| 7.26.24 WY CoC Minutes |
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# Agenda details: Location Zoom, Board Chair Tracy Obert called the meeting to order at 8:32am with quorum

## Attendance: Tracy Obert, Bobbie Nielsen, Wanda Koffler, Karla McClaren, Tara Trenholm, Allyson Stanton, Nika Kelley, Shari West, Paul Wright, Micki Jaramillo, Julie Eberbach

Not in Attendance: Hope White-U, Dawn Dillinger -E, Kristy Oster-E.

## Approval of Minutes- 7.19.24 Revised, will need to vote at next meeting 8.2.24

## New/Ongoing Business –

Guest Speaker Nicole McCray- Dickerson-Homebased- HUD Liaison will need to make sure she has the invitation and zoom link for 8.2.24 meeting\* [nicole@homebaseccc.org](mailto:nicole@homebaseccc.org)

Top 3 Priorities – postponed to 8.2.24 meeting – everyone can be thinking about what committee they want to be a part of- let us know next week-

1) YOUTH,

2) Victim Services

3) Building Relationships with Tribal Nations

Youth, VSP’s, Tribal-Draft Priorities Outline

1. Determine committee members.
   1. Who needs to be invited to be on the committee
      1. How can the CoC be involved with them
      2. How can they be involved in the CoC
      3. Is there a need/want for Board representation
2. Action steps:
   1. Identify overlaps in services
   2. Identify gaps in services
   3. Identify specific areas of current service delivery that can be assisted with
3. Obtain MOUs of support for the CoC
   1. Create template letter of support -Kristy for drop box- follow-up with her?

Kristi Oster sent an email with questions in her absence for Board Discussion as follows:

One thing I have brought up a couple of times is the communication created after the annual meeting and when/if it will go out? I think we need to communicate more and better with members and get information out. Karla is hosting the first meeting for PIT  count in August, which I think people would be interested in, but we haven't given them any notice. **Board Responds- both Karla and Paul did follow up- discussion on** [**admin@wycoc.org**](mailto:admin@wycoc.org) **email being used for correspondence, so everyone has access and a verifiable record.**

The new NOFO is out, but I think we should be sending that out to members as well? And a question I have is what do we as a board have responsibility for to help communities prepare for that project? It is a large project with only a couple of months notice, which makes it difficult to prepare for. I am not sure there is anything we can do to help that as it drops when it drops, right? **Julie Eberbach is here to go over details.**

It is my understanding that another "bonus" project will drop that we talked about prior to the member meeting that we needed to create prioritization around. Did we do that? Did we send anything out to the members to start preparing for that...or can we? I guess those are a couple of questions I am just not sure about completely and are things I am continually asked why we aren't sharing. **Board Responds with updating all email contact lists and streamlining how we all work together to keep people informed- we need updated current contact information for those missing the emails- consistent communication needs to come from the admin email so people know what to be looking for rather than everyone’s personal emails. Discussion on a drop box excel sheet for a check list- discussion on giving access to all board members to the email so that we can be more consistent with communications. Bobbie is working on a check list and form with DoD email access for drop box.**

ICA, Collaborative Applicant – Julie Eberbach- discussion on Hud CoC Builds NOFO

Tara Ozes with Home Base sent Karla the COC Builds NOFO for PSH in rural areas encouraging Wyoming CoC interested parties to apply-deadline is November 21, 2024

Julie does think this is a great opportunity for Wyoming however wants everyone to manage their expectations- she advised that she has no experience on Acquisitions and Rehab projects- the interested parties are responsible for applying for the NOFO Grant themselves due to the project type and requirements outlined in the Notice-The WY CoC Board is responsible to send out the Notice of the Opportunity- expectations and scoring- receive letters of intent and decide who we would select based on the project applicants-

Tracy suggested a Q&A on the CoC Builds NOFO as we move forward – Bobbie mentioned Kristy’s awareness of a collaboration in Casper that might be interested in applying for this NOFO. Question on Tribal Entities and how to Notify them of this Opportunity- we can have two applications if one is a Tribal Nation-

Bobbie mentioned a free One on One Strategy Session that Home Based is willing to hold- Tracy mentioned the Transparency of the CoC to include all interested parties- and not showing a preference to identified interests- Julie confirmed that is the responsibility of the WY CoC, post the notice, come up with the schedule- LOI, and scoring process- Julie suggested a timeline to keep it moving in a timely fashion- timeline as follows:

Post the CoC Builds NOFO with LOI form response to our website by Monday 7.29.24 and by email to General Membership-

Letters of Intent should be returned by 8.12.24- Bobbie is creating the form letter. In response to the LOI the application will be sent with scoring criteria -

We need to create the Application by 8.26.24

Project Application should be returned by 9.30.24.

Scored and Ranking by 10.15.24 with Notices

Julie was very encouraging about the WY CoC’s willingness to try to open these opportunities up for the State of Wyoming- We will finalize the timeline next week at 8.2.24 meeting. Cautionary awareness that our regular NOFO will be dropping soon.

Charter Revisions- Nika will fix the strike though information on the revisions and send to Dawn for Finalization- motion to approve made by Anika Kelley- Paul seconded the motion the motion with the corrected grammar corrections- Revised Charter Passed-

GAPS RFP -Paul shared the document to include the dates- Julie provided that the planning grant funds available are $25,000 via email and is not part of the discussion – RFP will be sent to General Membership, University of Wyoming, Paul will look into VOA contacts- timeline send it out by 7.31.24 proposals due back by due back by 8.15.24, Interviews 8.31.24, Contract negotiations will be 9.11.24 to be committed under contract by 9.30.24.

Onboarding Packets- we wanted to be sure and develop these so we will keep this on the agenda until we have a formal packet in Drop Box

**Removal of Board Member – Chandler Fox- vote needed-**

Anika, Kristy came up with an AI assisted form letter of removal of a Board Members’s seat- to be voted on 8.2.24

## Call for Committee Reports- No Reports currently-

Announcements and Events-

<https://NAIHC.net> – nonvoting member pending $500 Application fee. Board Approved 6.28.24- pending registrations and payment- The Board Decided to have Karla McClaren’s State Address on the application and the [admin@wycoc.org](mailto:admin@wycoc.org) email address. Payment is not due until notice of acceptance is in place- could be up to 60 days.

Board Chair Tracy Obert adjourned meeting at 9:53am