WHC Board Meeting Minutes

May 18, 2021

9:00 am

1. Call to Order – 9:21 a.m.
2. Roll Call –
	1. In Attendance: **Bobbie, Tracy, Shari,** **Sabrina,** **Kimberly,** Sandy Wilson, Dawn, Debby Reif **Chuck** (arrived at 9:50),
	2. Absent: **Chandra,** **Robin,** **Casey,** Karla
	3. Quorum achieved (40% of board members – 4)
3. Approval of Minutes – a motion by Shari, second by Sabrina to approve minutes of April 20.
4. Committee Reports
5. Data Committee
6. System Performance Measures -
7. Finance Committee
8. Financial Reports – No changes from March - $26,290
9. CoC annual Dues – See notes in Membership Committee below
10. Monitoring and Evaluation Committee
11. Monitoring Plan for the CoC and ESG – DFS is being monitored by HUD on COC activities and subrecipient vouchers (CAPNC and Comea) monitoring will occur 6/14-6/18
12. Point in Time Committee
13. PIT/HIC –
	1. PIT has been submitted; there was no unsheltered count; included domestic violence shelters. Sheltered numbers did not drop from last year. Some shelters were not at full capacity, but the numbers really didn’t drop.
	2. HIC: Transitional Housing client numbers went down – Seton House is no longer using HMIS; they are not providing beds (105) for person’s experiencing homelessness; added CALC (SRO and Families Transitional Housing ) they are not using HMIS; Bobbie is in conversations with them to get them added to HMIS. The report was submitted on May 7th (a week before deadline).
14. Membership Committee – Bobbie, Casey, Sabrina
15. Dues – invoices have been sent out to current members 2 weeks ago; if agency has multiple employees paying individuals dues; payments will be going to Karla’s office so she can deposit them; no report on payments as of this date. Debby wanted to know when and how the payment to WHC was made and if received.
16. Membership Meeting in June
17. Where and When – Lander In person/Virtual; June 21 – Board meeting in the afternoon, June 22 10 a.m.-2 p.m - Membership meeting
18. What are our COVID restrictions/precautions
19. Agenda – Sabrina reviewed the agenda for the day. Focuses on membership recruitment and COC 101
20. Special Committee Reports
21. Website Development Update – Website is in draft form – we are able to review the layout; June 1st will be for training and we will start pulling together content to get that added.
22. Old Business
23. ERAP Update – Shari: there have been over 2000 applications for ERAP, it is being very well ran, every attempt is being made to have a successful program, advertising posters and radio advertisements will be available soon. Tracy has found that there is a great need for in-person assistance especially with document uploads; there is large number of individuals that do not have emails. CBOs are very busy helping people. DFS is not providing in person assistance. Clients coming to CBOs are adding to HMIS.
24. CV Update
25. Current funding/ Funding focus – Debby: there has been absolutely no movement on the CV grants. Template has been pushed through; 6 apps stagnant; very busy. We have spent 20.18% which was our target for September. Debby is suggesting that we will be sending dollars back. Bobbie questioned if there was anyway to avoid having to do that.
26. Coordinated Entry Update – Dawn: having weekly meetings; missing fields have been filled in – looks much better; working toward case conferencing rather than reporting out. Notice about emergency vouchers – they must coordinate with COC. Dawn has reached out with CHA, Dawn provided the COC list to the CHA Director.
27. Racial Disparity and Gap Analysis
28. New Business
29. Emergency Housing Vouchers
30. CHA awarded 57 vouchers/must come from CE. Cheyenne Housing Authority is the recipient, they have until May 24th to accept or decline these additional vouchers.
31. Discussion of future meeting to discuss options for CV1 funds and spreading unused funds to other agencies. We want to avoid sending unused funds back.
32. Gaps analysis and racial disparity analysis- Thurmond Consulting. Needing clarification on vote from March for the vote to hire Thurmond Consulting for this analysis. \*Reference to email that an electronic vote was taken and the motion passed on Feb. 24th. Tracy motioned, ChUck seconded motion to release data to Thurmond Consulting to complete analysis. As follows:

I make a motion to approve CoC-level and project-level aggregate data to be released to Thurmond Associates to compete the Gaps and Racial Disparity Analysis as contracted.

Requested data includes:

1. Data for federal reports (SPM, PIT, HIC) for FY2019 and FY2020, pulled from HDX
	1. SPM
		1. SPM data comes from HMIS and reflects data from the entire Fiscal Year (10/1/XX – 9/30/XX) on various performance metrics
		2. Data provided includes one excel file per Fiscal Year (FY), labeled “SPM\_FY2019\_resubmitted” and “SPM\_FY2020”. These include data for all metrics.
		3. Note: HUD allows CoCs to resubmit SPMS from the previous year to account for data cleanup. We have provided the resubmitted data, as that is what HUD uses to compare with future years.
	2. PIT
		1. PIT data reflects persons sheltered and unsheltered on a single night at the end of January. Sheltered data comes from HMIS for those projects who enter data into HMIS, as well as shelters which do not use HMIS. Unsheltered data is collected from surveys by CoC volunteers.
		2. Data provided includes five excel files per year. Excel files labeled with ‘2019\_’ or ‘2020\_’
			1. PIT\_OverallReport: includes data from total population, broken down by project type (Emergency Shelter, Transitional Housing, Safe Haven, and Unsheltered) and household type (Adult & Child, Child Only, Adult Only), and a summary page
			2. PIT Veterans: includes data from households with a veteran, broken down by project type (Emergency Shelter, Transitional Housing, Safe Haven, and Unsheltered) and household type (Adult & Child, Adult Only), and a summary page
			3. PIT Youth: includes data from youth households (all persons under age 24), broken down by project type (Emergency Shelter, Transitional Housing, Safe Haven, and Unsheltered) and household type (Unaccompanied Youth, Parenting Youth), and a summary page
			4. PIT Additional Populations: includes data from total population on adults with Serious Mental Illness, Substance Use Disorder, HIV/AIDS, Survivors of Domestic Violence, broken down by project type (Emergency Shelter, Transitional Housing, Safe Haven, and Unsheltered)
			5. PIT Methodology: includes responses relating to how the sheltered and unsheltered count was conducted
	3. HIC
		1. HIC data reflects the inventory of beds for shelter and permanent housing projects on a single night in January. Data is collected from HMIS and non-HMIS projects from a combination of HMIS data (where available) as well as discussion with the agencies.
		2. Data provided includes 7 excel files per year. Excel files labeled with ‘2019\_’ or ‘2020\_’
			1. Inventory List for WY-500 - Wyoming Statewide CoC: full project-level inventory information
			2. HIC\_HMISCoverageSummary\_Total: Summary data for year round beds by household type (Adult & Child, Child Only, Adult Only), seasonal beds, and overflow beds
			3. HIC\_HMISCoverageSummary\_ES: Summary data for Emergency Shelter projects for year round beds by household type (Adult & Child, Child Only, Adult Only), seasonal beds, and overflow beds
			4. HIC\_HMISCoverageSummary\_TH: Summary data for Transitional Housing projects for year round beds by household type (Adult & Child, Child Only, Adult Only)
			5. HIC\_HMISCoverageSummary\_PH: Summary data for Permanent Housing projects for year round beds by household type (Adult & Child, Child Only, Adult Only), seasonal beds, and overflow beds
			6. HIC\_Veteran Beds: Summary of beds dedicated to Veterans by project type
			7. HIC\_Chronic Beds: Summary of beds dedicated to individuals experience Chronic Homelessness by whether the beds are current or under development
2. SPM metrics broken out by race and ethnicity
	1. Wellsky ART reports were modified to include race and ethnicity breakdowns. Each
	2. For each SPM metric, one excel file with one tab for each FY2019 and FY2020
		1. Metric1a\_LengthfoTimeHomeless
			1. Based on enrollment dates in HMIS
		2. Metric1b\_LengthofTimeHomeless
			1. Based on enrollment dates in HMIS AND information provided regarding the client’s approximate date homelessness started
		3. Metric2\_ExitsToPermanentHousingwithReturnToHomelessness
		4. Metric3.2\_NumberofHomelessPersons
			1. Note: there is no HMIS report for metric3.1 as it is derived from PIT data
		5. Metric4\_EmploymentIncomeGrowthCoCProjects
		6. Metric5\_FirstTimeHomeless
		7. Metric7\_PermanentHousingPlacement-Retention

Additional data provided by ICA includes:

1. Project-level Outcome reports for FY2019 and FY2020 on Returns to Homelessness, Income growth for Stayers and Leavers, and Successful Exits/Retentions
	1. Data comes from HMIS and reflects performance over the entire year. Data is modified from original SPM reports to reflect all projects in the CoC. Project level performance is compared to project type average. In each tab, the column ‘Difference from Project Type Average’ reflects the difference between the project’s performance and the average performance of all projects of that project type.
	2. Data provided includes:
		1. Two excel files: OutcomeReportsPerformance\_2019 and OutcomeReportsPerformance\_2020
		2. In each file, separate tabs show data for each metric: Income-Stayers, Income-Leavers, Income-Stayers&Leavers, SuccessfulExits\_Retention, ReturnsToHomelessness
2. Persons Served by Race and ethnicity for FY2019 and FY2020
	1. Reflects aggregate racial and ethnicity breakdown on all persons served by the Wyoming CoC in each fiscal year.
	2. Data provided includes one excel file, “PersonsServedbyRaceAndEthnicity”, which includes one tab for FY2019 and one for FY2020.

Motion was voted on, unanimous approval.

1. Adjourn