| 8.2.24 WY CoC Minutes |
| --- |

# Board Chair Tracy Obert called meeting to order at 8:32am with a quorum.

## Attendance: Tracy Obert, Bobbie Nielsen, Wanda Koffler, Karla McClaren, Dawn Dillinger, Kristy Oster, Micki Jaramillo, Hope White, Paul Right, Anika Kelley, Tara Trenholm

Guest: Julie Eberbach, Nicole McCray

Not in Attendance: Shari West- E

## Approval of Minutes- Paul motioned to approve both 7.19.24/726.24 , Anika seconded, no discussion, motion passed- minutes approved.

## New/Ongoing Business

## Guest Speaker Nicole McCray- Dickerson-Homebased- HUD point of contact for Wyoming [nicole@homebaseccc.org-](mailto:nicole@homebaseccc.org-)

Introductions – TA on CoC Structures etc. HUD information and Strategies and Homeless System response and advisory capacity- we will get together to go over the top priorities from the Annual Meetings- we will meet outside the Board Meeting in an Executive Session to review these- Tracy, Bobbie, Wanda

Top 3 Priorities – See attached draft priority outline-

1) YOUTH,

2) Victim Services

3) Building Relationships with Tribal Nations

Priorities Outline for each committee

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?

**2024/2025 NOFO- Julie Eberbach, CA, ICA –**

Julie went over the NOFO process comparison from last year- we are waiting for Pro Rata Needs from HUD- mentioned that we do have two NOFO going on now and to be sure and reference them correctly- 2024/25 NOFO due 10/31/2024, or 2024 CoCBuilds NOFO due 11/21/2024.

Most immediate need is the timeline- Keep in mind that this is a 2 year NOFO and contingencies may come up if a project closes or a New Project applies- HUD is building in a mechanism to help with that- its possible in year 2 there wont be as much money- HUD has admitted they are aware that appropriations are unpredictable from year to year. Julie will review the New NOFO details and get with Bobbie to create a timeline. Discussion on Letters of Intent for New Projects with the 2024/2025 NOFO -Julie advised to wait until we know what the bonus funds available are- Bobbie advised that we do have current project renewals LOI.

Discussion on the 2024 CoCBuilds NOFO- the CA is responsible for submitting the application to grants.gov- administrative duties will need to be carefully planned and executed for both NOFO’s by the CA. Julie and Bobbie will be reviewing timeline details for 2024/25 NOFO in excel- Julie advised to get communications out State Wide when she gets more details- Tracy advised that we can all be visiting HUD Exchange on review and ranking- Discussion on how the funding works from HUD- project renewals and Bonus funds-differentiating between HUD CoC NOFO and CoCBuilds NOFO.

Hope White advised to approach the Tribal Councils with the opportunity for the CoC Builds and they would advise the Tribal Entity and advise us accordingly- Hope will follow-up with meetings- and get back with us-

\*GAPS RFP emailed to General Membership from admin email -need to make sure that the communications on these have a timeline information attached or a PDF that goes out with Communications that can also be added to the Website. Question on the deadline for GAPS Analysis- adding Board Members to the Admin for the general membership contact list- need to check on Micki, Hope, and Nika correct emails in admin account-

\*Bobbie and Kristy to meet to create a consistency in communications for NOFO Opportunities- we need to have a process in place- and when someone says they haven’t received information- we need them to check their contact information, spam folders, and add themselves to the membership form on the website-

\*Discussion on Staff Member Job Description – The Board has options in the Hiring Process- ICA will be the employer of record- The Board needs to develop the job description, hours, committee Tracy, Julie, Wanda, Tara-

\*Motion to Approve Revised Form Letter of Board Member Removal made by Wanda, Micki Seconded- motion passed form letter approved- sent to Chandler Fox 8.3.24 via admin email- uploaded to Drop Box

\*Onboarding Packet- Paul reported we need Board Participation Nicole will help with this- possible Staffers Job Description

\*COC Builds NOFO and LOI form – posted to Website and sent to GM – confirmed

2024/25 HUD NOFO notice posted to website- details pending- need to send out both Timeline on both NOFO’s – resend the CoCBuilds NOFO, LOI, and Timeline-

\*Julie asked about Jake Christensen email sent to her- asking IT to check authenticity – could be spam- weird communications

\*Confirm the log in for [admin@WYCoC.org](mailto:admin@WYCoC.org) is in the drop box for all board members- in Drop Box.

## Call for Committee Reports-

## Karla and Kristy mentioned PIT starting to ramp up- discussion on PIT information slides- etc- they will update from last year- they have pending meetings

## Announcements and Events- Lots of NOFOs going on-

Kristy introduced Zero Returns to Homelessness and will forward an email – CoC support would be helpful- asking for a letter of support.

Board Chair Tracy Obert convened meeting at 9:45am MT.