

WISCONSIN BALANCE OF STATE CONTINUUM OF CARE
QUARTERLY MEETING MINUTES
MAY 9, 2013
Howard Johnson Inn & Convention Center, Wausau

The meeting was called to order by Chair Chris Lashock.

CoC Project Overviews – All CoC grantees and sub-grantees will be given 15 – 20 minutes over the course of the next several quarterly meetings to give a summary of their projects, including type of project, amount of funding, population, etc. This is to give the CoC the information needed to assist in the annual project ranking process. An outline of the project must be completed and copies provided for meeting attendees. Meeting attendees will be given the opportunity to ask questions. Joana Hemschemeyer of Richard's Place presented on their transitional and permanent supportive housing projects. Next up in August are: CACSCW, Hebron House, Legal Action, Kenosha Human Development and Women & Children Horizons.

CoC To-Do List – The board needed a way to help visualize where we are as a CoC, what we've already done, what still needs to be done and when, and who will be responsible for each step. We will be reporting back to the membership at each meeting on what has been accomplished and next steps. Each committee needs help from the membership.

The project evaluation tool from last year's CoC competition will likely be used again for the next competition, with modifications based on the feedback we received at the February meeting. It will be presented at the August meeting.

HMIS Updates – ETH state funds have been allocated, but HUD funds are not yet known. Agencies will have to cash flow their programs until probably October, but will be able to bill back to July.

January Point-in-Time identified 6,074 total homeless that night, the highest number ever. The Balance of State total was 3,610, more than half of the total. The unsheltered count was down 54%, probably due to the bad weather the night of the count, the sheltered count was up 2.3%. The July 2012 count was 5,992. The number of homeless veteran's was remarkably low, probably due to the veteran's initiatives in place.

Three agencies in the state are currently operating Supportive Services for Veteran's Families programs. They are providing funding to keep families in housing or to rapidly re-housing them, utility assistance, moving assistance and childcare assistance. The veteran does not need to be a current member of the household for the family to receive the assistance, but criteria must be met. The western half of the state is being served by the Tomah Veteran's office (608-372-8387); CACSCW has programs in Dane and Jefferson counties; and CVI is covering the eastern half of the state.

The HMIS Policies and Procedures Manual needs to be approved by the CoC Board.

Rapid Re-housing – Kate McCoy, Division of Housing, has researched resources and the End Homelessness website has some valuable material available. HUD seems to be indicating that Rapid Re-housing will be the way of the future, so agencies should be designing their programs with this in mind.

By-Laws Change Proposal – The board met in Eau Claire on April 23rd, and spent time reviewing the by-laws based on the CoC Interim rule, our new 501c3 status, and the growth and evolution of the group. The proposal includes a change in board structure to include sub-populations that are not currently well represented, if at all. Any change to the by-laws requires 12 weeks advance notice, so no vote can be taken at this time. The membership will be asked to vote at the August meeting on the changes. Member comments and feedback are due to Chris by May 17th.

Business Meeting – the business meeting was formally called to order by Chair Chris Lashock and a roll call of CoC's indicated a quorum.

The minutes from the February 2013 quarterly meeting were reviewed. Motion by Byron Wright to accept the minutes as printed. Seconded by Pat Leigl. Motion carried.

Committee Reports –

Data – Carrie Poser reported that the committee has met every month via GoToMeetings. They have revised the rules on the quarterly APR's to be submitted. The next deadline is July 15th and agencies will be submitting calendar year-to-date data. They are also reviewing the components of the ETH grant.

Project Evaluation & Assistance – Joana Hemschemeyer reported they sent out the RFP for Shelter Plus Care dollars to be reallocated. The committee currently has 17 members. The monitoring tool is under development.

Fiscal – Millie Rounsville provided a written report of year-to-date revenue and expenses. Revenue is \$6,688; expenses are \$3,031.85; checkbook balance as of April 30, 2013 is \$19,998.72. All quarterly meetings will now be scheduled for 1 ½ days. Our next meeting will be in Eau Claire and both the November and February meetings will be back at the Kalahari. She is working with an accountant on the 2011 and 2012 tax returns. Motion by Joana Hemschemeyer to accept the financial report. Seconded by Robyn Thibado. Motion carried.

Ten Year Plan – This committee currently has 5 members and could really use help. They are looking at the Federal Plan and will use that as a starting point.

Discharge Planning – Debbie Bushman reported that they are contacting Corrections, Foster Care, Mental Health and Health Care and gathering information. They are putting together a list of questions local CoC's can use to start the discussions on the local level. Kate McCoy and Tanya Iverson have submitted a pilot project proposal to Lisa Marks to coordinate housing and case management with Corrections.

Coordinated/Centralized Intake – Jeanne Semb and Colleen Homb are the co-chairs of this committee. They currently have 16 members. They are currently gathering intakes and processes. They will be sending out a survey to get copies of what is already in use.

Public Awareness – Susan Tucker is chairing a committee currently made up of just herself. She would like assistance especially from anyone with a marketing or recruitment background, as part of the responsibility of this committee will be to increase membership.

Board of Directors Update – Brent Wojnowski has resigned his board position from the East Region, so a special election will need to be held. Nominations will be due to Chris by May 31st. This will be a 1 ½ year term. The board has been meeting twice a month, usually by GoToMeeting. The 3rd Tuesday of the month is for the entire board. Another meeting is scheduled for officers and any other board members able to attend.

The HMIS Policies and Procedures are under review.

Old Business –

The Critical Assistance grant application was not selected. The Foundation for Rural Housing received the grant. There seemed to be some confusion about the grant and only half of the CoC's responded.

The CoC competition Tier 2 announcement was recently released. The one Tier 2 project for the Balance of State was funded. HUD now has 60 days to decide on the bonus project. We can expect a quick turn around for the next competition.

The Shelter Plus Care RFP resulted in 3 applications: Outagamie, Sauk County Housing Authority and NEWCAP. The Outagamie project was selected for submission to HUD. Donna Lou is currently reviewing the application. The amount was \$224,650.

IRS 501c3 designation was recently received, dating back to February 14, 2011.

New Business –

New project updates: Salvation Army Grace Place and NEWCAP have both made it through their technical submissions and are up and running. SWCAP did not make it though the HUD process.

HMIS Policies and Procedures manual was approved by the board at the last meeting and it will be posted to the website. All partner agencies will be required to sign a new agreement. Only the Division of Housing will be able to train and license new users. Passwords must be securely stored. Agency Administrators must undergo a criminal background check. The consumer notice must be posted in a public location at each agency and will be on the website. Any security lapses must be reported. Minimum data standards must be met.

A Home for Everyone Conference will have 10 homeless tracks this year. Jeanette Petts has been representing the CoC on the conference committee. She is requesting feedback from the membership as to whether we should continue this partnership or have a conference on our own. Other options she would like members to consider would be partnering with the other 3 CoC's in the state and/or the Wisconsin Coalition to End Homelessness; the amount of funding it would take; and funding.

Motion by Scott Schnurer to adjourn. Seconded by Pat Leigl. Motion carried.