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## 2/6/2026 CoC Minutes

**Time:** 8:32 a.m.

**Location:** Virtual Meeting

**Chair:** Wanda Koffler

### 1. Call to Order & Quorum

The meeting was called to order at 8:32 a.m. by Chair Wanda Koffler. A quorum was confirmed.

Attendees: Wanda Koffler, Anna Edwards, Bobbie Nielsen-Rogers, Tracy Obert, Jess (Board Member), Karla McClaren (ESG Ex-Officio), Taylor Jones, Julie Eberbach, Kayla Braaton, Mickey Jaramillo, Shari West, and later Paul Wright. Absent: Dawn Dillinger  
Guests: None.

### 2. Approval of Previous Minutes

Minutes from the prior meeting were not available. Anna noted she had not sent them to Shari before Shari's vacation. Two sets of minutes will be reviewed and approved at the next meeting.

### 3. Budget Report - Planning Grant

Anna Edwards presented the year-end totals for the 2024 Planning Grant.

Key points:

- The report reflects final spend-down of the 2024 planning grant.
- A negative balance appears due to coding issues and timing of the new grant cycle.

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- The new planning grant began in December, and some expenses will shift accordingly.
  - Operations included travel, stipends, software, supplies, and renewals.
  - A line labeled “WellSky software” appears to be incorrectly titled; likely website or Zoom fees.
    - Julie will work with Molly and Kim to correct the template and improve readability.
  - Some travel expenses (e.g., a \$2,400 hotel charge) were miscoded and will be corrected.

Anna will meet with Molly monthly to review coding and ensure accuracy.

#### **4. In-Kind Match Summary**

Anna reported exceptionally strong in-kind contributions:

- Required: **\$21,225**
- Actual: **~\$49,000**

Karla’s hours contributed significantly to the total. Anna requested:

- Karla provide January–November 2025 hours separately from December 2025, so December can be applied to the new grant cycle.

Anna will also send out a monthly volunteer-hours form to streamline match tracking.

#### **5. Budget Acceptance Procedure**

Anna asked whether the board wants to formally approve monthly budget reports.

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Discussion:

- The board prefers to wait until corrections (e.g., WellSky line item) are made.
- Once corrected, the board will adopt a practice of motioning to accept the monthly budget report.

### **6. Letter of Support - BOCES 5 SLIB Grant**

The board reviewed the draft letter of support for BOCES 5's SLIB application.

#### **Project Overview (Presented by Taylor Jones)**

- BOCES 5 seeks to purchase a former assisted-living facility in Dubois (or another Wyoming community if needed).
- The facility would serve transitional vocational-age students (approx. 14-21) with special education needs.
- The program would provide:
  - Independent-living suites (up to 36 units)
  - Vocational training
  - Wrap-around services
  - Partnerships with VR, DFS, Job Corps, and community employers
- The goal is to fill a statewide gap for students who complete Tier 3 residential programs but have no next step.

#### **Discussion Highlights**

- Board members expressed strong support for the concept.

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- Concerns about Dubois' size were noted, but Taylor clarified the program is statewide, and students may work in other communities.
  - Jess recommended connecting with the Unaccompanied Students Initiative for data and lessons learned.
  - Anna provided guidance on SLIB's political dynamics, emphasizing:
    - Strong legislative and county-commissioner backing
    - Governor's support
    - Ensuring political supporters attend the SLIB presentation

Taylor confirmed BOCES 5 has already met with the Governor's Office, Department of Health, DFS, and Fremont County Commissioners.

### **Motion**

**Motion:** Tracy Obert moved to approve the letter of support.

**Second:** Paul Wright **Vote:** Motion passed unanimously.

**Abstentions:** Wanda Koffler and Tracy Obert (due to conflict).

**Outcome:** Letter approved.

### **7. NOFO Update - 2024-2025 Renewal**

Anna provided an update on the renewal-only NOFO cycle:

- BCS has submitted its renewal application.
- Anna is completing the CoC's eSNAPS submission and verifying Form 299-1.
- Only one renewal application is being submitted this cycle.
- Anna will send the CCS application to the board for review.
- There was discussion about whether a vote is required; the board agreed it is helpful to have a vote on record.

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A vote will occur once members finish reviewing the emailed application.

## **8. Adjournment**

9:53 am