
2.23.24

WY CoC Meeting Minutes

Approved on: 3.8.24

Vice Chair Bobbie Neilsen called the 2.23.24 Friday Board Meeting to order at 8.34am with Quorum.

In Attendance: Tracy Obert, Bobbie Neilsen, Wanda Koffler, Dawn Dillinger, Tara Trenholm, Paul Wright, Anika Kelley, Sheri West, Karla McClaren

Not In Attendance: Chandler Fox, Hope White.

Approval of the 2.16.24 Meeting Minutes tabled for approval for 3.1.24 Board Meeting
(Technical Difficulties sending/receiving minutes from 2.16.24)

New/Ongoing Business:

Tracy- review of charter at the June Membership meeting- wanting everyone to review it for edits prior to the June Meeting

Karla sent draft letter to everyone requesting itemized accounting of Panning Grant funds- interchangeable for WHC, ICA, we need to polish presentation put it on letter head and send it out.

Karla motioned to submit letter with edits to Chairperson with WHC Josh Watanabe, Paul seconded the motion- unanimous vote to approve. Karla will send the final copy to WHC.

Bobbie Drafted MOU between WHC/WYCoC to establish protocol for unallocated funds for CoC membership after restructuring – defining the use of funds, ownership of funds, procedures to access funds. Please review- edit – so we can get this settled- since March is the Anniversary month of 1 year of becoming separate entities.

Conference Attendance By Board Members- NHADC (April, October) or NAEH (July) we do want Wyoming Representation.

NAIHC.net please review for vote to become a non-voting member- we are waiting for Julie to let us know if Planning Grant Funds can cover this-

Send Fox the rough draft for a welcome letter to new board members for revisions.

Karla- TANIF- no update- Brad Hopkins is not responding.

Karla setting up link for Zoom meeting for Quarterly Membership meeting 3 /20/24 9am-11am- send agenda to Fox to edit flyer for the save the date- with Zoom Link, Basic Agenda –

Karla will make sure that she adds additional presenters –

ESG Update Karla- contracts are with AG office- things are moving forward.

Karla is working towards finding additional funding to address the HMIS Shortfall-

ESG is restructuring internal procedures to streamline flow of services for providers for 2023.

NOFO Committee Report – Bobbie

Bobbie has a 2024 drop box with documents for the NOFO process to share with board members- Sharing Screen to present to the Board- Bobbie with access to Board Members

Application Timeline- we have the historical file for 2023, working on the 2024 process. Bobbie went over the excel timeline to show everyone how it is used –

Letter of Intent for Renewal Projects, and New Projects- sending out LOI for renewals to go out ASAP with deadline due dates- setting a standard of expectations for Renewals so the Board knows if we need to reallocate funds to Expansion Projects, or New Project Applications.

Rank and Review Tools, written policy on the expectations for renewal and new projects to be posted on Website- in the interest of transparency as we start to grow funding.

LOI for renewals to be put on CoC letter head to get sent out- Bobbie and Tracy to do this on Monday-

LOI for New Projects go out after the NOFO drops.

Special Committee Shari, Paul, Bobbie, Tracy -March 1 at 2pm to write the policy and procedures for Rank and Review and Tools used-

HMIS/DATA Committee- Bobbie

Discussion on the SPM (System Performance Measures) do we resubmit or not-

Tracy called for a motion to approve resubmitting 2022 SPM reflecting DATA Standards change from 10/23–for proper comparison in the future- Paul motions for resubmission – Shari Seconded the Motion- unanimous vote for resubmission- motion passed.

CE Committee-Dawn- next week

Membership and Outreach- Paul- next week

Karla has a possible new board member from Casper- Kristy Oster- Director of Community Engagement in Casper, Natrona Collective Health-to be liaison for accurate information going forward in the public sector- possible Public Relations- Karla sent application and waiting for response.

Also a possible Law Enforcement Officer interested in membership-

Board Meetings can be open to Public Attendance- need to tighten up the Structure of Meetings for Presentation Purposes.

PIT- Karla- no report pending 2024

HAC Committee Report- Nika – focusing on technical support to get Zoom recording to Nika, with a tutorial- agreed that Videos should be raw- Nika will help anyone struggling with technical challenges so we can get a format that she can work with.

WEBSITE Committee – Dawn, Nika, Fox, Wanda

Everyone agreed one email associated to website with multiple user access- Admin@WYCoC.org is what everyone agreed on. Will discuss at next meeting contacting One Each to implement this.

Nika is reviewing the current Logo for presentation's sake to upload to Website- pending Board Approval.

Nika and Dawn will meet to go over Media Release and creating a form for the Website that is user-friendly-

Discussion on Target Audience – service seekers, or Agencies- everyone agreed it is Agencies –

Some Documents should be on the Website as PDF- but editable documents can be stored in two separate locations- ICA as the CA will store formal documents- and we will have a drop box for the WYCoC – Dawn is setting this up.

Nika mentioned that Drop Box is a space/size driven format and at some point, it will cost us- but we can deal with that as it comes up. Tracy mentioned that we might be able to use planning grant funds to cover expenses.

Federal Partnership HMIS Funding Committee- Wanda, Shari, Nika

Let's get with Sandy Wilson for input to create a professional, informative proposal letter for partners participating in HMIS-

Quarterly Membership Meetings Committee/Itinerary

(March 20, June 11,12,13 In Person & Retreat ??, September 18th, December 18th)

March 20th, 9am- 11am Zoom Itinerary –

Join Zoom Meeting

<https://us02web.zoom.us/j/89102703907?pwd=WnphaHQ4SjhFcHVnZjZmcEhjWlJCdz09>

Meeting ID: 891 0270 3907

Passcode: 121708

*Welcome Recap from WY CoC- What we've Learned)

*National Alliance to End Homelessness Presentation

*Q&A

*Closing

Tracy, Bobbie, Wanda to meet on Tracy's presentation format.

Send this Agenda to Fox to update Flyer-and return to Tracy, Karla

June 11,12,13th Board Retreat and Membership Meeting Casper

Itinerary

- Venue for Board Member Retreat-2-night hotel stay 6/11,12/24- out the 13th- Wanda is actively seeking quotes.
- Venue for General Membership Meeting 6/13/24-Wanda is actively seeking quotes.

Action Items for Next Meeting

Discussion on finding a Public Relations Representative – possible on Planning Grant Funds

Announcements and Events

We have always Existed: Two Spirit native LGBTQ+ History, Culture and Identity.

February 27 10am-1130am PST, 1pm-230pm EST, 11am-1230pm MST

[Meeting Registration - Zoom](#)

HUD is sponsoring Office Hours on **Wednesday, February 28, 2024, from 1:30 – 3:00 PM EDT**, to debrief on the Fiscal Year (FY) 2023 Continuum of Care (CoC) Program Competition. This debrief is only for the FY 2023 CoC and Youth Homeless Demonstration Program Renewal and Replacement Grants Competition.

To join the office hours, click:

<https://intellor.webex.com/intellor/j.php?MTID=m6043f17663324f14a411b9805b8e84f0>

Casper Pride 6/6-9, 2024

[Rendezvous – Wyoming Equality](#) August 7th-11th, 2024

<https://endhomelessness.org>

*Conference attendance by a Board member to NHSDC (April, October) and/or NAEH (July)-hoping to send a few Board Members to each depending on funding available to cover expense.

Please provide links and information for upcoming events you are aware of