WHC Board Meeting Agenda

April 25, 2022, 1:30 pm to 3:30 pm

Zoom Meeting

1. Call to Order – meeting called to order at 1:36 p.m.
2. Roll Call – quorum 40%
   * 1. Present: Tracy Obert - President, Karla McClaren – Vice President, Sabrina Lane - Secretary, Bobbie Nielsen - Treasurer, Wanda Koffler, Josh Watanabe, Chuck Fidroeff, Josh Arrospide, Scott Hoverland, Kimberly May, Chandra Cody, Tina Packard
     2. Absent: Susan Carr, Shari West, Dawn Dillinger,
3. Approval of Minutes – A motion by Karla McClaren, seconded by Chandra Cody, to approve the March 15, 2022 minutes. Motion carried.
4. Committee Reports
   * 1. Data Committee
        1. Reports – Bobbie reviewed the LSA reports (replaced the AHAR). This report gets submitted to congress. This information can be used for CoC efforts, racial and ethnic disparity, evaluation of homeless system, etc. Bobbie offered access the Stella P platform if they are interested. Just reach out to Karla or Bobbie.
     2. Finance Committee
        1. Financial Reports – Account balance as of March 31, 2022 is $19,830.79. A reoccurring expense of $399 for the renewal of DUNS number was deducted in February. Josh, Sabrina and Scott questioned the expense. This should be a free service through the SAMS.gov site. Karla will take a look at the vendor who is renewing the number for Wyoming Homeless Collaborative.
           1. Karla reported through chat that she contacted the Sams renewal desk. this service was set up in 2015 by Brenda Lyttle for the Wyoming Homeless Collaborative. This is a service that does the filing for us, and it costs 399.00 a year. I don't think we were being scammed, it is a case of this being set up, and assumed it was a required service as they have completed our registration. We will need to renew again next Feb, so it sounds like this is a service we may not need.
5. Monitoring and Evaluation Committee
   * 1. Monitoring Plan for the CoC and ESG (proposal from Trellis) – We have a proposal from Trellis. The proposal was approved by the board a long time ago. Karla said she HMIS was not included in the proposal, thus Tina will be responsible for monitoring ICA.
     2. Point in Time Committee – numbers are being tabulated now. They are due to HUD at the end of this week.
6. Membership Committee
   * 1. Volunteers needed – We currently have 5 board members on the committee. Next meeting is scheduled for Friday, April 29 at 2:00 p.m. If anyone else wants to join, contact Sabrina or Bobbie.
7. Special Committee Reports
   * 1. Website Update – No update.
8. Old Business
   * 1. Strategic planning for the board - Strategic planning meeting is an opportunity to plan the calendar for the year, identify what we have accomplished and what needs to be done in the coming year.
        1. Karla would like to set up an in-person meeting but has had no luck. Tried to schedule in May, but there were a few conflicts.
        2. Tracy suggested June 28. Chuck and Scott cannot make these dates.
        3. Sabrina will send out a doodle poll looking for dates. Looking for 1.5 days in June. Offer the zoom option, but in person is the preferred method to meet.
     2. ERAP Update
        1. Karla provided an update the data for the ERAP program.
        2. Using HMIS – If an agency uses HMIS and has been awarded the housing stability funds, Bobbie can set up a project in HMIS.
     3. Racial gaps analysis - There have been edits to the report and there have been no additional follow ups. This topic needs to be removed from the agenda.
     4. Spread sheet for planning grant (how much is granted; how much is left) – 10/1/21-9/30/22: $13,620 needs to be spent by 9/30/22. We have discussed using the money to monitor all the projects (to pay Trellis). This should use up the majority of the funds.
     5. New planning grant is valued at $37,000. Who will write the new NOFO? We are too late to find someone to write. Karla thinks we could find someone if we had a list. She also suggested that the board write the application. Karla will mail out last year’s NOFO application for everyone to review to determine if the Board and complete this year’s application when it drops or if we need to try and hire a different consultant.
     6. WYDP grant – does this go into the COC NOFO as well??
     7. WHC prioritization agenda – will be looked at the Strategic Planning meeting
9. New Business
   * 1. Yearly meeting (date, time, and place) Membership meeting has been scheduled for the last Wednesday of June – June 29, in Casper.
10. <https://www.hudexchange.info/homelessness-assistance/> Preventing Homelessness among people leaving jail and prison: This is a resource on people exiting jails and prisons. Case management opportunities and increasing housing opportunities. This is a release from HUD.
11. Adjourn – Meeting adjourned at 3:52 p.m.