



Friday, August 24, 2007  
10:00 AM-12:00 PM

Catholic Charities ▪ 1717 Rand Road ▪ Des Plaines, IL

## AGENDA

- I. Welcome & Introductions**
- II. Approval of Meeting Minutes**
- III. Treasurer's Report – *Doug Jones***
  - A. Audit Report
  - B. Financial Statements of 7/31/07
- IV. Director's Report – *Jennifer Hill***
  - A. Welcome to the New Board Term
  - B. Committee Sign-Up
  - C. Staffing Update
  - D. Discharge Planning
- V. Committee Reports**
  - A. Executive Committee – *Eileen Higgins/Mark Enenbach*
  - B. HMIS Committee – *Doug Jones*
  - C. Fundraising Committee – *Tom Galassini & Sandy Williams*
  - D. Continuum of Care Development – *Sue Shimon*
  - E. Chronic Homelessness – *Khen Nickele*
  - F. Project Review and Prioritization – *Cynthia Schilsky*
  - G. Outcome Evaluation Committee – *Magalie Oscar & Courtney Suchor*
  - H. Homelessness Prevention – *Fred Shannon & Mary Schurder*
  - I. Governance – *Ken Schmitt/Eileen Higgins*
  - J. Rental Support Workgroup – *Eileen Higgins*
- VI. Other Reports**
  - A. Regional Roundtable – *Cynthia Schilsky*
- VII. CBSA Reports**
  - A. South – *Mike Wasserberg*
  - B. West – *Sharmili Majmudar/Teri Curran*
  - C. North – *Sue Shimon/Michael Sada*
- VIII. Old Business**
- IX. New Business**
- X. Adjournment**

The next meeting of the Board of Directors will be held **Friday, September 28, 2007**, 10:00 AM to 12:00 PM, at United Way of Metropolitan Chicago, 560 W. Lake St., Chicago.

**MINUTES OF THE 07/27/07  
MEETING OF THE BOARD OF DIRECTORS OF  
THE ALLIANCE TO END HOMELESSNESS  
IN SUBURBAN COOK COUNTY**

Meeting called to order by Eileen Higgins at the United Way offices.

Sue Shimon moved acceptance of the minutes and Khen Nickele seconded. Approved.

Treasurer's Report:   Audit Summary—overall "clean"  
                              Balance Sheet as of 06/30/07  
                              Profit/Loss for 06/07

Director's Report:    Still looking for office manager. A report on the National Alliance meeting.

Exec Committee:     Discussed staffing in general and specifically for the Director's maternity leave.

HMIS:                 Ongoing research into options.

Fundraising:         Checking on details for a day to "shake our cans."

C of C:                A discussion of Exhibit 1 Part IV and a review of Exhibit 1 Parts W, X, and Y.

Chronic:             No Report

Project Review:     No Report

Outcome Evaluation: Evaluating and synthesizing tools from other Continua.

Prevention:         Funds from the State were released.

Governance:         No Report

Rental Support:     Nothing new

Regional Roundtable: HMIS discussion

Mainstream Resources: No Report

Ken Schmitt moved acceptance of the CBSA nominations to the Board of Directors. Cynthia Schilsky seconded. Approved by Voice vote.

Ken Schmitt moved acceptance of the Countywide nominations to the Board of Directors as proposed by the Nominating Committee. Mary Schurder seconded. Approved by Voice vote.

Ken Schmitt moved acceptance of the slate of officers of the Board. Cynthia Schilsky seconded. Approved by voice vote with 2 abstentions.

CBSA Reports: South-No Report  
North-No Report  
West- No Report

Old Business: The Palatine shelter was transferred from Home of the Sparrow to WINGS.

New Business: Karen Stunkel is no longer the executive director of Home of the Sparrow.  
As of 08/01/07 Pillars will become the lead agency for Project WIN.

Ken Schmitt moved to adjourn at 12:05.

Submitted by Patrick Rodgers Secretary.

**Voting Members Present:**

Sue Augustus  
Beverly Christmon  
Arie Davis  
Mark Enenbach **VICE CHAIR**  
Tom Galassini  
Eileen Higgins **CHAIR**  
Marianne Minas  
Khen Nickele  
Patrick Rodgers **SECRETARY**  
Mary Ann Romeo  
Cynthia Schilsky  
Ken Schmitt **PAST CHAIR**  
Mary Schurder  
Susan Shimon **CBSA Co-Chair**  
LaTonya Walker

**Voting Members Absent:**

Jose Alvarez  
Gerry DuPaty  
Richard Grove  
Louis Harrison, Jr.  
Debra Howard-Frye  
Doug Jones **TREASURER**

**Sharmili Majmudar CBSA Co-Chair**

Lenoris Perkins  
Rev. John Rice  
Raul Rodriguez  
Fred Shannon **CBSA Chair**  
Edwin Walker IV  
Mike Wasserberg  
Sandy Williams  
Daryl S. Woods

**Others Members Present:**

Joseph Ader, Hines VA Hospital  
Rebecca Darr, WINGS  
Jon Ferguson, Vital Bridges  
Nate Gilham, Catholic Charities  
Marvin Gorss, West Suburban Landlords Assoc.  
Randi Gurian, Harbour  
Tahtia K. Smalling, Program  
Courtney Suchor, Shelter  
Marybeth Urbin, Home of the Sparrow  
Jennifer Connors Hill, Alliance to End Homelessness in SCC

Treasurer's Report By Doug Jones, Treasurer  
For The Alliance to End Homelessness in Suburban Cook County  
For the Board of Directors Meeting in August 2007

Internal Controls

Documentation of accounting and administrative procedure which was recommended by the auditors in their letter to management will proceed when staffing is stabilized at the Alliance office. The recently completed Office Manager Manual is a step in this direction.

Documentation supporting the use of independent contractor status is complete for both the admin/acctg transition project completed by Suzanne and the supplemental project work for HMIS by Nick. The documentation was informally approved by the auditors.

The opening of a Paypal account was considered by the auditors to be an action that should have been authorized by the Board. When brought to the Executive Committee's attention last month, the committee immediately voted to authorize the existence and continued use of the PayPal account.

July 31, 2007 Financial Statements

CDBG and SHP billing has still not been posted as revenue from prior months due to the staff vacancy in accounting. Sharon King has been contracted for that position and anticipates posting by September. A \$25K payment from the Chicago Community Trust is anticipated within August. The line of credit balance, used for working capital management, is \$35K, which is not unreasonable.

Operations

The Executive Director operates within a budget which is approved by the Board. Jennifer has reported various management decisions to the Board and the Executive Committee regarding staffing and compensation. She has sought advice, as needed, from individuals on the Board and Executive Committee as well as both groups in open session. It is appropriate for Board members to ask about decisions and receive answers to the end of a collaborative process in dealing with complex issues.

**Alliance to End Homelessness in Suburban Cook County**  
**Balance Sheet**  
 As of July 31, 2007

	<u>Jul 31, 07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking at Harris N. A.	110.63
PayPal	578.09
<b>Total Checking/Savings</b>	<u>688.72</u>
<b>Accounts Receivable</b>	
1100 · Accounts Receivable	10,067.78
<b>Total Accounts Receivable</b>	<u>10,067.78</u>
<b>Other Current Assets</b>	
1440 · Security Deposit	872.29
<b>Total Other Current Assets</b>	<u>872.29</u>
<b>Total Current Assets</b>	<u>11,628.79</u>
<b>TOTAL ASSETS</b>	<u><u>11,628.79</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	37,402.94
<b>Total Accounts Payable</b>	<u>37,402.94</u>
<b>Credit Cards</b>	
2020 · CitiBank	-146.31
<b>Total Credit Cards</b>	<u>-146.31</u>
<b>Other Current Liabilities</b>	
<b>Payroll Liabilities</b>	
2330 · Federal Payroll Taxes Payable	
2336 · Medicare Payable ER	0.05
2337 · FICA Payable EE	-1.34
2338 · FICA Payable ER	0.02
2330 · Federal Payroll Taxes Payable - Other	0.33
<b>Total 2330 · Federal Payroll Taxes Payable</b>	<u>-0.94</u>
2350 · State Payroll Taxes Payable	381.26
2360 · SUTA Payable	-148.88
Payroll Liabilities - Other	56.00
<b>Total Payroll Liabilities</b>	<u>287.44</u>
2010 · Line of Credit	36,000.00
<b>Total Other Current Liabilities</b>	<u>36,287.44</u>
<b>Total Current Liabilities</b>	<u>73,544.07</u>
<b>Total Liabilities</b>	73,544.07
<b>Equity</b>	
Retained Earnings	3,448.33
Net Income	-65,363.61
<b>Total Equity</b>	<u>-61,915.28</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>11,628.79</u></u>

**Alliance to End Homelessness in Suburban Cook County**  
**Profit & Loss**  
 January through July 2007

	<u>Jan - Jul 07</u>
<b>Income</b>	
<b>4010 - Grant Income</b>	
CDBG 05-051	16,249.64
SHP 2007 ADMIN	5,513.00
SHP 2007 Alliance	<u>108,558.00</u>
<b>Total 4010 - Grant Income</b>	130,320.64
<b>4011 - Donation Income</b>	
<b>Individual Giving</b>	
Board Appeal06	100.00
Individual Giving - Other	<u>130.00</u>
<b>Total Individual Giving</b>	230.00
<b>4014 - Foundation &amp; Corporate Giving</b>	
Chicago Community Trust	<u>25,000.00</u>
<b>Total 4014 - Foundation &amp; Corporate Giving</b>	<u>25,000.00</u>
<b>Total 4011 - Donation Income</b>	25,230.00
4100 - Interest Income	10.46
4300 - Other Income	<u>104.76</u>
<b>Total Income</b>	<u>155,665.86</u>
<b>Gross Profit</b>	155,665.86
<b>Expense</b>	
Payroll Expenses	102,699.44
6010 - Non-Employee Compensation	16,574.15
6050 - Employee Benefit Programs Exp	4,755.54
6080 - HMIS Vendor Fees	6,500.00
6085 - HMIS Security Expense	14,710.00
6090 - Consultant Fees	18,163.00
6300 - Rent or Lease Expense	6,346.46
6400 - Utilities Expense	21,694.75
6410 - Printing Expense	762.99
6420 - Travel Expense	2,915.63
6430 - Postage & Delivery	391.44
6450 - Office Supplies Expense	2,067.42
6460 - Interest Expense	2,509.49
6500 - Equipment or Furniture	19,491.30
6550 - Other Office Expense	238.50
6600 - Advertising Expense	250.00
6850 - Service Charge Expense	38.20
6900 - Purchase Disc-Expense Items	0.16
6950 - Insurance Expense	921.00
6999 - Uncategorized Expenses	<u>0.00</u>
<b>Total Expense</b>	<u>221,029.47</u>
<b>Net Income</b>	<u><u>-65,363.61</u></u>



## HMIS Committee Report August 24, 2007

### ***Softscape Update***

The Alliance continues to experience ***many issues*** with Softscape in this implementation. Just to name a few:

- Softscape dedicated resources applied to Suburban Cook County project - causing timeline issues.
- Outstanding Core Application issues unresolved (some 50+ open pins not including reports)
- Training Hardware: VM Ware site, only 6-8 users can access at the same time.
- Completion of the installation of PKI Certificates
- Reports incomplete and defect resolution
- Data Conversion/Interfacing incomplete

The Alliance Executive Committee & Derek Roach (legal counsel) have had a couple of meetings to discuss and review the Alliance current position with Softscape and possible next steps. The Executive Committee has approved looking at other options as we explore opportunities to bring some completion/closure to Softscape contract.

The Alliance continues to research the possible benefits of partnering with other communities that have already implemented Homeless Management Information Systems. See below the responses to these initial conversations:

HMIS Partnership Possibilities			
CoC	Software	Partnership Yes/No	Comments Regarding Implementation
Chicago (Cook)	Looking for New Vendors & Softscape	No	No possibility of partnership due to procurement services department. It would be too complicated at this time.
DuPage County	Service Point Co-location Server	Yes	Met with DuPage County on Monday, August 20, 2007 at 11:00 AM
Evanston	Service Point	No	Due to size of our implementation they felt we might be better served to talk with DuPage County, because Evanston is a much smaller implementation.
Joliet/Will County	Service Point	No	No to possible partnership.
Lake County	Service Point - Self Hosted	Yes	Meeting scheduled with them on Thursday, August 23, 2007.
McHenry County	MetSys - Providers Communication Network (PCN)	Waiting on Response	No response
Western Illinois	Service Point	Waiting on Response	No response

Next Steps:

- Continue to address Softscape implementation issues.
- Reconvene the HMIS Committee

Alliance to End Homelessness in Suburban Cook County  
Chronic Homelessness Committee  
Meeting: August 6, 2007

Attending: Lynda Schueler/West Suburban PADS, Khen Nickele/DMH, Mike Wasserberg/South Suburban PADS, Jennifer Hill/Alliance, Eileen Higgins/Catholic Charities, Sue Shimon/Wilpower, Kevin Foss/Pillars

The Continuum of Care Development Committee joined the Chronic Homelessness Committee for the day's meeting.

The Secretary of State's Office has had a change in policy and will not offer training to non-state employees on documentation needed to get a state I.D.

The Midwest Harm Reduction Institute will offer a follow-up session on utilizing harm reduction approaches when working with homeless persons. Resurrection Behavioral Health has been contacted and asked if West Lake Hospitals' auditorium can be utilized for the training session (as it was for the first). Late October/early November dates have been requested.

The joint committee then discussed a possible summer 2008 homeless count.

Key issues identified were:

- What are the outcomes we want from the count
- Do we have the capacity to do a count in 12 months
- It was noted South Bend does a count every 3 months
- How will the information be used to improve the system
- We will need both quantitative and qualitative measures
- Should we do a count in collaboration with a general community service such as back to school medical check-ups
- Should we have a focus group component
- What targeted questions are more useful to understand the chronically homeless
- Can we get Alliance-wide statistics by member agency comparing winter utilization of services v summer (2 attendees reported significant drops in summer utilization compared to winter)

The committee will focus on refining these issues next meeting.

The next Suburban Cook County Chronic Homelessness Meeting is:

Tuesday, September 4  
10:00a.m.  
Madden MHC  
Room 1232  
1200 S. First Avenue  
Hines, Illinois

## **Outcome and Evaluation Committee**

Monday August 6, 2007

Catholic Charities

7000 W. 111th

Worth, IL

Present:

Magalie Oscar, Chair-Catholic Charities

Courtney Suchor, Co-Chair-The Sanctuary

Cynthia Shilsky-The Alliance

During this meeting, we continued to discuss the elements of each program we felt the Alliance would want to evaluate. We continued to make progress on a rough draft of the evaluation tool.

The sections we have developed so far are: Program Eligibility, Capacity and Utilization, Client Involvement and Representation, Financial Focus, and for lack of a better term at this time, Miscellaneous.

There will be places in the self-evaluation tool where agencies will be required to submit copies of policies. We plan to include examples of these policies in the introductory portion of the tool so that agencies can model after best practices.

It is our hope to present a draft copy of the tool to the Alliance Board at the November meeting.

Next Meeting is:

Monday, September 10, 1:30 PM at Catholic Charities in Worth. The address is 7000 W. 111<sup>th</sup> St. Please join us.



JENNIFER C. HILL • EXECUTIVE DIRECTOR

## List of Committees

### Chronic Homelessness Committee

Ken Nickele, Chair

This Committee identifies gaps and needs of this subpopulation, along with best practices and strategies that will most effectively serve the group. Assists with organizing capacity-building workshops on harm reduction and other topics related to Strategic Plan goals.

### Continuum of Care Development Committee

Sue Shimon, Chair

During HUD's SuperNOFA season, this Committee focuses on completion of Exhibit 1, the foundation of the application that includes goal-setting and a progress report on Alliance performance. During the balance of the year, the Committee focuses on implementing the Alliance strategic plan and development of the Community Plan to End Homelessness. The Committee organizes a homeless count every other year.

### Governance Committee

Eileen Higgins, Chair

This Committee considers issues of membership, corporate bylaws, voting and representative structure of the Alliance. Its focus this year may include a review and re-write of the Alliance Bylaws.

### HMIS Committee

Doug Jones, Chair

This Committee guides the implementation of the homeless management information system, including facilitating the development of HMIS Policies & Procedures for the Alliance. The committee cultivates ways in which future data measurement can fulfill the goals of our Strategic Plan.

### Prevention Committee

Mary Schurder and Fred Shannon, Co-Chairs

This Committee coordinates use of IDHS homeless prevention funds within suburban Cook County. The charge of this Committee also includes coordinating prevention funding from various sources, advocacy issues related to prevention/affordable housing, and identifying best practices.

### Project Review and Prioritization Committee

Cynthia Schilsky, Chair

This Committee is responsible for translating Alliance goals into project review criteria and ranking project applications submitted to HUD for SuperNOFA funding. **Note:** Closed Committee. Participation by invitation from Committee Chair only.

### Evaluation Committee

Magalie Oscar and Courtney Suchor, Co-Chairs

The Outcome and Evaluation Committee is responsible for formulating a tool to evaluate each HUD funded program for effectiveness, outcomes and best practices. This tool may eventually factor into the ranking that is done to rank projects for the SuperNOFA. A draft of the tool is in the works for programs to self-evaluate in the next funding season. The committee will review the self-evaluations and compile data gleaned from the results. The work of the committee will include possible site visits to programs in the future to further evaluate projects.

Last updated: August 23, 2007