WHC Board Meeting Minutes

August 22, 2022, 1:30 pm to 3:30 pm
Zoom Meeting

1. Call to Order - 1:30
2. Roll Call –
	* 1. **Here:** Josh, Bobbie, Sabrina, Tracy, Kim, Shari, Dawn; **Out:** Chuck, Susan, Karla; **Guest:** Ashley Barker Tolman
3. Approval of Minutes – On a Tracy/Shari motion to approve minutes, motion carried.
4. WHC Reports and Action
	1. NOFO Committee
		1. **Ashley TA Assistance** – Ashley shared information about herself and the TA that can be made available. Region Teams TA through HUD (Region 7, 8 & 10 all fall together). Can be intensive, but is generally light touch such as supporting collaborative applicants, establishing governance structures, etc.
			1. How long can TA last? It can last indefinitely, technically, a couple of hours per month is typical. Take each initiative, task by task. They can also escalate which will allow for more TA time.
			2. For TA to be effective, there must be boots on the ground to get the work done.
			3. Josh provided an overview of where the WHC/COC currently stand. Ashley suggested that we work on the governance documents which may include the roles and responsibilities of the 4 core groups (collaborative applicant, HMIS lead, COC, and WHC), establish how we want the boards structured (i.e. the same board for both, or two different boards), consideration of regional COC groups, membership structure and recruitment, having lived experience on boards, collaborative applicant (arms and legs of the organization – has a person in charge of the COC), etc.
			4. How do we engage with Ashley? If we have a sense of what kind of support we need, we can submit to Ashley, and she can determine what level of support is needed. Start with a conversation with her first to make the best determination of direction.
			5. WHC will be the collaborative applicant, ICA will be the fiscal agent for the planning grant, ICA is also the HMIS list.
			6. We are in the “throws” of applying for 2 HUD competitive grants. Ashley can help with the execution of said grants.
		2. Match Letter – **Completed and submitted**
		3. **E-Snaps Registration Contact Information:** Karla and Susan are the only two registered on E-Snaps. Josh would like to see duplication of access. He will continue to work on gaining access.
		4. **NOFO Plan** – Due September 30. Committee/grant writing is being led by Susan.
* Bobbie talked about the bonus funding and Tier 1 funding. She indicated Tier 1 is only paying 95%; If Tier 1 is only paying which renewal grant will take the cut (CCS, CAPNC, Coordinated Entry Grant) or will all three? There is a policy to score HMIS in Tier 1 always, but because we haven’t scored high enough, we haven’t been eligible for bonus funding. Currently we are using ESG funding to pay for HMIS. We can use ESG for 2023 as well. But we really get serious about the scores on the application in order to get a good score to cover HMIS. We should still apply for Bonus Funds, but we won’t get it if we don’t score high enough, we won’t receive the funds. Once we get the bonus funds, we will need to reinstate the policy to have the HMIS in Tier 1. Eventually we can get back to be fully funded for the HMIS if we score high. Alternatively, we can find private funding for HMIS.
* Annual HMIS budget is $135,000. This covers all of the state of Wyoming for reporting time, Bobbie’s time (85%), parts of the license fees for the agencies (83 agencies currently can go up to 94) (Each agency is paying $250 per user licenses; total license fee is $650) using HMIS, the difference in licensing fees is going to WellSky ($32,000).
* Bobbie recommended that we suspend the policy to add the HMIS funding to Tier 1 for this NOFO funding application FY22. Sabrina moved to suspend the policy. Shari seconded the motion. Discussion: Shari asked that we apply for the Bonus fund. Sandy will write the application for the Bonus funding. Motion carried. Bobbie and Tracy recused themselves due to conflicts of interest.
* Waiting for Susan to return to provide an update on the progress of the application. Sandy has offered training in E-Snaps. Is there a local competition happening? The applications for the local competition are due August 30. An update needed immediately. Susan will need more help that just herself. Sandy will be happy to meet with Susan to go over all the to-dos.
	+ 1. Rural/Planning – Due October 20
	1. Finance Committee
		1. Financial Reports – Requires Action – Sabrina presented the August financial report. The ending balance of the checking account as of 8/30/22 was $19,333.48.
		2. Sabrina reported on the situation with moving the checking account. Sabrina asked if we could stay with First Interstate Bank. US Bank is proving to be very difficult to work with. We will need to approve a new resolution. The most important issue that we face with First Interstate Bank is the merging of personal and business accounts. We need to establish a password specific to the business account. Tracy moves to accept financials. Shari seconded. Motion carried.
		3. Bobbie moves to rescind the previous motion of moving the checking account from First Interstate Bank to US Bank and keep the account with First Interstate. Tracy seconded. Motion carried.
		4. (OLD) Planning Grant Review – we need to find out what we are spending the balance on or will we be sending money back.
		5. ICA Fiscal Agent Agreement - 10% or $3700 fee
	2. Point in Time Committee – doesn’t exist. Need to find members soon!
		1. Membership Recruits – looking for someone from outside to lead the effort. Organizing the unsheltered count which means managing volunteers and much more. Would it be possible for Karla for her to manage for one more year? She has all the contacts. Next year, let’s consider an Americorp. Or what about writing a workforce services grant to have someone write a manual by shadowing Karla.
	3. Josh, Dawn and Bobbie proposed to write workforce service grants to hire 3 interns for internal projects. There would be another grant to hire 3 interns: 1) redevelop the VISPDAT 2) Foundational Board documents and 3) creating a document for point in time. All 3 interns run through Interfaith. Sabrina moved to have the committee write the grants and approve Interfaith to manage the positions. Tracy seconded. Motion carried.
	4. Membership Committee – No Report; holding off on recruiting members.
	5. Strategic Plan Review
		1. Progress Report: no updates
	6. General Updates
		1. WHC Office 365 Registration/Accounts: Need IRS Designation Letter – Josh has asked Karla for it, but she has not sent it yet.
1. CoC Reports and Action
	1. Data Committee – very short meeting. We are behind.
	2. CoC Prioritization Policy – Updated since 2016. Bobbie moved, Kim seconded to approve the policy. Motion carried
2. ERAP Updates – The reporting and billing process is very confusing. Very frustrating.
3. Adjourn