WHC Board Meeting Minutes

July 20, 2021 @ 10:00 am

Zoom

1. Call to Order
	1. Tracy was not able to attend. Bobbie volunteered to run the meeting and Sabrina volunteered to take minutes. Bobbie called the meeting to order at 10:09.
2. Roll Call
	1. Members in attendance – Karla, Bobbie, Sabrina, Dawn, Kimberly, Debby, Shari
	2. Members absent – Robin, Chuck, Chandra, Tracy
3. Approval of Minutes
	1. A motion by Sabrina and second by Shari to accept minutes as written. Motion carried.
4. Committee Sign – Ups
	1. Bobbie reminded board members that it is required by our governance charter that all board members have to be on a committee. Please make sure you are on a committee. Karla will send out a list of committee members.
5. Committee Reports
6. Data Committee
7. System Performance Measures
	1. Bobbie will start working with agencies to get their data cleaned up on preparation of the LSA.
8. Finance Committee
9. Financial Reports
	1. No report given – Bobbie did not have a chance to get with Karla on dues paid.
10. Monitoring and Evaluation Committee
11. Monitoring Plan for the CoC and ESG
	1. Debby reported that ESG will be contracting with Trellis Consulting to perform professional monitoring of documents, consultation, etc. This process will result in the development of a monitoring template.
	2. There will be two agencies selected for remote monitoring.
12. Point in Time Committee
13. PIT/HIC
	1. The committee has met. Nothing more will take place until October.
14. Membership Committee
15. Dues
	1. Dues are coming in slowly; no new dues have been received by Karla since last month’s report. There were a few agencies that expressed interest in becoming a member, but nothing has been received.
16. Membership Meeting in June
17. Evaluation – How did it go?
	1. Consensus was that it went very well. Content and participation were excellent. Glad to see the new HUD rep there. From a virtual perspective, Bobbie thought it went really well – felt the technical difficulties were minimal and did not impact the ability to follow along.
18. Follow Up
	1. It was recommended that a follow up letter go out to the agencies to remind them about membership opportunities as well as to thank the agencies that attended the Lander meeting. Perhaps suggest if they are interested to reach out to Karla or Bobbie for an invoice.
	2. It was also suggested that we put updates regarding the website and other important items in the letter just to keep everyone up to date.
19. Special Committee Reports
20. Website Development Update
	1. Website is live but is still in development. It definitely looks different that the old one, but is far easier to navigate.
	2. Committee is looking for suggestions on website. Please send content ideas and suggestions to Dawn as she will be taking the lead on edits.
	3. Karla provided an update on the payments for the website. There has been a lot of confusion at the DFS level related to payments from the planning grant for the website. The initial development invoice was paid to OneEach (after a lot of paperwork and approvals) and the training invoice was also paid. However, DFS got hung up on the annual maintenance invoice and after several conversations, iterations and meetings, the invoice has been approved and will be paid. However, it will be exceptionally late. Karla will work with OneEach to discuss the delayed payment of the invoice.
	4. Karla is in the process of crafting an MOU between the CoC and DFS to outline the responsibilities and relationship between the two as it relates to the planning grant. She will get that MOU executed so payments will go smoother in the future.
21. Policy and Procedures
	1. Bobbie, Tracy and Karla has started their work on the updates to the Governance Charter and the Policy and Procedure documents. They found that the “flow” was wonky, so Karla is reworking them and will present to the committee for completion of their rework. Once redrafted, the documents will be presented to the full board for approval.
22. Old Business
23. ERAP Update
	1. Karla reported that the state is very happy with how the ERAP is going. Kim reported that there is a great deal of agitation and frustration being felt by landlords. The payments are very slow to arrive and there are processing issues that are occurring consistently.
24. Emergency Housing Vouchers Update
	1. Working with Casper Housing Authority – they received 57 vouchers and have 3 years to use them.
	2. Crafting an MOU between WHC and CHA
		1. CHA got to prioritize vouchers (domestic violence victims were at the top of the list)
		2. CHA wanted to be very specific with partnership collaborations; WHC does not want that level of specificity. To compensate for this difference, there will be an individual MOU with the agencies partnering with the voucher program (CAPNC and SHC).
		3. Self Help has approved the MOU; CAP has not approved theirs yet.
		4. Dawn will send to the board for approval.
		5. MOUs need to be approved by the WHC board of directors by July 31. Once MOUs are approved, CHA is ready to initiate the program.
25. Racial Disparity and Gap Analysis
	1. Karla should have by the end of the week. Karla thanked ICA for their in-depth look at the analysis
26. New Business
27. CoC and Agency MOU – See above under Website Update.
28. EHV MOU Approval – See above under Voucher Update
29. Debby – HUD revised CV notice; it was sent out yesterday. There are a lot of alternative requirements and waivers. Ashley sent a highlighted portion of the notice to Debby and wants to review Friday afternoon, it that works with Ashley’s schedule.
	1. Cash payments for vaccine
	2. Landlord incentives
	3. Eligible activities: Furniture, cellphones, laundry, etc.
30. Adjourn – Meeting adjourned at 9:53.