WHC Board Meeting

October 24, 2022 - 1:30 pm to 3:30 pm   
Zoom Meeting

1. Call to Order - Meeting called to order by Josh at 1:31 pm
2. Roll Call - Shari, Kim, Sabrina, Josh, Susan, Bobbie, Karla, Tracy, Chuck
3. Approval of Minutes –
   1. Motion by - Sabrina
   2. Second by Susan
   3. passed
4. WHC Reports and Action
   1. NOFO Committee -
      1. eLOCCS – Sabrina sent the paperwork off to register herself in the eLOCC system. The paperwork is done and submitted. The letter with authorization code has been sent to DFS at Karla’s office. Also submitted to HUD is a letter authorizing an address changes to 2617 E. Lincoln Way Ste. E. Cheyenne Wy – Wyoming 211 office address.
      2. ICA Contract Update – Some of the board met with ICA regarding the contract for financial services contracted to ICA. Waiting on the contract for Molly to arrive. There is a procedural change at the WHC side only. Josh has followed up on the contract.
   2. Finance Committee – Sabrina submitted the finances package. All is set up to access to checking account. Submitted all documents to Stephanie. $19,933 is current balance. Sabrina indicated that she was unclear about a $800 deposit and reached out for assistance. Settled on a membership payment but not certain from who. Website fees paid.
      1. Motion – Bobbie
      2. Seconded – Shari
      3. passed
   3. Point in Time Committee – The meetings for coordination have begun. Karla, Tracy, Susan are taking lead. The count will take place on Sundown on Jan. 25 to sunup on Jan 26. The main purpose for the count has to be “Where did you sleep on the night of the 25th?”
      1. First Meeting Thursday, October 11 - Susan, Tracy, Dawn, Lindsay and Karla met and divided duties. Updated information in the Drive. Bobbie will do a training and is the lead on the sheltered count. Every Monday will be scheduled for all leads to attend. Karla will do the Save the date card. January 25th will come up quickly so we start planning now. This Thursday, PIT office hours will be the first one of the season. We will start outreach to everyone on the CoC list and start marketing through traditional and social media. We will focus on the next two weeks ensuring that we have a county lead in every county. There is a google drive set up with all information and resources for all leads. Bobbie asked if there was a form that needed to be developed. Karla suggested just printing off the portal questions. Bobbie reminded the board that Wyoming has also always asked additional questions, do we want to have those questions included again this year.
         1. Additional questions – do we want the same questions? Do we use this questions in a meaningful way? Do we want to add any Veteran questions and collect data points around them. Josh stated that he had a meeting with VOA and the Wyoming Hunger Initiative, and they are looking at starting a different way to reach veterans as an underserved population. They want to start a way to better connect vets with resources and how to roll that out statewide. The hunger initiative is looking for data about vets and there might be some more information on that next year. Tim Shepard at the state is providing VA office and his office and coordinating efforts.
         2. Doubled up and youth questions are ready. The vet questions would need to be done. All questions would need to be to Bobbie no later than November 30. Bring questions to Susan regarding Vets so I can bring them to the PIT meeting for review. Bobbie will also print off existing questions, so we have those on hand.
         3. Bobbie wanted to ensure that we had tribal lands covered. We are discussing leads that will cover the reservation with counts.
         4. CoC PiT responsibilities – slide deck reviewed by Bobbie and then she shared with the board. Bobbie will email that slide deck to the board.
   4. Membership Committee – No Report; holding off on recruiting members.
   5. Strategic Plan Review
      1. Working on Office 365 Web Domain Verification – Josh gave an update on the status of adding Office 365 and Teams to the back end of the website. Working with Dawn on getting that finalized.
5. CoC Reports and Action – Update provided by Bobbie.
   1. Data Committee
      1. LSA Federal Report opened Oct 1 – this is the report that goes to Congress. Good response from agencies in cleaning up their data. System performance reports happen at the same time and are on track for being completed on time.
      2. Utilization for some projects is below the 85% threshold. See Excel Spreadsheet – Bobbie asked to table.
      3. Wyoming Rescue Mission – volunteers to enter their data into HMIS. There have been some data quality issues. They are down to one user and are struggling a bit. Numbers are under-represented. That negatively impacts the CoC. Bobbie has offered to help train the users overnight or in person trainings and there are still a large disconnect in collecting the data. We have to accept whatever they give us in terms of reporting and it isn’t clear that the data is correct. When we don’t get good data, it is hard for us to be able to provide T/TA as they have a capacity issue. Bobbie asked if anyone has any ideas of how we can better partner with them to get good data. They are one of the largest shelters in Wyoming and we need to be able to gather good data. The bigger issue is long term and how we can assist them in building capacity for the future. Are there some solutions to defining best practices as members of the CoC? Chuck reports that HMIS is not data that is helpful for them plan for programming or policies. They only report to HMIS as a favor to the state. There was a lot of good discussion on how to better engage the WRM, whether it be through policy and parameters or through relationship building.
   2. General Updates –
      1. Susan shared a conference possibility for WHC to join in on. Karla volunteered to participate. Doodle Poll sent to Karla for first meeting scheduling.
      2. Dawn has been asked to randomly to add things to the website. She would like to keep the website organized and not a dumping ground. We can have a longer conversation about her request, Josh would like everyone to have access information as it relates to the WHC and COC.
6. ERAP Updates – Karla to give update. Some major changes. Due to lack of funding. No new applications will be accepted after November 10. There will be no new LOI’s issued – those in the system already approved for LOI’s will expire on Nov. 11. Those already in the system and you’ve received extensions you are still eligible. Those extensions will last as long as the funding lasts. Emergency housing (30 days) will also expire Nov. 10. The ESG CV Funding contracted to September 30 and has expired for the most part. Questions can be referred to Tina Packard. Bobbie needs answers to understand when HMIS needs to be able to close out the grant and projects.
7. CSNOW Proposal via Susan Carr
8. CSNOW Proposal via Susan Carr – The proposal was presented to the board and were asked if there were any questions Susan could answer. There were no questions, so Susan excused herself from the meeting. The remaining board members (Bobbie, Josh, Sabrina, Shari, Kim) discussed the proposal.
   1. The proposal speaks to about project monitoring; however, it was understood that Karla had contracted with Trellis to execute the monitoring starting in January. Karla left the meeting so we could not get a clarification. If this service has already been contracted, we would not need Susan to perform that deliverable.
   2. There was a concern that emerged that we need to understand the federal guidelines on how to use this funding. Is an RFP required for the planning grant dollars or do we just need to do our due diligence and get quotes from other contractors. We do have our justification for sole sourcing.
   3. We need more than COC work done and not many contractors will take on tasks unrelated to COC.
   4. The vote was tabled until the above research has been addressed. An email will be sent out to the full board with the answers to the above and a request for a motion.
   5. Josh will let Susan know; Bobbie will reach out to Ashley about the contracting rules; and Josh will reach out to Karla to get an answer on the monitoring.
9. Adjourn
10. Adjourn

Karla’s contact information - karla.mcclaren@wyo.gov 307-721-1973