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## 12/5/2025 CoC Minutes

### Wyoming Continuum of Care (CoC) Board Meeting Minutes

**Date:** December 5, 2025 **Time:** 8:26 AM **Location:** Zoom

#### Attendance

- **Board Members Present:** Wanda Koffler (Chair), Anna Edwards (Coordinator), Shari West (Secretary), Julie Eberbach, Karla McClaren, Tracy Obert, Kayla Braaton, Bobbie Nielsen, Paul Wright (joined later)
- **Absent:** Dawn Dillinger (vacation), Micki Jaramillo
- **Quorum:** Achieved (minimum 5 members present)

#### 1. Call to Order

- Meeting called to order by Chair Wanda Koffler.
- Wanda noted she may need to step away due to shelter duties; Bobbie Nielsen agreed to serve as proxy if needed.

#### 2. Approval of Previous Minutes

- Minutes from prior meeting were **not ready** (video not yet sent to Secretary).
- Approval tabled until next meeting.

#### 3. Update: Joint Appropriations Committee (JAC)

- **Report by Karla McClaren:**
  - Director Corin scheduled to present to JAC next Friday.
  - ESG state match funds have now been incorporated into the **ongoing budget** (no longer temporary).

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- Board acknowledged this as **good news** and a stabilizing factor for future funding.

#### 4. Competition Timeline Update

- **Anna Edwards presented revised timeline** due to NOFO requirement that rankings be posted publicly 15 days before application deadline.
- **Key dates:**
  - **Dec 28:** Initial review & ranking posted
  - **Dec 29:** Appeals due (24-hour window)
  - **Dec 30:** Appeals results emailed; final rankings posted
  - **Jan 5:** Board letters of support due
  - **Jan 7:** Final applications submitted
  - **Jan 9:** CoC submission completed (ahead of HUD deadline)
- Motion to approve timeline: **Tracy Obert**; seconded by **Shari West**.
- Motion carried unanimously.

#### 5. Ranking & Scoring Policy

- **Anna Edwards presented updates** to align with HUD NOFO requirements:
  - Added 15-day public posting requirement.
  - Clarified compliance with HUD guidelines.
  - Updated references from eSNAPS to new application form.
  - Added reallocation language and Tier 1/Tier 2 guidelines.
  - Included HUD appeal link.

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- **Discussion:**
    - Bobby flagged a bullet on cultural diversity; board agreed to remove it.
    - HMIS and Coordinated Entry projects to remain at bottom of Tier 1 (required projects).
    - Julie assured board that HMIS lead will strategize to avoid negative impact on housing programs.
  - Motion to approve updated policy: **Wanda Koffler**; seconded by **Paul Wright**.
  - Motion carried unanimously.

## 6. Letters of Intent (LOIs)

- **Anna Edwards presented LOIs received:**
  - USI (incorrectly listed HMIS; likely intended transitional housing).
  - Interfaith (small request, clarification needed).
  - Comea House (submitted but later retracted).
  - CCS (potential reallocation opportunity).
  - CAPNC (new transitional housing request).
  - CSS renewal (DV bonus).
  - GARF (DV bonus request aligned with HUD estimates).
  - Wyoming Rescue Mission (SSO-specific request, notable as first federal funding ask).
  - Good Samaritan Mission (transitional housing + SSO).
- Total requests: approx. **\$2 million**.

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- Noted increased interest this year, including **faith-based organizations**.
  - Anna to follow up with applicants for clarification and send acceptance emails with next steps.

## 7. Next Steps

- Anna Edwards to finalize application form and scoring rubric.
- Board to review LOIs and prepare for ranking process.
- Carla McClaren to report back after JAC presentation.

## 8. Adjournment

- Meeting adjourned after LOI discussion.
- Next meeting scheduled to continue competition process.

## Action Items

- **Anna Edwards:** Clarify LOIs with USI and Interfaith; finalize application form and rubric; notify applicants of next steps.
- **Karla McClaren:** Report back on JAC presentation outcomes.
- **Board Members:** Prepare for ranking and scoring review in late December.