WHC Board Meeting minutes

July 25, 2022 1:30 pm to 3:00 pm
Zoom Meeting:

1. Call to Order – Josh called to order at 1:36
2. Roll Call
	1. In attendance
		1. Bobbie Nielsen-Rogers
		2. Susan Carr
		3. Josh Watanabe
		4. Chuck Fidroeff
		5. Dawn Dillinger – nonvoting member ex-officio
		6. Kim – SFRC/SA
		7. Shari West
		8. Karla McClaren

Not present: Chandra, Sabrina, Tracy

1. Approval of Minutes
	1. Motion - Bobbie
	2. Second - Shari
	3. Approval – motion passes
2. WHC Reports and Action
	1. Finance Committee – question regarding a cc payment from June 17 with a missing receipt. Karla was going to try to find.
		1. Financial Reports – Requires Action
			1. Motion - Kim
			2. Second - chuck
			3. Approval – motion passes
		2. (OLD) Planning Grant Review – Moved into NOFO committee topic. No new updates as we move on. The institute of community alliances (ICA) will be the new collaborative agent/fiscal and monitoring agent for the grant. State of Wyoming used to be the fiscal agent for this grant. The agreement was presented by Josh. Josh asked what the need is for this agreement. Karla stated that it had already had been voted on by the group and we should honor it. Josh asked about the fee to manage it, as it wasn’t listed in the agreement. Karla was unsure where the funding was coming from. Is this in our budget? Bobbie believes that that funding comes from the admin of the planning grant. Karla will be the follow up for this application and the cost so we can get signed. Priority item. What is our business address for the WHC – Susan recommends that we use what is in SAM.gov currently. 3817 Beach Street. Ste. 200, 82070.
	2. NOFO Committee – Susan to convene committee for the NOFO. Karla, Shari, Susan and Bobbie. Match letter – our rep at HUD requested that we got 2021 CoC grant. Letter is needed and code of conduct needed ASAP. Susan will find a code of conduct. The match will was from Karla and Debbie. Match amount needs to be 25% percentage. Stephanie Maury has contact information. Susan will reach out to her and the contact information for Stephanie is below.
	3. Stephanie MoreySenior CPD RepresentativeCommunity Planning & Development, Region VIIIU.S. Department of Housing & Urban Development1670 Broadway, 24th FloorDenver, CO 80202Office Phone: 303-672-5080
		1. HUD Regional Teams TA Initiative 2-Part Training Series Workshop
	4. ESNAPS – Karla can’t access the planning grant. Must create a new profile. Specify members – should be officers. Planning for NOFO. Hasn’t dropped yet. And supplemental/ reducing rural homelessness. Special onetime funding (Rural Homelessness) NOFO due in October. Look at what the NOFO looks for in data.
	5. Susan to work with Deloitte and data for when 18 months is up for those in ERAP.
	6. Point in Time Committee – chair? No chair. Organizing volunteers, looking for help in counting. Pick a day in the last 10 days of January 2023. Bobbie is taking care of the sheltered count and Lily Patton has volunteered to help.
		1. Membership Recruits
	7. Membership Committee – we need members!!! We need SSVF contact?
		1. Recruitment Status for board members. What is our plan? We talked about youth representative (Laramie and Albany County) Domestic Violence member. Attorney needed. Law Enforcement based on representation of communities that we are missing coverage. Tribal need. Early Childhood projects, lived experience, Housing authorities and medical communities. Relationships need to be repaired. We discussed the organizational capacity to maintain our work without new members and recruitment. Do we clearly understand our mission? Are we in a position to recruit or do we need to build capacity first to work on foundation. Karla will send out the documents that they worked on with TA from the feds, we will review and approved as needed.
	8. Strategic Plan Review
		1. Review Next Steps: Review Articles of Incorporation, By-Laws, Policies and Procedures, Committee Roles and Responsibilities. Ongoing issue that will be addressed with foundational assistance.
3. CoC Reports and Action
	1. Data Committee
	2. CoC Prioritization Policy – Requires Action -
		1. Motion – Bobbie makes motion to table
		2. Second - Susan
		3. Approval – motion passes
	3. (OLD) Monitoring Plan for the CoC and ESG (proposal from Trellis) – was tabled from previous discussions. Ashley will write up a proposal to develop a monitoring tool and they will go from there. There is a delay in getting the final numbers to put into the contract from the state. Karla will update us at next meeting.
4. ERAP Updates (Relevant?)
	1. Meet our spending is on track to be meet in September. The second tranche will be the state requesting all funding. Redistribution letters have not gone out to other states indicating that monies haven’t been reassigned yet.
5. Membership Meeting Review (Needed?)
	1. Do we want to send out the presentation? Bobbie has had several requests for the copies and she does have them in PDF. Karla will send to the membership.
6. Adjourn – anything more for the good of the order? We will make an effort to have documents out 1 week prior to the meeting. August next meeting 22nd. And docs out by the 15th. Link will be in the next agenda.
7. Adjourn at 3:11.

Secretary of State registration renewed in Spring

Notes for further follow-up: CoC reports and Action –

 Data committee – review and compile data and meet monthly. Will look at how to expand the data capacity. HMIS users are the members and is open to anyone interested in learning more.

CoC Prioritization policy – requires action. Please look over carefully. These are updates to the policy that has been in place since 2016. Added youth focus, update new definitions and terms. Added statement for youth 18-24 would be prioritized in with the adult population.