



Racine City & County Continuum of Care (WI-502)
c/o HALO
2000 DeKoven Avenue, Unit #1
Racine, WI 53403

Minutes Racine CoC Leadership Council (LC) Meeting

Location: Virtual Meeting via Zoom or in-person at HOPES Center of Racine

Date: August 12, 2024

Time: 10:00 am – 11:30 am

1. **Welcome** – meeting called to order at 10:05 am

Present

Staff: Teresa Reinders – CoC Director

LC Members:

Gai Lorenzen – Community Member

Iraida Vazquez – Institute for Community Alliances

Justin Kasdorf – Center for Veterans Issues

Kimberly Leslie – Aurora Medical Center

Scott Metzler – Hopes Center

Kathy Snyder – Racine Revitalization Partnership

Pam Handrow – Bethany Apartments

Barb Farrar – LGBT Center of Southeastern WI

Holly Anderle – HALO (Lead Agency Rep.)

Carl Fields – Hospitality Center

Liz Powell – Racine Community Foundation

Robert Held Vander Wyst – Legal Action of Wisconsin

Absent:

Kaylee Cutler – Racine Unified School District

Shebria Small – SAFE Haven of Racine

Laurie Bauer – Wisconsin Department of Corrections

Carol Pagan – Lived Expertise Member

2. **Approval of the Agenda**

Motion by Pam Handrow to approve August agenda (2nd Liz Powell) – MSP unanimous vote

3. **Approval of Meeting Minutes from June 10, 2024**

Motion by Pam Handrow to approve June minutes (2nd Liz Powell) – MSP unanimous vote

4. **Establish regular meeting date**

Teresa Reinders discussed the need to set regular Leadership Council meeting dates. We need to meet monthly due to NOFO and CoC CA/LA selection. The meetings have been scheduled for the second Monday of the month at 10am and want to make sure this meeting time works for the group as we need to meet monthly for a while at the same time. Justin Kasdorf from CVI explained the meeting does conflict with the HUD CoC NOFO meeting for Milwaukee CoC but was able to be excused to attend this meeting. No other concerns from the members regarding a conflict with the date and time of the current meeting and the decision was made to keep

meetings on the second Monday of the month from 10 – 11:30am. Next meeting is scheduled 9/9/2024 at 10am.

5. Planning Grant Budget/Financials

5.1. Gai provided an update on the HUD CoC funded Planning Grant as follows:

- 5.1.1. \$76,858 is the total of grant with match funds for the grant cycle of February 1, 2024 – January 31, 2025.
- 5.1.2. \$35,669.13 spent from February – July (Staffing, Conference, Website, tech/communications)
- 5.1.3. \$41,188.87 balance
- 5.1.4. \$5,944.85 Average monthly spending
- 5.1.5. \$6,864.81 per month average spending needed to spend down grant timely (includes grant funds plus in kind or cash match)

6. Rating, Ranking, and Evaluation

- 6.1. HUD CoC Notice of Funding Opportunity (NOFO) was released. All currently funded agencies with CoC funded projects plan to submit renewal applications. No currently funded agencies with projects are volunteering to reduce projects this grant cycle.
- 6.2. Tier 1 funding cutoff is 90% of the Annual Renewal Demand. Annual Renewal Demand has not been released yet by HUD. The Grant Inventory Worksheet (GIW) was released for renewals but it is unclear on the amount of CoC Bonus or DV Bonus amounts for this cycle.
- 6.3. Deadline for the Collaborative grant submission in e-Snaps is October 30, 2024.
- 6.4. Any agencies interested in applying for a Bonus project would be considered a new project.
- 6.5. Teresa is working on timeline for New Project Applications
- 6.6. Next Step is Diversity Equity and Inclusion Survey to be sent out to currently funded projects.
- 6.7. Next meeting for Rating, Ranking, and Evaluation Committee is scheduled for September 12, 2024.

7. EHH Application update

Gai reports that the EHH application was submitted to Wisconsin Department of Energy, Housing and Community Resources on time. No decision of awards has been received yet.

8. Leadership Council President Position

- 8.1. Kaylee Cutler is the current President of the Leadership Council and has informed the Executive Committee that she will be stepping down both as a LC member and as President as she has taken a new position at Kenosha Unified and lives in Kenosha. This would have been her last meeting but wasn't able to make the meeting.
- 8.2. Unknown who is filling her role at Racine Unified for Families in Transition.
- 8.3. Barb Farrar is the Vice President and is facilitating the meeting today. Barb is willing to fill the position of President until the end of this term.
- 8.4. November is the annual election meeting.

8.5. Motion by Pam Handrow to approve Barb Farrar as President of the Leadership Council for the Racine CoC. (2nd Gai Lorenzen) – MSP unanimous vote

8.6. No volunteers spoke up to fill the Vice President position. Work to be done on recruiting member to fill the Vice President position at next meeting.

9. CoC Lead Agency Update

- 9.1. Request for Technical Assistance was submitted to HUD and has been assigned to the SNAPS division at HUD waiting to be assigned.
- 9.2. Gai Lorenzen reports two agencies have expressed interest in being the Lead Agency for the CoC Collaborative Application for Racine. SAFE Haven of Racine and Racine County. This came from a meeting with United Way, Racine Community Foundation (Liz Powell), SAFE Haven (Jeanette Brown), Pam Handrow, Racine County (Hope Otto and Travis)
- 9.3. Barb Farrar: Do we need to make a subgroup or wait for the Technical Assistance to be assigned?
- 9.4. Gai Lorenzen: Next step in the process is to determine a process and the selection criteria for Lead Agency of the CoC Collaborative Application. Whether we wait or not for decision by HUD on TA assistance, we need to create a process now. Process needs to be well documented per Teresa discussion with Jenny in HUD field office.
- 9.5. Pam Handrow: Can a letter of intent suffice as a process for selecting a Lead Agency and can a week be enough of a turnaround?
- 9.6. Gai Lorenzen: No requirement exists in the federal regulations that a Request for Proposal (RFP) is required unless this group decides to do an RFP.
- 9.7. Kathy Snyder: We heard from SAFE Haven about their interest and intent in being the Lead Agency/CA but we have not heard from the County yet, any chance there were minutes from the meeting with the county about their intent? No minutes from the meeting. It was clarified that this was not a meeting, but a discussion regarding the duties and expectations of the CA/LA.
- 9.8. Did United Way mention any interest? No interest was received from United Way.
- 9.9. Scott Metzel: Given the county has mentioned they are developing their budget now and there are time constraints, maybe we work backwards from their timeline to get the process started and make deadlines. Liz Powell indicates the deadline for the county was mentioned during the discussion but unclear if it was end of September.
- 9.10. Bob Held Vender Wyst: Let's create a subcommittee to work on the selection criteria.
- 9.11. Liz Powell: Do we have an executive committee that can take on this role? The Executive Committee would consist of the current officers Barb Farrar (President), Iraida Vazquez (Secretary), Teresa Reinders (CoC Director). Gai Lorenzen (Technical Assistance CoC was added to committee due to experience as previous CA/LA at LAW and HALO..
- 9.12. Scott Metzel: The Leadership Council can delegate tasks to the committee to come up with selection criteria for Lead Agency. There is confidence that the officers have a wealth of knowledge to move quickly, smart, and intentionally in this task.
- 9.13. Gai Lorenzen: If we move forward without Technical Assistance would the TA from HUD still work on Governance Documents and structure of the CoC? Teresa Reinders:

Technical Assistance would still provide us with any help going forward, especially for the Lead Agency's role with using E-Snaps, eLOCCS and any other roles they may be required to handle.

- 9.14. Barb Farrar: Committee will stay on after the call to schedule a time this week to start working on this task. Gai Lorenzen will send out the documents previously sent that identify factors to select the Lead Agency for the CoC Collaborative Application for review.

10. Motion to Adjourn at 10:54am by Pam Handrow (2nd by Kathy Snyder)