
3/6/2026 CoC Minutes

Date: March 2025

Time: 8:32 AM

Location: Virtual Meeting (Zoom)

1. Call to Order

The meeting was called to order at **8:32 AM** by **Wanda Koffler**.

2. Attendance

Voting Members Present:

- Wanda Koffler
- Anna Edwards
- Bobbie Nielsen
- Paul Wright
- Tracy Obert
- Don Dillinger
- Taylor Jones
- Mickey Jaramillo
- Shari West
- Jessica Sayers

Excused Absences:

- Kayla
- Julie

Guests: None

A quorum was established.

3. Consent Agenda

Approval of Previous Minutes

- Minutes from the prior meeting were **tabled** until the next meeting.
- Anna reported issues with the video and had not yet sent updated minutes to Shari.

Budget Review

- The updated budget from Molly Lyons was not yet available.
- Two budgets will be reviewed at the next meeting:
 - January budget
 - Year-end budget

Shari noted ongoing delays due to SFRC's office move and lack of phones/internet, but expects to be caught up soon.

4. New Business

4.1 HMIS Year-End Report (Bobbie Nielsen)

Bobbie presented the **2025 HMIS Year-End Report**, covering:

System Overview

- 38 agencies using HMIS
- Approximately 180 projects
- 80–90 active users, consistent year-to-year

Federal Reporting

- **LSA** submitted Feb 7 (due Feb 9)
- **SPMs** submitted April 11
- **PIT/HIC** still in progress; HUD has not released the submission deadline

Caitlin will present SPM and PIT/HIC results once finalized.

Training

- 39 new user trainings
- 15 refresher trainings
- Annual recertification completed by all users
- PATH, ESG, SSVF, and CE trainings conducted as needed

Data Quality (EVA Reports)

- EVA reports used for three years to improve data quality
- Quarterly data quality trends:
 - Q1 FY24: 81% error rate
 - Q4 FY24: 73%
 - Q4 FY25: 74%
- Agencies receive quarterly updates on their data quality percentages
- Goal is continued reduction in fixable errors and warnings

Bobbie emphasized the importance of EVA reports for improving LSA and SPM accuracy.

No questions were raised.

4.2 CoC Undesignated Funds – Fiscal Agent Discussion

Shari shared that her board had concerns about Sweetwater Family Resource Center continuing to hold CoC funds.

Anna provided background:

- Funds originated from a previous agency and were split between CCS and Sweetwater.
- Total balance remains ~**\$12,000**; no reimbursements have been invoiced.
- Funds are used for CoC-related expenses (travel, meetings, etc.).
- ICA is willing and able to serve as fiscal agent and maintain a separate account code.

ICA confirmed:

- No conflict of interest

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- They already manage funds for 45 COCs across 17 states
 - They have five full-time finance staff
 - Funds would be tracked, audited, and reported quarterly

Bobbie recused herself from voting due to ICA employment.

Motion:

To transfer CoC undesignated funds to ICA as fiscal agent.

- **Motion:** Jessica Sayers
- **Second:** Paul Wright
- **Vote:** Unanimous approval

Anna will:

- Update the existing MOU to reflect ICA as fiscal agent
- Present the updated MOU at the next Executive Committee meeting
- Coordinate with Shari on transferring funds (check or ACH)
- Provide documentation for SFRC's audit

Shari was thanked for holding the funds to date.

4.3 Board Email Addresses

Anna raised concerns about the WyomingCOC.org email accounts:

- Many board members do not receive messages sent to those addresses
- Teams access is inconsistent
- Most communication has shifted to personal/work emails

Board feedback:

- Jessica prefers using her personal email
- Tracy prefers her CCS email
- Micki had difficulty accessing the CoC email account

Consensus:

- Continue using personal/work emails for communication

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- Anna will consult with Zach to ensure board members can access Teams regardless of email domain

4.4 BOCES 5LOS – Letter of Support

BOCES requested a **letter of support** for a **Congressionally Directed Spending** application to redevelop the Roosevelt Learning Center.

Taylor and Anna explained:

- Funding would improve service delivery to Wyoming school districts
- BOCES is not eligible for federal grants and relies on fee-for-service and mill levy
- CDS funds do not require match and function similarly to a capital gift
- Deadline was accelerated, requiring quick action

Motion:

To approve a letter of support for BOCES’s CDS application.

- **Motion:** Wanda
- **Second:** Tracy
- **Vote:** Unanimous approval

Anna will prepare and send the letter for signature.

5. Adjournment

The meeting continued beyond this point in the transcript, but the provided text ends mid-discussion. I can complete the minutes once you upload the remaining portion.