| 5.17.24 WY CoC Minutes |
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# Agenda details: Location Zoom, Time 8:30am. Board Vice Chair Bobbie Nielsen called the meeting to order with quorum at 8:34am.

# Attendance: Bobbie Neilsen, Wanda Koffler, Karla McClaren, Dawn Dillinger, Tara Trenholm, Paul Wright, Shari West, Kristy Oster, Micki Jaramillo, Anika Kelley

Not in Attendance: Tracy Obert, Hope White, Chandler Fox

## Approval of Minutes- 4.26.24, \*5.3.24-Board Acknowledges Incomplete Minutes, 5.10.24.

## Wanda motioned for approval 4.26.24 minutes- Micki seconded, Kristi motioned to approve 5.3.24 minutes, Tara seconded, Paul motioned to approve 5.10.24, Tara seconded- all minutes voted unanimous for approval.

## New/Ongoing Business

National Alliance to End Homelessness- Wanda has a scholarship to attend- all expenses paid- congratulations- Tara had questions for Tracy on rooms etc- we need to get this covered for them so advised to coordinate with Tracy – emailing Tracy/Tara in a group email-

## ESG Update- Karla- no update

## Committee Reports

**NOFO –**

Julie Eberbach, Corporate Operations Officer for ICA-additional support for the Wyoming Project to keep things moving forward- reporting on HUD getting the CA and grants transferred from WHC to ICA. HUD Headquarters wanted to have an introductory monitoring session with ICA as the new CA- the question came up as to when the CA will be fully transferred from WHC to ICA- the monitoring session is on hold until the full transfer happens- this is a good sign for finalization of the Transfer.

Affecting the 22, and 23 FY Planning Grants-and streamlining processes-

Julie will not be private contracting to write the NOFO- but part of the team with the CA- no need to contract that out- freeing up funds for other purposes.

$38,000 to spend down by 10/1/24 to spend from the 22 FY, Bobbie confirmed with Julie the Board Retreat and membership meeting expenses that can be covered and what needs to be requested form WHC- re: Planning grant covers the Board Retreat meeting room and lunch while we are working, the Hotel Rooms for the duration of the stay- the Meeting room venue for the general membership meeting and office supplies. Additional expenses such as the traditional group meal and the refreshments for the membership meeting will need to be requested from WHC unallocated funds-

Julie expressed the key component is to have a direct connection to Board Development/Training etc with concerns of what the Planning Grant will and will not cover. Julie reminded Board Members to track volunteer hours for future in kind matching for grant funding. Julie indicated that once ICA is finalized as the CA regular accounting reports will be provide.

Discussion and Q&A- Travel Reimbursement form to cover gas mileage from the planning grant, Form from WHC requesting them to cover two meals. Dawn suggested using the government per diem for meals when requesting $$ from WHC to pay for the social dinner for the board.

**Vote Needed**- 1) Planning Grant cover Board Retreat Expenses, membership meeting venue expenses, guest rooms, and office supplies plus travel mileage reimbursement for Board members and Travel Expenses for Bobbie. Paul motioned- Kristi seconded- unanimous vote- motion passed.

**Vote needed** 2) Requesting WHC to pay for Meals for the Board Retreat, membership luncheon and Board dinner- Nika motioned, Paul seconded- unanimous vote- motion passed.

**Rank and Review Committee**

Falls under the NOFO- we need letters of intent for new projects or expansion grants- New Applications are accepted after the NOFO drops- but we do need to prioritize what the CoC sees the State needs- possibly announce at the General membership- Expansion Grants are considered new projects-

**HMIS/DATA-Bobbie -meets-2nd Monday of each Month.**

HMIS grant covering Bobbie is still in shortfall- ICA has developed a tip sheet for the New EVA data reporting- Bobbie sending invites for EVA training – and training specific to errors.

**CE-Dawn – meets- 4th Monday of each month.**

Memorial Day scheduled meeting canceled.

**Membership & Outreach- Paul-meets- 3rd Monday of each month.**

**PIT- Bobbie, Karla-meets- relevant to time of year. Resuming in July/August 2024**

PIT and HIC numbers have been submitted. HUD ironing out internal technical issues on reporting format-

**HAC- Homeless Advisory Council- Tracy, Wanda, Anika, Fox-meets weekly on Wednesday at 10am.**

Canceled last week- working on Lived Experience Video, letter- question about helping with the PIT and outreach for that State Wide-

**Website –Dawn, Wanda, Anika, Fox-meets 1st and 3rd Tuesday**

Map of each page, implementing strategic updates- on going.

**Quarterly Membership**

(June 11,12,13 In Person & Retreat, Virtual for September 18th, December 18th )

\*Focus is on the June Retreat and in person General Membership meeting

\* develop consistent communications to general members – that is the intent of quarterly meetings- but concern about more frequent communications via email etc. Board Retreat Agenda Item?

**Annual Board Retreat and Membership Meeting Casper, WY**  **\*see Itinerary Notes 6/11-13/2024**

* Karla volunteered to facilitate the Board Retreat Meeting the 12th
* Paul volunteered to facilitate the General Membership meeting the 13th
* Board is waiting for confirmation from Senator Lummis office on presentation time-

## Announcements and Events-

## <https://endhomelessness.org> Capitol Hill Day/Conference 7/8-10/2024 Washington DC. Do we have Attendees?

## Registration is full- wait list in play- hopefully Tracy can swing a work around for Tara and Allyson to attend.

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

## Hope White- will help with registration- we need WHC/ICA to pay this expense from Planning Grant

## \*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.

$75 virtual registration- can this be covered for Micki via the planning grant- do we need a vote or have her submit a reimbursement form to vote on?

## **5.24.24 Weekly Board Meeting canceled for the Memorial Day Holiday weekend.**

**Memorial Day 5.27.24 Monday- reschedule Agenda Meeting for the following 5.31.24 Board Meeting?**