
3.15.24 WY CoC Meeting Minutes

Location: [Click here to join the meeting](#)
Microsoft Teams Meeting ID: 220 113 495 324
Passcode: w23SCT

Time: 8:30am Approved on 3.22.24

Board Chair Tracy Obert called the 3.15.24 WY CoC Board Meeting to order at 835am with a quorum.

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

Not in Attendance: Hope White, Chandler Fox, Paul Wright

I. Approval of Minutes- 3.8.24

Motion to Approve minutes form 3.8.24 made by Shari West

Seconded by Tara Trenholm, no discussion, Motion Passed- Minutes Approved

II. New/Ongoing Business

Charter Revisions-Board Chair, Tracy Obert requested everyone to review the Charter for revisions and updates- Vice Chair, Bobbie Neilsen opened discussion concerning terms of office for Executive Officers – our Charter states that the current officers are in place for two years- due to the restructuring of the WY CoC a year ago- everyone agreed this should stay in place to ensure a solid foundation going forward-with a discussion at the Board Retreat on how it will look to prepare or mentor new Executive Officers when the time comes. Karla mentioned full transparency at the June General Membership meeting- so general members understand how this Board developed and defining the offices, scope of work, responsibility of each office and how to maintain the momentum we have started going forward. Every on agreed- we will also discuss the duties/rights, responsibly of alternate officers and update the Charter.

Zoom Account Discussion on the logistics of getting a zoom account paid for, even though Julie with ICA gave the go ahead we need to ask the question with what credit card, from ICA or WHC- this expense can be reimbursed from the Planning Grant, however Karla recommended that NO ONE USE THEIR PERSONAL CC to do so- Bobbie is reaching out to Molly, and Julie with ICA for recommendations on how to proceed. Julie Eberbach should attend our next meeting 3.22.24.

CoC Planning Grant APR- Due 3.30.24 WHC needs to get this report in for us – Karla, Bobbie reaching out-

WHC MOU Draft- Vice Chair Bobbie Neilsen asked everyone to review the WHC MOU Draft that Josh sent out with his revisions – we need to clarify what entities have access to the funds previously collected for membership dues when combined entities operated jointly- now that we have both restructured it makes sense to have the details in writing for future reference. We will review this at the meeting 3.22.24 for finalization.

III. ESG Update-Karla is encouraged by the progress she has made with simplifying her internal process for ESG related documentation, how things are processed, and participants are notified of funding. Her hope is that it will be less cumbersome for the next rounds of grants, funds, and participants. Further discussion on how ESG funds affect the RRH Inventory Utilization re: bed counts – an unclear question on the NOFO to start with- however the timing of the funding matters on this response so Bobbie and Karls had open discussion on what would be a good fix for tis- Karla is confident that executing everything by January 1, will streamline that and iron out the concerns on PIT night traditionally in mid-January.

IV. Committee Reports

NOFO –

*Letter of Intent of Renewal Responses- waiting on two agencies responses- these will be added to the DROP Box as they come in.

*Lived Experience Letters- HAC will work on this in Committee

*Formal Written Agreements with Partnerships-we need to identify who these partners are and start collecting formal agreements.

Rank and Review Committee

*Written Policies & Procedures- rough draft in Drop Box – will update 3.22.24

*Rank and Review Tools in process

HMIS/DATA-Bobbie System Performance Reports submitted on time, Katlyn with ICA will be presenting results as far as the change from 22-23 to Board in the next couple of weeks. Bobbie requested the committee to create a satisfaction Survey for HMIS users and ICA support – Tracy Volunteered for that- as Bobbie didn't get a great response from the committee.

CE-Dawn-Dawn also needs a satisfaction survey- Dawn will update on that 3.22.24

Membership & Outreach- Paul –Karla reported that Kristy Oster koster@collectivehealthtrust.org has filled out her application and requested electronic vote prior to the meeting 3.22.24- Tara reported that her and Paul only attendees to this committee meeting- Board agreed we need more participation. A call for committee members to be made at the Quarterly Membership Virtual Meeting in March.

PIT- pending 2025 Activities.

HAC- Homeless Advisory Council- Tracy working on videos, a call for participation will go out at the March Meeting- a media release has been developed. Discussed the Lived Experience Letter for the NOFO- we will write one letter as committee members and all sign it.

Website –Nika discussed website training and coordinating a group committee training together with One Each, top be respectful of Chrissy’s time on website trainings- will discuss further at the next committee meeting-

Quarterly Membership Standing Committee- pending participants.

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

March 20th, 9am- 11am Zoom-

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

Topics for Power Point Presentation-In Drop Box for review

Tracy updated that John (Threlkeld) spelling? from the National Alliance to End Homelessness sent the presenters biography, Marcy Thompson, Vice President of Programs and Policies and is updating the Power Point Slides

Annual Board Retreat and Membership Meeting Casper

Itinerary Dates 6/11,12,13/2024

1. 6/13/24 -Itinerary/ Guest Speakers/Presenters Schedule Tentative pending confirmation- Topic is Housing and HealthCare
 - A) Invitation to Cyntia Lummis – Tracy confirmed with Allie from the Senator’s office that Senator is adding the CoC Meeting on her schedule as a presenter speaking on HealthCare and Homelessness, she will have to stream via Zoom, in case of last-minute scheduling conflicts- Ally will step in and present on her behalf.
 - B) Possibly Jen Davis from the Governor’s Office-Karla is confirming.
 - C) Possibly our WY Field Rep from HUD, Mark Feilmeier, Trent, or Amanda from Casper.
 - D) Talk with Hope White about Tribal Representation
2. We need to come up with a way to record the presenters and the meeting rather than virtual attendance it was less than the quality we want for our meetings virtually last year- everyone agreed that recording the speakers would be the way to go- we probably need to find a videographer- like a College Film Student –
3. Everyone agreed that we each need assigned duties compared to last year- re: someone at the sign in table, formal introductions, we will develop this with further discussions-

*Wanda will talk with Ramkota about what they can help us with as far as big screen- sound equipment- Wi-Fi for streaming- maybe they have a videographer –(wonder if County 17 has someone willing to help on this as an independent film person)

*Dawn is excited for the Event Planning- lol

*We need to send out a Save the Date by April 1st-Dawn is drafting something in our CoC Canva

* An announcement will be made at the March Virtual meeting

- **Venue for Board Member Retreat-2-night 6/11,12/24- out the 13th-**

Ramkota—15 guest rooms-\$107.00 per room \$1,605.00 plus tax.

*Will need rooming list– need the CC Authorization or Direct Billing Form filled out and sent back

- Venue for In Person Board Meeting 6/12/24 –

9am-3pm, Center On Melrose- a local church that helps people helping people reach out to marginalized communities -\$100

- Venue for General Membership Meeting 6/13/24-

Ramkota. 11am-3pm Wyoming Theatre Room- \$400

Possible Catering?

*Will need to discuss food/catering etc. with WHC- decision pending

V. Announcements and Events

Trans Awareness Week 3/25-29/24

Wind River Pride 3.23.24

Northeastern Wyoming Community Meeting- To be announced for April 2024

Casper Pride 6/6-9/2024

Rocksprings Pride 6.8.24

Are there any Juneteenth events Happening? Nika is watching for Announcements from the wyomingequality.org

National Alliance to End Homelessness Conference – Capital Hill Day 7/8-10/2024

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

<https://endhomelessness.org>

<https://NAIHC.net> – nonvoting member pending \$500 Application fee.

*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

VI. Action Items for Next Meeting:

Welcome New Board Member Kristie Oster- confirmed vote for minutes.

Guest Speaker Julie Eberbach

Finalize WHC MOU Draft

Confirm that the Planning Grant APR will be submitted by 3.30.24- WHC.

Written Policies and Procedures Update-

Welcome Letter for New Board Members-