

WISCONSIN BALANCE OF STATE CONTINUUM OF CARE
ANNUAL MEETING MINUTES
NOVEMBER 14 – 15, 2013
Kalahari Resort, Wisconsin Dells, Wisconsin

November 14, 2013

The meeting was called to order by President Chris Lashock.

Project Overview Activity

Projects presented this meeting included ADVOCAP's Supportive Services Only projects in Fond du Lac County and Green Lake/Winnebago County, their Transitional Housing project in Fond du Lac County and their sub-grant with the City of Appleton/Fox Cities for Menasha Transitional Housing; the balance of the City of Appleton/Fox Cities project with Salvation Army and the Housing Partnership; the City of Appleton's Wireworks Permanent Supportive Housing project; Housing Partnership/Ryan Community "It Takes A Village" Permanent Supportive Housing; Family Services/Forward Services Brown County Transitional Housing; Lakeshore CAP's Project HOPE SSO and Legal Action's Civil Legal Services SSO. Up next in February are: Couleecap (3 projects, including New Horizons), YWCA of the Coulee Region, Starting Points (3 projects), West Cap, and Western Dairyland (including sub's).

Thriving at Work and in Life – Tina Hallis, Ph.D., Happy Hill Consulting

Tina Hallis started her own consulting firm after recently being "downsized" from her corporate job. After working in chemistry and biology, she is now focused on the science of Positive Psychology. She shared tips on adding positive moments to our work day, some reading recommendations and activities. Anyone interested in her weekly or monthly tips can sign up for her email messages at tina@happyhillconsulting.com

Introduction of the SAMHSA Service Members, Veterans and their Families (SMVF) Project – Kathy Marschman

Kathy Marshman from the Wisconsin Dept of Veteran's Affairs introduced the SMVF Policy Academy Vision, which includes increased opportunities for collaboration and communication between the various service partners working with veterans and their families, including homeless service providers.

July 2013 National Alliance to End Homelessness Conference

Adam Smith, Candace Hacker and Maggie Carden each spoke about several of the workshops they attended in Washington, DC, last July. Some of the speakers from the national conference will be featured speakers at upcoming Balance of State meetings in 2014.

Introduction of new and returning board members:

South central – Byron Wright and Susan Tucker; West – Robyn Thibado and Jeanne Semb; North – Millie Rounsville and Debbie Bushman; East – Lu Scheer; representing HMIS – Carrie Poser; representing HIV/AIDS – Joana Hemschemeyer; Homeless/Formerly Homeless – Renee Greenland. Chris Lashock will remain in an advisory capacity for one year as the Past-President. An

additional member will be elected from the East region as Colleen Homb has had to resign due to increased responsibilities at her agency. The new board will meet immediately following this meeting to elect officer's and assign committees for the upcoming year.

November 15, 2013

Past President Chris Lashock called the meeting to order. At the board meeting the previous evening Robyn Thibado was elected President, Carrie Poser as Vice-President, Millie Rounsville as Treasurer and Susan Tucker as Secretary.

Coordinated/Centralized Assessment – Candace Hacker

Candace had a power point presentation on how ServicePoint can assist the CoC in setting up the Centralized Assessment system. The primary function to keep in mind is that a coordinated assessment system should be rapid, consistent and effective. Since the assessment tool is the most important piece of the system, we need to decide what we want our system to look like. The agencies were then asked to get into smaller groups based on their region to discuss and answer seven foundation questions. Two board members sat with each region and facilitated the discussion and recorded responses. All responses were gathered by the Coordinated/Centralized Assessment committee chairs who will look for common themes and report back to the BOS. Each local CoC has until March 1, 2014 to meet and discuss logistics and specifics. Answers are to be sent to Jeanne Semb (Jeanne@westerndairyland.org), Colleen Homb or Corin Tubridy.

General Business Meeting

1. Review and approval of minutes of the August quarterly: motion by Sue Schmidt-Decker to approve the minutes as written. Second by Tammy Frassetto. There were no changes or corrections. Motion carried.
2. Review and approval of financial report: a written report was provided by the Fiscal & Planning Committee. 2013 revenue through October 31st is \$15,288; expenses are \$12,102.23; leaving a balance in the checkbook of \$21,234.73. The committee is recommending an increase in dues for 2014 to \$250 per continuum. Motion by Erny Heiden to approve the financial report. Second by Sue Schmidt-Decker. Motion carried.
3. Committee Reports
 - a. Data – Carrie Poser reported that the Point-in-Time committee is expanding to include the other 3 state CoC's, and they will be redoing the PIT Manual. They will also be looking at ETH outcomes. Lisa Haen has agreed to co-chair this committee.
 - b. Project Evaluation & Assistance – Joana Hemschemeyer and Byron Wright will be co-chairing this committee. They are working on voluntary and involuntary reallocation RFP's. They completed their first on-site monitoring and will be revising the monitoring plan and tool. They will also be developing a technical assistance plan.
 - c. Fiscal & Planning – Millie Rounsville reported that grantees will need to submit their agency 990's and audit reports electronically to the committee by the end of the year. The Fiscal Policy Procedures Manual will be developed.

- d. 10 Year Plan – Lu Scheer reports they are working on finishing up identifying the goals. This committee is still recruiting members.
- e. Discharge Planning – Susan Tucker will be co-chairing the committee with Debbie Bushman. The other 3 state CoC's have started sitting in on our goto meetings, and we have agreement that we all need to have a plan that's as similar as it can be for it to be a true Wisconsin Discharge plan. They have started working on the discharge planning questions that are likely to be included in the CoC application based on last year's questions. There will be a survey sent out asking for responses from each CoC lead to 10 questions about how discharge planning and corrections work locally, and if they do.
- f. Coordinated/Centralized Assessment – Jeanne Semb reported they have completed and sent out the certification of disability form. They are working on compiling the responses to the written standards survey previously sent out.
- g. Public Awareness – this committee is currently without a chair, so responsibilities will fall to the board until a new chairperson can be found.

Motion by Sue Schmidt-Decker to accept the committee reports. Second by Kelly Christianson. Motion carried.

- 4. Board of Directors Update – As previously mentioned, the board has made three appointments to round out the board composition to insure all sub-populations are represented. The appointments are: Renee Greenland (homeless/formerly homeless), Joana Hemschemeyer (HIV/AIDS) and Carrie Poser (HMIS). Motion by Sue Schmidt-Decker to approve the appointments. Second by Jeanne Semb. Motion carried.
- 5. Old Business –
 - a. ETH Grant – the deadline for comments to Tanya Iverson is today. Applicants for the funds must be certified by the CoC, but there has not been any guidance on what that certification must include. State THP dollars will be granted to the BOS Board and agencies will be sub-grantees. Watch for the application to come out in December.
 - b. HMIS Lead Presentation – the Institute for Community Alliances from Des Moines, Iowa, has been selected as the new HMIS lead agency through the RFP process. David Eberbach from ICA introduced himself and pledged their intent to maintain continuity and the high level of service we have come to expect from our HMIS agency.
 - c. Shelter Plus Care RFP – no update as yet.
 - d. CoC Competition – no NOFA as of today's date. The board has started on the collaborative application based on the APR's received and the previously approved board scoring tool. CoC lead grantees will be asked to attend a GoTo meeting when the NOFA does come out. There will not be any new projects funded, as there will not be any "bonus" money. The only new projects that may be put forth will be through a reallocation process. Any grantee that has been unable to spend out their entire grant on an on-going fashion that would like to voluntarily "give back" some of their money will be able to do so. As we are charged with continually evaluating under-performing and non-

performing projects, there could be occasion when a grantee's money becomes available through a non-voluntary process. RFP's are being developed for both processes.

- e. CoC To Do List Update – We have made significant progress on a number of tasks/goals. #1 – Board structure is completely done. A code of conduct and conflict of interest policy has been developed. The first agency monitoring has been completed and a collection tool for tracking agency audits/tax filings has been developed. The CCA committee has begun working on a regional system; completed a standard disability verification form; begun working on standards for TH and PSH. A new HMIS lead has been appointed. PIT continues to evolve, adding the other three state CoC's to the committee and updating the manual. A draft statewide TH grant application/scoring tool has been created. Discharge planning has added members from the other 3 CoC's and developed questions to be sent out for completion. Data committee has made recommendations for measurements of achievement in ending homelessness.
 - f. Cumulative APR Quarter 1 – 3 results – Carrie presented a PowerPoint demonstration on the achievements so far. The biggest change has been in the area of data completeness, the number of elements that are "missing" is now under 1% in all categories. TH & PSH performance measures are above the HUD goal in housing stability, increased income and increased earned income. SSO performance measures are above the HUD goal for housing stability only, so there is still work to be done there. The next APR's will be due to the data committee by January 15, 2014 and should cover all of 2013. Carrie will be sending out reminders.
6. New Business
- a. Robert's Rules 101 – Gai Lorenzen was asked to give a basic primer on Robert's Rules of Order for managing meetings. One thing that she noted was that we don't ask for a motion to approve our agenda for the business meeting. Another thing mentioned was the proper verbiage when wording a motion.
 - b. January 2014 Point in Time Focus – there was a handout in the packet that further clarifies chronically homeless and veteran's sub-populations definitions.

Motion to adjourn by Chris Lashock. Second by Sue Schmidt-Decker. Motion carried.