



Homeless Services Consortium Board of Directors Meeting Minutes

May 17, 2019 – 11:00AM – 1:00PM

City of Madison Water Utility

119 E. Olin Ave, Madison

Called to order 11:04

Present: Jani Koester, Kathy Kamp, Maggie Carden, Liz Duffie, Torrie Kopp Mueller, Robin Sereno, Conner Wild, Kim Sutter, Natalie Deibel, Melissa Mennig, Wanda Smith

Absent: Heidi Wegleitner, Takisha Jordan

1. Introductions

2. Approval of Minutes from April 19, 2019 – Duffie motions to approve – amendments: corrected spelling errors. Minutes approved.

3. Approval of Monitoring Tool and Policies for CoC-funded projects – Kopp Mueller

- a. Previously utilized HUD forms, but were not always specific to local needs. Kopp Mueller put together a new tool/policy based on HUD form and other Communities Monitoring Tool.
- b. Duffie asks about what is the policy on return visit if concerns are identified?
- c. Carden – HUD field monitors are looking for their policies being followed; however they do not monitor if agencies are following the written standards, which we should be checking. Sutter – is the monitoring purpose to make sure we pass HUD audit, improve coordination, verify written standards. Kamp – it's our role as the CoC to ensure our HUD funded agencies are responsible for making sure our CoC is compliant with HUD tools.
- d. Duffie moves to approve Monitoring Tool and Policy. Julian seconds the motion.
 - i. Mennig – if it is a CoC funding tool, it should relate back to the HUD guidelines.
 - ii. Financials vs program description – both are included in the monitoring tool (i.e. mainstream checklist and financials).
 - iii. Note Housing First definition as defined in the written standards.
 - iv. On the policy, Carden clarifies bi-annual and quarterly
 - v. This paired with HMIS monitoring -under number 5 on policy

- vi. Spelling corrections noted.
 - e. Vote called – All in favor; none opposed or abstained.
4. **Approval of Coordinated Entry Written Standards:** Carden
- a. Kamp moved to approve, Wild seconds the motion.
 - b. The mobile hubs outside of the area include Middleton, Stoughton, and Sun Prairie. They have not had lots of traffic, so did not name specific sites.
 - c. Vote called – All approved, none opposed, Mennig abstained.
5. **Approval of Updates to HMIS Governance Documents –** Kopp Mueller
- a. HMIS advisory board met and made updates to the Governance Documents, which the HSC signs. The HMIS Advisory Board is asking to review and sign. They will take any amendments back to the Advisory board to review with the other 4 CoC's
 - b. Kamp moves to approve, Wild seconds
 - c. Carden summarized the changes and noted some of the drivers for the changes.
 - i. Cost sharing discussed regarding training and licensing for the purposes of the coordinated entry system.
 - 1. We want additional folks to be authorized, but costs can change (example of UPH – Meriter)
 - d. Vote called – All approve, none opposed or abstain
6. **CoC Membership Application Draft: Review and Comments:** Kopp Mueller
- a. Kopp Mueller – the Governance and Nominating committee was working on formalizing the process of becoming a member. Put together a application and information. The General Membership would approve, but the brought here for the Board to review and comment on.
 - b. Attendance at Workgroups, Committees, or HSC board/membership meetings
 - i. How do we help monitor attendance at meetings?
 - ii. Discussed power challenges based on voting by having one person vote on behalf of the agency which may have different.
 - iii. Wild notes that we are trying to find a lot of decision makers to be involved at the meetings. We want executive directors there.
 - 1. 2 things we want more decision makers and we want more ground people make decisions and changes.
 - 2. Committee size issues – how do we make attractive for non-CoC funded.
 - iv. Agency dues – members vs non-members
 - 1. Trainings
 - v. We should broaden the membership. Committee issue is different than membership.
 - vi. Wild separates monthly membership meeting, quarterly data policy.
 - vii. Does raising the bar to 9 enough encourage the membership –
 - viii. Considering agency piece, please consider size.
 - ix. Reviewed application form – will need to be altered

1. Do you want to make a donation?
 - a. No current funding storage source.

7. **Next month's meeting is at Urban League** and will be there for the rest of the year

8. **Sereno stated agencies are not applying for funding** - we need to think about how we collaborate with community development folks.
 - a. Surveys on agencies capabilities to utilize funding which has been advocated for

Motion to close. Meeting adjourned 12:59