WHC Board Meeting Minutes

August 17, 2021

Zoom Meeting

1. Call to Order – 9:05
2. Roll Call –
	1. In Attendance: Tracy Obert, Sabrina Lane Kimberly May, Bobbie Nielsen-Rogers, Karla McClaren, Casey Starr, Dawn Dillinger, Chuck Fidroeff, Shari West, Robin Bocanegra, Debby Rieff
	2. Members Absent: Chandra Cody, Corrine Livers
3. Approval of Minutes – On a Nielsen-Rogers/Starr motion, the July 20 board minutes were approved.
4. Committee Reports
5. Committee List – Who is on what
	1. Data – Tracy, Kim, Bobbie, Karla
	2. Finance – Bobbie, Robin, Chuck
	3. Monitoring/Evaluation - Chandra, Debby
	4. PIT – Bobbie, Karla, Tracy, Casey, Kim
	5. Membership – Bobbie, Karla, Casey, Sabrina
	6. Policy and Procedure – Karla, Bobbie, Casey
	7. Need to develop a standard for scheduling meetings for each of the committees
6. Data Committee
7. System Performance Measures –
	1. Tracy could not get into the meeting so there is no report.
8. HMIS update Federal Reports Due
	1. Bobbie – the LSA is coming up – Opens up October 1 and runs for one year. The LSA feeds into the AHAR. Users are starting to get emails
	2. System performance measures (The LSA and system performance measures look at almost the same time).
	3. PIT is coming up in January; start planning in October.
9. HMIS Funding
	1. Policy committee will work on scoring for the HMIS funding and keeping it on Tier 1. Look at other funding sources to consider scoring on as well.
10. Finance Committee
11. Financial Reports
	1. Bobbie stopped getting bank statements sometime ago and we do not have online banking. We need a motion to accept online banking.
	2. Bank account information is very updated – need board minutes to update the signature. Checking account requires two signatures. There are no real expenditures or transfers that need more than two.
	3. Bobbie moves, Casey second, to sign up for online checking account and remove the old members, keeping Bobbie, Karla and Robin as signers. Motion Carried.
12. Monitoring and Evaluation Committee
13. Monitoring Plan for the CoC and ESG
	1. Debby reported that she is in the middle of executing a contract with Trellis who has agreed to develop a template for monitoring.
14. Point in Time Committee
15. PIT/HIC
	1. Karla – it’s getting close. We will need to get a meeting scheduled in late September early October. We have used the online portal for reporting. Karla will get a PIT Committee meeting set up.
16. Membership Committee
	1. Need to look at future trainings for the next quarterly meeting in September. Casey will set up a meeting for August 24 to start planning the meeting.
17. Special Committee Reports
18. Website Update
	1. Dawn has been updating the website. She is struggling with some functions and needs to confirm that OneEach has received the training payment. Needs to learn how to upload PDF – this will help get more of the information loaded.
19. Old Business
20. WDHP – Casey reported that the funds (~$985k every two years) dropped into LOX yesterday to implement the project. There will be 14 transitional housing units for homeless youth. Security, onsite management, finalizing lease with building manager, working on employment education, etc. We will have to reapply for the funding in two years and will have to prioritize the funding in relation to the COC system. This will have to be voted by the COC when this comes back up. Also have to do a coordinated entry project as a requirement. Thoughts from the board? Add as an agenda item for each board meeting. This money can roll into other projects across the state. Must solidify the outcomes for this funding.
	1. Human trafficking should be on our radar. Uprising will be doing another training.
21. ERAP Update – Karla reported that as of August 12 the approved and paid applications are 1031, approved payments 3.2M, landlord 2.5M. Tracy talked about the training on Friday. There are issues with utility companies – they are still shutting utilities off even if there is an approved payout.
	1. Karla is now in charge of the ERAP program. Wants to look at ideas on how to get 211 more involved. Can we capture more data on this program in HMIS. Wants to get the applications approved quicker. Who is authorized to approve applications? Karla wants to think outside of the box. Set up a meeting with Karla, Bobbie and Karla to brainstorm. Karla will be responsible for the project till 2025.
	2. Debby recommended that the group consider shifting their CV funds to emergency shelter and rapid rehousing.
22. Permanent Housing Vouchers Update
	1. The MOU crafted by Dawn was based upon a HUD example. Public housing wants to have the agencies in Natrona County mentioned in the MOU. Bobbie indicated that we could not do that without having an MOU with the agencies. CAP could supply the funding for 10 clients per year with these vouchers. That is not acceptable to the housing authority. MOUs need to be signed by July 31. That did not happen. Due to disagreements with public housing, the process is really delayed. The HUD is now involved to help get an MOU in place. There are other concerns – CONFIDENTIAL: if public housing cannot work with COC they can work with another entity. They have chosen CARES Project - there are a lot of questions; through the grapevine they have already filled the vouchers. We have made the public housing authority mad; they sent a scathing email and disrespect to a partner agency. Bobbie is not convinced that the relationship with the public housing authority will not transpire. The public housing authority does not believe that ICA should be on the board nor should they be crafting the MOU.
23. Racial Disparity and Gap Analysis
24. FundManager Update
25. New Business
26. Adjourn