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## 3/20/2026 CoC Minutes

**Date:** 3/20/2026

**Time:** Meeting called to order at **8:36 a.m.**

**Location:** Zoom

### 1. Call to Order

Chair **Wanda Koffler** called the meeting to order at **8:36 a.m.**

### 2. Attendance

**Present:**

- Wanda Koffler
- Anna Edwards
- Dawn Dillinger
- Shari West (serving as proxy for Bobby)
- Karla McClaren
- Paul Wright
- Julie Eberbach
- Mickey [last name not provided]
- Tracy, Taylor, Kayla (arrived later)

**Excused:**

- Bobby
- Jessica

**Note:** A quorum was **not** present at the start of the meeting. Minutes from the previous meeting will be approved once quorum is reached.

### 3. Coordinator's Report – Anna Edwards

Anna provided an overview of monthly activities:

- Interview completed with Austin Beck (Fremont County) regarding the Wyoming CoC.

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- Distributed Board of Directors application to Adrian Bowles; awaiting return.
  - Completed onboarding sessions with three new board members.
  - Secured most room/board and meeting space for the August meeting.
  - Reviewed and updated financials; will be discussed later in the meeting.
  - Updated the Wyoming CoC Fund Administration MOU; signatures pending.
  - Prepared talking points for CCS meetings with Rep. Harriet Hageman.
  - Attended multiple trainings, including a web layout training that will guide website redesign.
  - Held FIT Committee and Governance & Membership Committee meetings.

No questions were raised.

#### **4. Financial Report – Anna Edwards & Julie Eberbach**

##### **A. Year-End Planning Grant Report**

- Reviewed final expenditures for the previous year's planning grant.
- Question raised regarding **\$1,342.95 HMIS database cost**; awaiting clarification from ICA (Molly/Kim).
- Office equipment costs were minimal (computer, Adobe licensing, etc.).
- In-kind match requirements were met and exceeded.
- Julie clarified:
  - Rent allocations from the Des Moines office are based on HUD-required formulas tied to staff time.
  - Cash match used for meetings is not reflected in the current report but will appear in the HUD APR.
  - The grant is **not** actually in deficit once match is applied.

##### **B. Current Planning Grant Budget**

- Reviewed expenses through February 28.
- Some match still needs to be entered.
- Operations line includes rent, insurance, and administrative costs.

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- No additional questions.

## 5. Congressional Visit – Report from Wanda Koffler

Wanda reported on the recent visit with **Rep. Harriet Hageman**:

- Rep. Hageman was attentive, engaged, and asked detailed questions about homelessness programs, state-level coordination, and funding challenges.
- Expressed concern about identity document barriers and DV funding delays.
- Her team will follow up with HUD regarding NOFO issues and funding delays.
- The visit was brief but productive; additional tours from other delegates are being scheduled.

## 6. ESG Program Update – Karla McClaren

- ESG grant is progressing successfully; now in its third month.
- **Transition:** Jane Carlson will assume ESG responsibilities.
- Jane will **not** serve on the CoC Board due to workload but will:
  - Join as a general member
  - Attend membership meetings
  - Meet annually with the Board for ESG input
- A second amendment to the ESG contract will be issued; this will be the final amendment for the current two-year cycle.
- Karla expressed appreciation for her years on the Board; members expressed gratitude for her service.

## 7. Strategic Goals & Committee Work – Anna Edwards

### Goal 4: Strategic Use of CoC Funds

- Next steps include federal grant training to prepare agencies for the upcoming NOFO.
- Anna has reached out to the Governor’s Grant Office to request a training session.
- Governance Committee is reviewing mission, vision, and board structure.
- Board membership has grown from 6 to 9; recruitment will continue with focus on:

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- Tribal representation
  - Fremont County engagement
  - Increasing PIT participation county by county

### **Discussion**

- Emphasis on strengthening relationships with tribal partners through **ground-up engagement**, not only top-down outreach.
- Suggestion to involve local providers at the annual meeting (e.g., vendor tables, resource booths).
- Agreement that Fremont County may be a strong area for increased participation.

### **8. Annual Meeting Planning**

- Discussion began regarding speakers, themes, and engagement strategies.
- Further planning to continue at the next meeting.

### **9. Adjournment**