WHC Board Meeting Minutes

May 23, 2022, 1:00 pm to 3:30 pm

Zoom Meeting

1. Call to Order – meeting called to order at 1:40
2. Roll Call – quorum 40%
   1. Present: **Tracy Obert** - President, **Sabrina Lane** - Secretary, **Bobbie Nielsen** - Treasurer, **Wanda Koffler**, **Josh Watanabe**, **Scott Hoverland**, **Susan Carr,** **Dawn Dillinger**,
   2. Absent: Karla McClaren – Vice President, Chuck Fidroeff, Josh Arrospide, Kimberly May, Shari West, Chandra Cody, Tina Packard
3. Approval of Minutes – A motion by Susan Carr, seconded by Josh Watanabe to approve the April 25, 2022 board minutes. Motion Carried.
4. Committee Reports
5. Data Committee
6. Went through data quality reports. Also working on updating the prioritization policy which outlines the client situation so we can prioritize them appropriately. The youth component is also being updated. They are hoping to have it ready for board approval in June. After this approval it is recommended that this policy be reviewed annually.
7. VISPDAT –This is not a user-friendly assessment and does not allow for DEI. A committee was formed (but is now on hold) to review the assessment. They looked at a lot of variations but didn’t come up with a good replacement Dawn reached out to the UW Social department to see if there was someone who could help them create another comparable assessment.
8. Finance Committee
9. Financial Reports – No report.
10. Monitoring and Evaluation Committee
11. Monitoring Plan for the CoC and ESG (proposal from Trellis) – Karla was not at the meeting. No report.
12. Point in Time Committee – Official; submitted to HUD. We will be covering at the board retreat and membership meeting
13. Membership Committee

* Sabrina, Bobbie, Lea Wales with VOA, and Dawn are on the membership committee.
* We have been meeting and have developed a plan for the Board retreat & Yearly membership
* Board retreat is slated for June 27th, 8 a.m. – 5 p.m. in Casper at the Quality Inn on Poplar.
* Membership meeting will be June 28th (a Save the Date was sent out by Karla), Casper Library, 11-3
  + Racial and ethnic disparity will be the theme for the membership meeting. Dr. Pepsil, ICA data analyst will present that initial data, and then the membership will break into groups
* COC pays for lodging on Sunday and Monday and meals. We will need reservations from the board members to know how many rooms to reserve.
  + Use Google forms or EventBright to take reservations
* Bobbie asked for agenda items for the board retreat. Several items were proposed such as strategic planning, board governance documents, board leadership , etc.
* Josh and Susan wanted to know what documents we have
* Bobbie will reach out to Ashley to see if she would be willing to attend the retreat.

1. Special Committee Reports
2. Website Update – Dawn gave her update.
3. Old Business

a. Strategic planning for the board

* We will structure this conversation at the board retreat
* Volunteers needed for committee –

b. ERAP Update

* Using HMIS – there are several agencies using HMIS for the tracking of ERAP. Bobbie is working with each agency
* We are not sure what the State of Wyoming is expecting from each agency…housing stability is really the same thing as case management.
* Susan briefed everyone on her agency’s funding – LOI, rent deposit and payments. They are also providing funding assistance for a variety of services to help maintain and obtain housing including legal assistance, childcare, contract with Wyoming housing network, case management, help families move forward training.
* HMIS and Cap60 are capable to integrate, but not in the state of Wyoming due to what is stated in their contract.

c. Spread sheet for planning grant (how much is granted; how much is left) – No report from Karla

1. New Business
2. HUD Regional Teams TA Initiative 2-Part Training Series Workshop (see attachment)
   * Just wanted to make everyone aware of this training.
3. Preparing for the NOFO
   * We need to decide as a board if we are going to prepare the NOFO ourselves or if we want Thurmin to write the application. It is very time consuming and labor intensive; however, more and more of it is data drive. Tracy recommended to have Thurmin write again and have a committee have oversight. Dawn is concerned about the quality of the Thurmin product last year. Is there anyone else that we can find to write the grant?
   * Community and Policy Advisors was recommended by Scott Hoversland.
   * Bobbie and Susan volunteered to help write the NOFO, but it will take more than two board members! Tracy recommended a representative from each homeless population be a member on this committee.
   * A motion by Susan Carr that the Wyoming Homeless Collaborative terminate the relationship with Thurmin for the writing of the FY 23 NOFO grant application. The application will be completed by Board members. Bobbie Nielsen seconded the motion. The motion carried unanimously.
   * Karla has been the primary contact with Thurmin so we will ask her to reach out to them to let them know.
4. We need to prioritize the Board Retreat agenda; There is too much to cover. Consider discussing the strategic plan, which should include governance documents (onboarding, membership recruitment, etc), the NOFO, and election of officers.
5. Adjourn – 2:39