Wisconsin Balance of State Continuum of Care
Quarterly Meeting Minutes
February 14-15, 2013
Kalahari Resort: Wisconsin Dells, WI

Thursday, Feb 14, 2013

The meeting was called to order by Chair Chris Lashock

I. CoC Interim Rule and changes for the future

Power Point presentation by Carrie Poser (WI Division of Housing) highlighting the key changes that must be made to the Balance of State CoC to meet the requirements laid out by HUD's CoC Interim Rule. Highlights included:

- Requirements for Establishing the CoC - board composition and committees
- Responsibilities of the CoC: Operating the CoC - big 5 changes: governance charter, monitoring, evaluation, Centralized/Coordinated Assessment, written standards
- Responsibilities of the CoC: Designate & operate HMIS
- Responsibilities of the CoC: Develop a plan for the CoC - system coordination, PIT, annual gaps analysis, ESG consultation
- Program Requirements - match, leasing, HQS, Supportive Service agreements, program fees, timeliness, termination, recordkeeping, participation by homeless/formerly homeless
- Consequences for failure to meet standards and expectations

II. Point in Time

- Each local CoC shared their experiences from the January 30 2013 Street Count. (Representative from CAP services, Ozaukee, and Chippewa not present during reports)
- Carrie Poser explained that all street count data (Housing Inventory Chart and Non WISP chart) was due to her by Feb. 8th. She will start reviewing data soon to ensure accuracy and consistency of reports. ***Any PIT lead contacted by Carrie to address issues with their data MUST do so in a timely fashion as it is part of a report required by HUD.***
- Next Street Count will be conducted on July 31, 2013

III. Discussion and feedback regarding the NOFA

Carrie Poser and Chris Lashock lead a discussion regarding the scoring of the 2013 CoC program applications.

- The factors that were taken into consideration when raking were:
  - ✓ Timeliness of APR submission
  - ✓ Percentage of unspent grant funds
  - ✓ Bed utilization rates (average)
  - ✓ HUD goal outcomes
  - ✓ Local CoC goal outcomes
    - In cases of a tie, the "tiebreaker" used was the cost per participant served.
- Each program was ranked in accordance of points received
- Ranking spreadsheets were previously sent out to the membership

- What's next in the application process?

  - ✓ HUD will release initial funding for Tier 1 projects within 45 days of the application deadline (was Jan. 18 2013)
  - ✓ BoS CoC funding dependent upon where the collaborative application (Exhibit 1) ranks
  - ✓ Grant funds will be awarded (in order of ranking) to cover Tier 1 projects. After all Tier 1 projects are funded IF there is money left, HUD will go back to the top of the list and start funding Tier 2 projects.
    - NOTE: The BoS CoC has one project (CAI Rock/Walworth) ranked in Tier 2 based on ranking. Given that ranking, that project is at risk of losing funds

- The group made recommendations for future rankings
  - ✓ Take into account outcome measurements for HUD required goals of increasing earned income and connection to mainstream resources

  - ✓ Keep in mind the types of clients being served by each program (i.e. "difficult" vs "easy" cases)
    - This will include the further development of Kate McCoy's risk pool analysis

  - ✓ Hold programs accountable for Service Point data quality and completeness

NEW—Requirement for Submission of APR's to Data Committee

- ✓ All CoC funded projects must submit an APR (in PDF format from E-snaps) within *7* days of submission to HUD to the Chair of the data committee (current chair: Carrie Poser)
  - ➢ The data will be reviewed and any "under performing" projects will be referred to the Evaluation and Assistance committee for training and/or technical assistance
- ✓ All CoC funded projects must also run a quarterly APR (using ART in Service Point) and submit to the Chair of the data committee;
  - ➢ The quarterly reports are due on:
    - ◆ April 15, 2013
    - ◆ July 15, 2013
    - ◆ October 15, 2013
    - ◆ January 15, 2014

IV. **Presentation: Effects of Homelessness on Children**

- ◆ Presentation by Corie Davis (Wisconsin Department of Public Instruction)
- ◆ Provided 2 documents as basis of discussion
  - *(1) Starting Early to Close the Achievement Gap*
  - (2) *Comparison of McKinney-Vento and Head Start Provisions for Young Homeless Children*
- ◆ Questions? Contact Corie: coriedavis1961@gmail.com

V. **Update from Wisconsin Coalition to End Homelessness**

- ◆ Current goals of WCEH include:
  - ◆ Raise funds to continue to pay for lobbyist in Madison
    - ➢ Milwaukee CoC has provided significant funds towards this effort, but is not in the position to continue to carry the majority of this burden.
    - ➢ A request was made for each agency to consider a contribution
  - ◆ Expand advocacy
  - ◆ Educate legislators
  - ◆ Disseminate best practices
  - ◆ Develop marketing strategies
  - ◆ Increase Board capacity
  - ◆ Develop a plan to end homelessness
- ◆ The group is looking for increased participation. Anyone interested in joining the group is strongly encouraged to contact Kim: kim.cable@couleecap.org

VI. **Committee meetings**

- Prior to committee meetings, committee chairs introduced themselves and gave brief overview of responsibilities:
  - Data/Point in Time (Carrie Poser)
  - Evaluation and Assistance (Joana Hemschemeyer)
  - 10 year plan (Brent Wojnowski)
  - Centralized/Coordinated Assessment (Jeanne Semb)
  - Discharge planning (Debbie Bushman)
  - Fiscal Planning (Millie Rounsville)
  - Public Awareness (Susan Tucker)

Friday, February 15, 2013

The meeting was called to order by Chair Chris Lashock.

General Meeting

I. Roll Call—Quorum present

II. Review of November 2012 minutes
- Motion to accept minutes as printed (Brent Wojnowski); Second (Robyn Thibado); Motion carried

III. Committee Reports
- Fiscal Planning
  - Reminder for all continua to get dues and meeting registrations submitted on deadline
  - Presented Finance Report
    - Motion to approve financial report (Sue Schmidt-Decker); Second (Joana Hemschemeyer); Motion carried
- Data
  - Reminder of new APR submission requirements
  - Committee focus will be on the Point in Time process and data collection
- Evaluation and Assistance
  - Looking for membership
  - NOTE: Members of the data committee and the fiscal planning committee are ineligible to serve on Ranking and Review
  - Meets the 3rd Tuesday of each month via Go to Meeting webinar.
  - Focus will be on the development of a comprehensive program monitoring and evaluation tool
- 10 year plan
  - Committee members will review the Federal Strategic Plan to prevent and end homelessness
  - Meeting on April 5th via Go to Meeting webinar

- Focus will be on providing guidance to local CoC's in the development of local strategic plans to address homelessness
- Centralized/Coordinated Assessment
  - New committee
  - Goals will be to
    - Research how communities already do intake/assessment
    - Become familiar with HUD guidance on this topic (i.e. webinars)
    - Establish a meeting schedule
- Discharge Planning
  - Focus is on investigating current discharge policies in local communities in the areas of Foster Care, Health Care, Mental Health, and Corrections
  - Next meeting is March 14 at 10am via Go to Meeting webinar
- Public Awareness
  - Needs members!
  - Only 1 member was present at meeting on 2/14/13

IV. Old Business
- None

V. New Business

- ***Shelter + Care project funds available***
  - $514,629.23 available
  - Funds can only be used for SHELTER PLUS CARE project(s)
  - Project(s) must serve chronic homeless
  - Generally, these projects best suited for communities with PATH street outreach programs
  - Applicant must be unit of government but a non profit can administer the program
    - Madison and Milwaukee have these programs; Milwaukee and Dane Counties serve as applicant
  - If your agency is appropriate and interested, but needs a unit of government to work with, contact Adam Smith, as the State of Wisconsin may be able to serve in that role
    - If the State does serve as applicant
      - The state gets no admin funding
      - Unknown if State could divide project funds between multiple sub recipients
  - If interested in applying, contact Joana Hemschemeyer: joanah@richardsplace.org
  - Chris Lashock is going to connect with Donna Lou (HUD) regarding additional criteria- specifically the grants and length of grant period.

- Motion (Byron Wright) to process all project applications through the Evaluation and Assistance committee, rather than the Board of Directors; Second (Sue Schmidt-Decker); No discussion; motion carried

- ***Critical Assistance Grant funds available***
  - $283,000 available
  - Intended to serve clients in need that fall outside of ETH eligibility criteria
  - Funds can be used to provide housing financial assistance to clients up to 80% Area Median Income
  - BoS CoC is an eligible applicant
    - Letter of intent to apply submitted by Board of Directors

  - Questions answered by Char Thompson (Rural Housing)
    - Who is currently administering these funds?
      - Rural Housing for past 20 years
        - Receive many referrals from local agencies and feel that those agencies may be in a position to administer those funds in a more effective and efficient manner
        - Interested in seeing the BoS CoC assume the role of administrator, but over time

  - Motion (Byron Wright) to not apply for these funds this year and to develop a transition plan for 2014; Second (Sara Williams)

  - Discussion
    - These funds are made available every 2 years
    - Whether the BoS CoC applies this year or not, we must seriously consider next year and make a plan
    - We can vote to not apply as the BoS CoC, but that does not prevent member agencies from applying on their own
    - The motion must be voted on as a letter of intent was submitted
    - No guarantee this funding will be available again and a transition of administration may not be as smooth as envisioned
    - 10 agencies in the state have applied for these funds

  - Vote on Motion
    - Yea-6
    - Nay-14
      - Motion lost. Result: BoS CoC will pursue application of Critical Assistance funds

Some members of the CoC expressed frustration regarding the fact that this topic was not listed on the agenda and no advance notice was given to prepare members for this discussion or vote.

  - **By law review**

    - Chris Lashock informed the group that a request had been made to review the CoC bylaws regarding payment of membership dues and membership benefits.

    - Article III, Section 2 (Membership Dues) of the BoS CoC bylaws states: "Any member with a balance outstanding as of Feburary 1 of any year will lose membership benefits for the remainder of that calendar year."

- This year, there is one CoC with an outstanding balance after the deadline and it was announced they would not have voting rights in the coming year.
  - *Mary Claysantineau from Chippewa addressed the group acknowledging that she had not paid dues timely and apologized to the group.*

- Motion (Byron Wright) to restore the voting rights of the CoC with an outstanding balance, as balance was paid on Feb. 14, 2013; Second (Brent Wojnowski);
  - Upon further discussion, it was pointed out that the motion could not be entertained as it would directly violate the by laws. In order to have those voting rights reinstated, a motion to suspend the bylaws would be necessary
    - Result: Motion to restore voting rights withdrawn; No motion made to suspend by-laws

- **<u>Division of Housing Update</u>**
  - A survey gauging people's opinions on Rapid Re-housing projects was conducted. The results will be compiled and shared by Kate McCoy
    - Attempting to compare how the program is designed to operate with how it is actually being done by service providers
  - Clarification provided on difference between Housing First model and Rapid Re-housing model. Specifically:
    - Housing First
      - Designed for chronic homeless who don't/can't access other housing services. The goal is to get them off the street directly into their own apartment
    - Rapid Re-housing
      - Designed for first time or episodic homelessness. The goal is to reduce the amount of time spent at shelter, especially for families. Ideally, families can "skip past" transitional housing and move straight into permanent housing.

- **<u>Presentation on homelessness data</u>**
  - *"Where are we in 2012"*
    - Homelessness steadily increasing over past years.
    - Biggest increases in Domestic Violence victims and children in shelter
    - In 2012, there were approximately 6,000 homeless people on any given night

- **<u>Service Point Training Update</u>**
  - All users must complete the online user agreement. Failure to do so will result in being locked out of Service Point until that is completed.
  - All new users MUST be trained by HMIS staff ; training staff internally is no longer acceptable
  - Trainings offered in a variety of topics on a regular basis
    - To keep updated be sure to subscribe to the weekly WISP News e-mail.

- Motion (Scott Schnurer) to adjourn; Second (Sue Schmidt-Decker); Motion carried

- Meeting evaluation forms were not available at adjournment. Chris Lashock will send one out to members in the near future.