 2,

2013, she began releasing "SNAPS Weekly Focus" letters about HUD's policy priorities and preparation for the 2013 Competition. Everyone is strongly encouraged to go to the OneCPD list serve and sign up to receive these updates. Based on the weekly topics timeline, we expect the Grant Inventory Worksheet to be made available to us the week of September 16<sup>th</sup>, and the NOFA to come out the end of September or beginning of October. Everyone will need to be paying attention to their emails and requests for information and will need to respond in a timely fashion.

### August 16, 2013

The meeting was called to order by Chair Chris Lashock with a roll call of continuums. Every CoC was represented with the exception of HIV/AIDS.

### General Meeting:

1. Review and approval of minutes of May quarterly - Motion by Byron Wright to approve the minutes as submitted. Second by Sue Schmidt Decker. Motion carried.
2. Review and approval of Financial Report – a written report was provided by the Fiscal & Planning Committee. 2013 Revenue to date is \$10,428 with expenses of \$5,292.87. Checkbook balance as of July 31, 2013 was \$21,452.70. Robyn Thibado asked about D & O Insurance which shows as budgeted for 2013, but has not yet been paid. Millie informed the group that the application has been submitted, but it had to wait until we had our 501C3 status and had tax returns completed. Motion by Pat Leigl to accept the Financial Report. Second by Tammy Frassetto. Motion carried.
3. Committee Reports:
  - a. Data – Carrie reported that they have met twice and focused on the APR's and PIT. Next they will start looking at ETH outcomes. The next due date for APR's will be October 15<sup>th</sup>.
  - b. Project Evaluation & Assistance – Kim Cable reported for Joana. This committee has been meeting twice a month to develop a monitoring plan and tool. They have prepared a rough draft of the monitoring schedule which will include both on-site and desk monitoring. It will be updated annually. They used the HEARTH Interim Rule and the SHP Desk Guide as reference. Any project can request technical assistance. The first agency to be monitored will be Starting Points.
  - c. Fiscal & Planning – Millie reported they have developed travel policies. They are coordinating with the Project Evaluation & Assistance committee and planning next year's budget.
  - d. 10 Year Plan – Lu Scheer is the newest board member and is now chair of this committee. They are basing the BOS plan on the Federal Strategic Plan: Opening Doors. They've started with a vision, added the four federal goals and BOS goals, and established themes, objectives and strategies. This committee only has a couple members and really needs more help in order to complete their work.
  - e. Discharge Planning – Debbie also is asking for more help for this committee. They had planned on coordinating with the other 3

CoC's in the state, but have since learned the other CoC's do not have discharge planning committees.

- f. Coordinated/Centralized Intake – Jeanne reported they have been meeting twice a month. They've completed their first assignment which was to develop and get approved a homeless verification form and a due diligence form. The next task is to review program eligibility requirements for TH, PSH and RRH. They have split into 3 sub-groups to look at each program separately. They had Chris send out a link to a "survey monkey" with specific questions about each program. Deadline to log in to the survey is August 19<sup>th</sup>, so anyone who hasn't completed it has until then to do so.
  - g. Public Awareness – Susan put out another plea for committee members. Their tasks moving forward are to develop a recruitment strategy for getting involvement in the CoC by business leaders, public officials, housing developers, and anyone else interested in our mission. They will also be re-evaluating the website, our contract and making recommendations on its administration.
4. Board of Directors Update – The board has been meeting twice a month in preparation for the 2013 NOFA. A system coordination chart is in the process of being compiled. A gaps analysis survey tool will be next along with a Governance Charter.
5. Old Business
- a. Bylaws – Questions were raised about having only 10 directors on the board and the likelihood of tie votes; having regions vs. no regions; proposal that each local CoC put up a member for the entire membership to vote on. At this point Carrie reminded everyone that we have a deadline based on the interim rule for getting our bylaws in compliance. Motion by Kelly Christianson to accept the revised bylaws as distributed. Second by Erny Heiden. Discussion then continued on the question of regions and having an odd number on the board. Motion by Sue Schmidt Decker to amend Article IV, Sections 1 and 2 to read a minimum of 11 directors. Second by Erny Heiden. Discussion continues. Motion by Karen Roehl to amend the previous amendment to add "an odd number of directors." Second by Michael Sersch. Sue Schmidt Decker accepts the amendment to her amendment and calls the question. Kim Cable then made the motion to amend Section 2 to remove the language pertaining to regions. Since the question had already been called, this motion dies. A roll call vote was taken and the motions passed 11 to 10. The bylaws are revised as of August 16, 2013.
  - b. CoC Competition Update – Chris reported that all BOS project were funded in the last competition, including the Tier 2 project and the new bonus project. While we haven't received our score yet, we can feel pretty confident we scored well based on this fact. Carrie presented the revised Project Scoring Tool that was previously distributed at the February and May quarterly's. Based on the feedback received at that time, the board made some changes to come up with what it is now. This year the 4<sup>th</sup> quarter APR's and possibly 3<sup>rd</sup> quarter APR's won't be counted, nor will the January

PIT points. After this year, they will be counted. There were some questions from the membership regarding the points assigned for data quality and why the Project Evaluation & Assistance committee had not been consulted as they thought they were going to be given the opportunity to provide input. Motion by Byron Wright that the board reconsiders the points assigned to data quality. Second by Sue Schmidt Decker. Motion carried.

- c. Shelter Plus Care RFP – Donna Lou’s retirement has left this on hold. The Emergency Shelter of the Fox Valley answered the questions she had previously posed and are looking to move forward on this in the near future.
- d. CoC To Do List Update – There are 15 items on the list. Each task has steps that were assigned to be completed by this meeting and tasks that will need to be completed by the annual meeting in November so that we stay on track with the interim rule deadlines. We remind the membership that participation in committees is essential to accomplishing our goals and when emails go out requesting feedback, we need everyone to pay attention and respond.

## 6. New Business

- a. Critical Assistance Coordination – Char Thompson, Foundation for Rural Housing, has \$241,000 that needs to be stretched to last the entire grant year. Part of their requirement is that they have to show there are no other resources for the applicant to tap in to. She would like to send an email out once a month and have agencies respond yes or no as to whether or not they have any funds, or email her at [ruralhousing@tds.net](mailto:ruralhousing@tds.net) anytime to let them know you are out of funds. Likewise, she will let us know when they are out of funds. Several people offered suggestions as to how we can make this process work without putting too much of a burden on Char. She will come up with something that she’ll email out to the membership.
- b. November Elections – Each region needs to submit to Chris their board rep by October 1<sup>st</sup>. Chris Lashock from the East, Debbie Bushman from the North, Joana Hemschemeyer from the South and Carrie Poser from the West all have board terms expiring. Recommendations for a homeless or formerly homeless appointee are also due by October 1<sup>st</sup>. Regions are reminded they must submit the minutes of the meeting with their election results.
- c. HMIS Lead Discussion and Vote – Everyone has received copies of the letters from Lisa Marks, Division of Housing, the board’s response, and the document outlining the reasons why the board is proposing selecting a new HMIS Lead Agency. Chris has a meeting scheduled with the other 3 CoC leads and Division of Housing staff to further discuss this. If the membership decides to change the HMIS Lead, the board has prepared a rough draft RFP to seek out a new lead. The question was raised as to who will be responsible for scoring the RFP, and it was suggested an ad hoc committee be named to do so. Motion by Sue Schmidt Decker to maintain our

current vendor and put out an RFP for a new HMIS Lead. Second by Robyn Thibado. A roll call vote was taken and the motion passed unanimously by the 21 of 22 CoC's eligible to vote. The board will be meeting next Tuesday and will make recommendations on who should be asked to sit on the ad hoc committee.

- d. Mary ClaySantineau had a request that was not on the agenda that a policy on ethics and confidentiality be created. This will be a part of the Governance Structure that is one of the next items on the to do list.

7. Motion by Karen Roehl to adjourn. Second by Pat Leigl. Motion carried.