

ALLIANCE TO END HOMELESSNESS IN SUBURBAN COOK COUNTY

Friday, August 25, 2006
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. Financial Update
- IV. **Director's Report – *Jennifer Hill***
 - A. Board Orientation
 - B. Workplan 2006-2007
 - C. Committee Sign-Up
 - D. Rental Support Workgroup
- V. **Committee Reports**
 - A. Executive Committee – *Eileen Higgins*
 - B. HMIS Committee – *Doug Jones*
 - C. Continuum of Care Development – *Sue Shimon*
 - D. Chronic Homelessness – *Lynda Schueler & Khen Nickele*
 - E. Project Review and Prioritization – *Cynthia Schilsky*
 - F. Evaluation Committee – *Karen Stunkel*
 - G. Homelessness Prevention – *Fred Shannon & Mary Schurder (Next mtg 9/20 @ 10am)*
 - H. Governance – *Ken Schmitt*
 - I. Advocacy Committee – *Nancy Radner*
- VI. **Other Reports**
 - A. Regional Roundtable – *Cynthia Schilsky*
 - B. Mainstream Resources – *Mary Ann Romeo*
- VII. **CBSA Reports**
 - A. South – *Fred Shannon*
 - B. West – *Lynda Schueler*
 - C. North – *Sue Shimon*
- VIII. **Old Business**
- IX. **New Business**
- X. **Adjournment**

- The September meeting of the Board of Directors will be held **Friday, Sept. 22**, 10:00 AM to noon, at United Way of Metro Chicago, 560 W. Lake Street, Chicago.

Alliance to End Homelessness in Suburban Cook County
Board Meeting Minutes
July 28, 2006

Meeting Location: United Way Metro Chicago, 560 W. Lake St., Chicago, IL

Directors Present: Ken Schmitt CHAIR, Eileen Higgins VICE CHAIR, Richard Koenig PAST CHAIR, Raul Rodriguez TREASURER, Susan Shimon SECRETARY, Cynthia Schilsky, Doug Jones, Edwin Walker, Khen Nickele, Lenoris Perkins, Lynda Schueler, Mary Ann Romeo, Mary Schurder, Mike Wasserberg, Nancy Radner, Patrick Rodgers, Sandy Williams

Directors Absent: Beverly Christmon, Daryl S. Woods, Fred Shannon, Gerry DuPaty, Kelli Moore, Mark Enenbach, Richard Grove, Yvonne Griffin-Bland

Members Present: Arie Davis, Courtney Suchor, John Fallon, Jose Alvarez, Millicent Ntiamoah, Nick Kuscevic, Paul Selden, Ron Jordan, Sharrone Ward, Tahtia K. Smalling, Tom Galassini, Viru Joshi, Tom Hinchy; Alliance staff: Jennifer Hill, Bryan Manasse, Shaun Pyron, Renae Wilson

- I. The meeting was called to order by Ken Schmitt, Alliance Chair, and participants introduced themselves. Tahtia Smalling of the Department of Mental Health – PATH program and CSH's John Fallon were welcomed as our guests.
- II. Approval of the Minutes – Edwin Walker moved and Mike Wasserberg seconded that the minutes of the May meeting be approved. The motion passed.
- III. Treasurer's Report – Raul Rodriguez reported a zero balance on the line of credit and provided a review of the income statement and balance sheet. Fred Shannon, Tom Galassini and Raul Rodriguez selected Ahlbeck & Co. to perform the audit following their proposal reviews.
- IV. Director's Report – Jennifer Hill introduced Bryan Manasse of the UIC Policy and Planning Department. He replaces Amy Ernestes as the Alliance intern and will work on the 2007 Count and Outcome Evaluation projects. His related experience includes work with the John Howard Association on Prison Reform, and America's Second Harvest.

Rental Housing Support Workgroup update: The Alliance convened a meeting of advocacy groups to seek consensus on rental support's administration in suburban Cook County. On July 27 the Alliance met with the Housing Authority of Cook County to learn its perspective on the new program. Metropolitan Planning Council, Housing Choice Partners, and West Suburban Landlords Association are expected in the August 1st strategy session the Alliance is convening.

Jennifer and others who attended the National Alliance to End Homelessness annual meeting reported on highlights:

- Examples of rent subsidies and creative arrangements with landlords were informative, as were the lobbying opportunities.

- Mayor Bloomberg's support in NYC of rapid re-housing, avoidance of shelter settings, and housing subsidies from the city, state and HUD were impressive, as was a 5 year diminishing subsidy program.
- The result of reduced public support in Lancaster County PA, was increased faith community support.
- There is strong emphasis on prevention elsewhere. Illinois's increased prevention allotment should be put to strategic use.
- The Housing First theme is evolving as it is "lived out" in programs across the country.
- Katrina workshop pointed out the federal government lack of preparedness. The death count nearly a year after Katrina is not completed in New Orleans.
- McKinney-Vento re-authorization will likely not pass this year. There is no definitive information about the consolidation of programs.

V. Committee Reports

- A. Executive Committee – Ken Schmitt reported the extension of the line of credit; selection of an auditor; his assumption of the Governance Committee chair.
- B. HMIS Committee – Doug Jones described how User Acceptance Testing (UAT) scheduled at 2 locations the weeks of August 28 and September 11, will provide critical information to the HMIS team to assure that the program operates as designed. He reviewed the list of agencies that had submitted their HMIS Information Surveys and urged those who have not yet done so to turn them in. Renae Wilson reiterated the data conversion/interfaces implementation timetable and costs to agencies. Details of these three issues are in the HMIS report distributed at the meeting. UAT registration is on the Alliance's website.
- C. Continuum of Care Development Committee– Sue Shimon summarized the committee's review of the 2005 Sheltered/Unsheltered Count report prepared by Amy Ernstes following the January 2005 event and discussion of the recommendations outlined there. The committee also reviewed the 2006 Exhibit I goals and noted progress and next steps. Bryan Manasse will research service based methodologies and present options at the August 22nd meeting at the Alliance office.
- D. Project Review and Prioritization – Cynthia Schilsky reported her committee's debriefing on the bonus project selection process and conclusion that it met the needs of the continuum. The committee noted the need to identify new funding sources.
- E. Chronic Homelessness – Lynda Schueler reported the committee is scheduling a Harm Reduction Workshop for fall 2006 and plans to provide education about housing subsidies, including the Mainstream Housing Voucher. Khen Nিকেle described Dr. Jones' initiative within DMH to uphold permanent supported housing as a best practice for Illinois citizens who have mental illness. Next meeting: August 22 at 11:30 at the Alliance office.
- F. Homeless Prevention – Fred Shannon and Mary Schurder are working on confirming a meeting time. Fifty percent of the prevention money has been disbursed. Tom Hinchy suggested a meeting to discuss possibility of administering ESG funding in the same fashion as the prevention funding.
- G. Governance Committee – Richard Koenig announced his resignation from Housing Opportunity Development Corporation and upcoming move to Michigan. Edwin Walker moved that the Alliance express its sincere gratitude and thanks for his contributions to

the Alliance. Patrick Rodgers seconded. Motion passed. Ken Schmitt assumes chair of this committee upon completion of his term as Alliance chair. New members include Edwin Walker, Khen Nickele, Fred Shannon, Mike Wasserberg.

- H. Advocacy – Nancy Radner summarized CSBG, CDBG, McKinney-Vento appropriations issues and lobby efforts in Washington D.C. during the NAEH meeting. Locally, Congressman Kirk is a major focus of advocacy with his co-sponsorship of SELHA the goal. Three goals for the advocacy committee are to discuss (1) McKinney Vento bills, (2) statewide advocacy needs, and (3) gaining Rep. Mark Kirk’s endorsement of SELHA.
- G. Evaluation- This committee is planning a joint meeting with Project Review Committee.

VI. Other Reports –

- A. Regional Roundtable – Cynthia Schilsky reported RRT’s discussion of funding and treatment opportunities for people with mental illness and the 2007 sheltered/unsheltered count methodology. HUD is issuing count guidelines in September.
- B. Mainstream Resources –No report

VII. CBSA Reports –

- A. South – Fred Shannon reported this CBSA’s meeting with Chicago Community Trust and its discouraging suggestion that suburban Cook County has very few homeless people and fewer yet who are unsheltered.
- B. West – Cynthia Schilsky reported this CBSA’s plans for an October workshop.
- C. North – AHAND cancelled its July meeting.

VIII. Elections –

- A. Elect officers: Vice Chair- Mark Enenbach, Treasurer- Doug Jones, Secretary- Patrick Rodgers; Richard moved and Edwin Walker seconded that this officer slate be adopted. Motion passed with 2 absentions. Discussion focused on the gender of the slate. There appeared to be general agreement that diversity is desirable, exists in the Alliance but not in the current officer slate, and that the board is grateful for the willingness of the officers to serve.
- B. Khen Nickele moved and Edwin Walker seconded a motion of appreciation for the current officers. Motion passed.

Edwin Walker moved and Patrick Rodgers seconded that the meeting adjourn. Motion passed.

Respectfully submitted,

Susan Shimon, Secretary

Alliance to End Homelessness
Balance Sheet
July 31, 2006

ASSETS

Current Assets		
Checking Account	\$	11,340.81
Accounts Receivable		575.74
Security Deposit		872.29
ComEd Deposit		100.00
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Total Current Assets		12,888.84
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
		<hr/>
Total Other Assets		0.00
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Total Assets	\$	<u><u>12,888.84</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	13,625.00
Credit Card Payable		(8.41)
Federal Payroll Taxes Payable		4,587.75
State Payroll Taxes Payable		486.70
SUTA Payable		828.39
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Total Current Liabilities		19,519.43
Long-Term Liabilities		
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Total Long-Term Liabilities		0.00
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Total Liabilities		19,519.43
Capital		
Retained Earnings		4,837.10
Net Income		(11,467.69)
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Total Capital		(6,630.59)
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Total Liabilities & Capital	\$	<u><u>12,888.84</u></u>

Alliance to End Homelessness
Income Statement
For the Ten Months Ending July 31, 2006

	Current Month		Year to Date	
Revenues				
Grant - CDBG	\$ 0.00	0.00	\$ 67,619.57	17.20
Grant - CDBG 05-051	0.00	0.00	43,312.50	11.02
Grant - Work Study	0.00	0.00	2,610.01	0.66
Grant - HUD SHP /2005 Catholic	0.00	0.00	229,881.29	58.48
Grant - HUD SHP /2001 WINGS	0.00	0.00	14,757.00	3.75
Grant - HUD SHP /2001 YMCA	0.00	0.00	5,025.00	1.28
Grant - Chicago Community Trus	0.00	0.00	25,000.00	6.36
Grant - United Way	0.00	0.00	3,500.00	0.89
Donation - Individual	12.00	100.00	112.00	0.03
Donation - Foundn &Corp Giving	0.00	0.00	1,000.00	0.25
Interest Income	0.00	0.00	5.09	0.00
Other Income	0.00	0.00	304.00	0.08
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Total Revenues	12.00	100.00	393,126.46	100.00
Cost of Sales				
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Total Cost of Sales	0.00	0.00	0.00	0.00
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Gross Profit	12.00	100.00	393,126.46	100.00
Expenses				
Wages Expense	16,723.30	139,360.	158,511.19	40.32
Employee Benefit Programs Exp	600.00	5,000.00	6,000.00	1.53
HMIS Vendor Fees	27,625.00	230,208.	177,508.00	45.15
Consultant Fees	2,400.00	20,000.0	9,975.00	2.54
Payroll Tax Expense	1,981.74	16,514.5	16,460.06	4.19
Other Taxes Expense	26.95	224.58	26.95	0.01
Rent or Lease Expense	872.29	7,269.08	9,718.00	2.47
Utilities Expense /Other Ofc	498.73	4,156.08	4,918.76	1.25
Printing Expense	0.00	0.00	195.92	0.05
Travel Expense	652.49	5,437.42	4,246.73	1.08
Postage & Delivery	0.00	0.00	575.66	0.15
Office Supplies Expense	0.00	0.00	3,550.50	0.90
Interest Expense	0.00	0.00	2,112.38	0.54
Equipment or Furniture	0.00	0.00	7,500.00	1.91
Other Office Expense	55.00	458.33	115.00	0.03
Insurance Expense	0.00	0.00	3,180.00	0.81
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Total Expenses	51,435.50	428,629.	404,594.15	102.92
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Net Income	\$ (51,423.50)	(428,529.	\$ (11,467.69)	(2.92)
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JENNIFER C. HILL • EXECUTIVE DIRECTOR

List of Committees

Advocacy Committee

Nancy Radner, Chair

This Committee supports the campaigns of other statewide advocacy groups and will also focus on local issues, such as the Con Plans for Entitlement Communities. Additional advocacy activities include mapping legislative districts of agency members, and keeping Alliance members informed of current legislative issues.

Chronic Homelessness Committee

Lynda Schueler and Khen Nickele, Co-Chairs

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 the goal-setting narrative for the Alliance's response. During the balance of the year, the Committee focuses on implementing the Alliance strategic plan. The Committee organizes a homeless count every other year.

Governance Committee

Ken Schmitt, Chair

This Committee considers issues of membership, corporate bylaws, voting and representative structure of the Alliance. Its focus this year will be 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. Cultivate 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

Karen Stunkel, Chair

This Committee is responsible for developing an outcome measurement tool to evaluate project performance and subsequently conducting performance evaluations of all Continuum projects. Please note that this Committee is detached from the Project Review and Prioritization Committee and must have separate members.

Last updated: August 21, 2006

Alliance Ad Hoc Rental Support Workgroup

August 25, 2006 – Update

Members of the workgroup met with housing authority representatives on July 27, and we convened a well-attended Strategy Session with other housing advocacy groups on August 1 to discuss how the **Rental Housing Support Program (RHSP)** might work in suburban Cook County.

Mtg with Alliance & HACC representatives – July 27, 2006 HACC offices, 175 W. Jackson, Suite 350, Chicago

Present: Dwight Fenderson & Gerry DuPaty (Housing Authority of County of Cook), Ken Schmitt (YMCA Network), Eileen Higgins (Catholic Charities), Jennifer Hill (Alliance)

Alliance representatives presented an overview of new Rental Housing Support Program and timeline, as well as our efforts to convene various entities that are interested in how this might work in suburban Cook County.

Discussed these concerns:

- How to achieve targeting the homeless if landlords choose the tenants. Prohibiting renting to relatives.
- Experience in income recertification, inspections, etc.
- Rent reasonableness (HACC uses a matrix of square footage, location, etc.)

Mr. Fenderson attended a HUD-hosted meeting with other housing authority representatives where RHSP was presented. He indicated HACC's initial interest in administering the program, as no other new voucher resources have become available in a long time.

Strategy Session with Invited Guests – August 1, 2006 Catholic Charities, 1717 Rand Road, Des Plaines

Present:

Eileen Higgins – Catholic Charities
Joanna Trotter – Metropolitan Planning Council
Khen Nickle – IDHS, Div. Of Mental Health
Jennifer Hill – Alliance to End Homelessness
Ken Schmitt – YMCA Network
Hector Gamboa – Spanish Coalition for Housing
Larry McCarthy – Community Investment Corp.
Joe Polak – West Suburban Landlords Assoc.

Julie Dworkin – Chgo Coalition for the Homeless
Bob Palmer – Housing Action Illinois
Marvin Gorss – West Suburban Landlords Assoc.
Beth Dever – Metropolitan Mayors Caucus
Joe Martin – Diversity, Inc./S. Sub. Mayors & Mgrs
Mike Wasserberg – South Suburban PADS
Christine Klepper – Housing Choice Partners

Ms. Hill welcomed the many groups, gave an overview of the Alliance and our interest in seeing the RHSP targeted to homeless individuals and families (e.g., 50% of units). Our conservative estimate of suburban Cook County's "share" of the program is 300 units, or \$2 million annually.

Case Studies: Ms. Hill presented examples of other local or state rental subsidies and their use in ending homelessness, as presented at the National Alliance to End Homelessness conference:

- **Chicago:** Use of current Low-Income Housing Trust Fund and plans for RHSP use. Started with homeless projections (families v. individuals, # disabled, # earning income). How to serve the neediest without promoting shelter use. Also, who needs what level of service, and how to fund services.
- **Portland:** Eviction prevention & rapid re-housing program. Used diverse partner agencies to administer. Flexible on “how” but strict on outcomes. Average 4.5 months of support, or \$1,250 per household. Started a second program specific to chronically homeless from the street, up to 18 months of subsidy. Blended funds from six sources (FEMA, HOME Tenant Based Rental Assistance, etc.). Required to use HMIS.
- **New York:** Provides a tapering subsidy that supplements a current Public Assistance rent subsidy. Offered only to shelter families. Uses TANF, state & local funds. Length of stay requirements—longer for individuals, shorter for families.

Lazarus House: Mr. Gorss (WSLA) researched a pilot RHSP program in St. Charles, administered by Lazarus House. Important lessons learned: the connection to services is critical; landlords can look to the nonprofit service partner first when problems arise with a tenant. Concerned about criminal background. He used the example of CHAC (agency that administers Housing Choice Vouchers in city of Chicago) that prepares pre-application folders for potential tenants, with credit check and rental application already completed for potential landlords.

Mobility vouchers: Ms. Klepper (HCP) gave a short history of her organization’s experience in using Housing Choice Vouchers (through HACC) to help move families to low-poverty, opportunity areas. One challenge was getting higher rents approved for opportunity areas (120% exception rents). HCP also administers employer-assisted housing in the city. There is a new tax abatement law that passed that gives tax breaks to landlords with affordable apartments. The benefit of the new RHSP is the opportunity for local community groups to help design how it gets administered here.

Proposed RHSP Rules: Ms. Higgins presented the Alliance’s comments on the draft program rules in the May comment period. Our goals were to see stronger targeting of homeless and special needs groups, not just a voluntary incentive to target, and a stronger outreach and tenant selection plan to be required from the potential Local Administering Agencies. We want to make sure homeless Continuum of Care agencies are included in planning.

Chicago’s RHSP Planning: Ms. Dworkin (CCH) reported that Chicago plans to target 1,000 of its projected 2,000 RHSP units to homeless people currently living in the shelter system. Shelter providers refer potential tenants through the city DHS, while another entity (CLIHTF) works with the landlords. CCH thinks there should be a more direct link between the shelter providers and the participating landlords, so landlords can call a service provider first with tenant issues.

Also discussed:

- **Program design:** Mr. McCarthy recommended we use Chicago Low Income Housing Trust Fund (CLIHTF) as a model—their contracts, applications, and program design.

- **Funding the services:** Legislative line item? Part of Cook County's \$500K created from the 50¢ the clerk's office gets to administer the tax that funds RHSP? What services are offered already that could be linked to housing?
- **Combining with other funds/programs:** Think about RHSP as complementary to Homeless Prevention funds, and have a central point of access/screening for both? Use HOME tenant-based rental assistance to supplement? (Like in the Portland example.) Match with employer-assisted housing?
- **Landlord outreach:** Finding potential tenants won't be the hard part. Connecting to landlords throughout the area will be critical. Bilingual Landlord Association has really helped with landlord outreach.
- **Targeting:** Focusing the program will make more impact than spreading it too thin. Chronically homeless, in particular, *must* be targeted in order for any to get served. Special outreach will be needed for Latino community.
- **Disability advocates:** We need to include disability advocates in our next meeting.
- **Local Administering Agency (LAA):** Is suburban Cook County the right geography for its own LAA? Consensus was yes. IHDA will choose the LAA's through a request for proposals, and they prefer consolidation, rather than individual communities carving out small pieces. Can this group get behind a single LAA configuration? Consensus was it's too soon to do so, but let's continue conversations.

Next meeting: Friday, October 13 at a downtown Chicago location TBD.



HMIS Committee Report August 25, 2006

HMIS Committee Meetings

HMIS -Committee Meeting Date: August 4, 2006, Conference Call with PowerPoint presentation

Persons Present: Ken Schmitt, Sue Shimon, Nick Kuscevic, Jennifer Hill, and Renae Wilson

Meeting Objective: Review RFP's and approval of Training Vendor

Minutes: Review and discuss training RFP's

- **Companies the RFP forwarded to:**
 - Action for Children
 - Blackwell Consulting
 - Moran Technology Consulting
 - Technologist, Inc.
 - Teaming for Technology
 - The Bronner Group
- **Received Responses from 1st RFP:**
 - **Action for Children**
 - **Bronner**
 - **The Technologist**
- **Received Responses from 2nd RFP:** Minus End User Scheduling & Registration, Preparation for training cycles, Duplication of Training Materials, Agency and End User Follow-up services.
 - **Action for Children: experience in both Policy & Application training**
 - **Bronner: diverse experience in Application training**

Outcome: Action for Children was selected due to experience in both Policy and Application training, along with lower cost.

HMIS -Committee Meeting Date: August 11, 2006, at 10:00 AM - 1:00 PM, at Metropolitan Family Services, 10537 S. Roberts Rd, Palos Hills, 60465.

Persons Present: Lynda Schueler, Dannette Zanoni, Sheri Hackett, Ken Schmitt, Doug Jones, Nick Kuscevic, Jeanette Lincoln, Mike Wasserberg, Jennifer Hill, and Renae Wilson

Meeting Objective: Review and finalize the HMIS Client Consents & Agency Agreements

Minutes: Review and finalize the following Client Consents and Agency Agreements:

- ✚ **Agency Agreements & Notices:**
 - Participating Agency Agreement
 - Interagency Network Agreement
 - Notice of Information Use & Disclosures
- ✚ **End User Agreements:**
 - End User Responsibilities & Statement of Ethics
 - End User Security Protocol (HMIS User Security Protocol)
- ✚ **Client Consent Agreements & Notices:**
 - Client Consent for Network Data Sharing
 - Client Revocation for Network Data Sharing
 - Client Consent to Enter Clinical Assessment Information
 - Client Consent for Release of Referral Information
 - Client Revocation for Release of Referral Information



HMIS Committee Report August 25, 2006

- Special Notice for Persons Who May be Victims of Domestic Violence

Outcome: All Client Consents, Agency Agreements and Notices were updated and approved except for the Client Consent for Network Data Sharing. It was agreed that the Client Consent for Network Data Sharing needs to be condensed. Alliance will revisit that form, and the HMIS Committee will re-convene via conference call for review and final approval.

User Acceptance Testing (UAT)

This is the most critical part of the implementation process

Alliance is requesting that at least one person from each agency attend the UAT Introduction and Testing (AM or PM session). We realize this is a time commitment, but it is an extremely important part of the implementation process.

- **Each volunteer will need to attend a ½ day Introduction (on Mondays only) before participating in the UAT**
- **Each volunteer will need to attend a ½ day UAT testing (A.M. and P.M. Session) any time after completing the Introduction.**

For your convenience the UAT Testing will be held at the following locations:

South Facility location (10): August 28, 2006 thru Sept 1, 2006

- Bloom Township Center - 425 S. Halsted, Chicago Heights, IL 60411 - Seniors Lab - (708) 754-9400

North Facility location (8): Sept 11, 2006 thru Sept 15, 2006

- St. Anne Catholic Church, 120 N. Ela St., Barrington, IL 60010, Parish Center, downstairs (847)382-5300

Please register your agency representative for UAT on the Alliance Website:

(www.suburbancook.org) with your preferred dates and time for UAT training & testing ASAP!

Data Conversion/Interfacing:

The agencies that have expressed an interested in Data Conversion and/or Interfacing are as follows:

- | | |
|--|------------------------------|
| ▪ Catholic Charities | Interface Partner |
| ▪ Vital Bridges | Interface Partner |
| ▪ South Suburban Council on Alcoholism | Interface Partner ?? |
| ▪ Grand Prairie Services | Data Conversion |
| ▪ Journey's from PADS to Hope | Data Conversion |
| ▪ West Suburban PADS | Data Conversion |
| ▪ South Suburban PADS | Data Conversion/Interface ?? |

If your agencies name is listed above and you have not received the Data Conversion/Interfacing information please **contact Shaun Pyron (708) 345-4035 ext 3# at the Alliance Office ASAP!**



Data Conversion/Interfacing Implementation Timeline

Agency Deliverables Due	Due Date
Decision from Agencies to Alliance on Data Conversion and/or Interfacing	ASAP but no Later Than Friday, July 28, 2006:
Alliance Agencies begin Development of XML Interface file	July 31,2006 - Sept 1, 2006



HMIS Committee Report August 25, 2006

Agencies Unit Test XML Interface FTP Process	Aug 21, 2006 – Sept 1, 2006
Agencies XML File Uploaded into HMIS	Sept 4, 2006 – Sept 8, 2006
Alliance XML development completed	Sept 11, 2006 – Sept 15, 2006

HMIS Information Update Surveys returned by July 10, 2006:

In order to proceed with End User Training and System security implementation we need the following information from every agency that will be utilizing HMIS.

- Each agency will need to determine how many user licenses will be needed for staff working directly with clients, or program supervisor(s) who will need to provide program supervision and produce reports.
- Each agency will need to assign a qualified agency employee to receive training and certification to act as the ***Agency Super User***, and assign ongoing HMIS site administration tasks to this individual.

Agencies we received written responses from:

1. Aunt Martha's
2. BEDS
3. Bethel Human Resources
4. Center of Concern
5. Connections for the Homeless
6. Grand Prairie Services
7. Housing Opportunities Development Corporation (HODC)
8. Home of the Sparrow
9. Hope Community Services
10. Interfaith Transitional Homes
11. Interdependent Living Solutions Center, Inc.
12. Jewish Federation of Metropolitan Chicago
13. Journeys from PADS to HOPE
14. New Faith Baptist Church
15. South Suburban Council on Alcoholism and Drug Abuse
16. South Suburban Family Shelter
17. South Suburban PADS
18. The Harbour, Inc
19. Together We Cope
20. West Suburban PADS
21. WilPower, Inc.
22. YMCA

Agencies we have not received written responses from:

1. Bethel Community Facility
2. Catholic Charities
3. CEDA
4. Community Care Options/ Pillars
5. Fellowship Housing Corporation
6. FeatherFist
7. Metropolitan Family Services
8. Respond Now
9. The Salvation Army, Metropolitan Division
10. Thresholds
11. Vital Bridges NFP, Inc
12. WINGS Program - (DV)

GOVERNANCE COMMITTEE

BYLAWS – Proposed Amendment Alliance to End Homelessness in Suburban Cook County August 25, 2006

The Executive Committee is requesting the following amendment to the Bylaws.

In accordance with current Bylaws, amended language shall be proposed thirty days in advance of voting upon that change. A vote on this single change will be requested at the September meeting of the Alliance board of directors.

ARTICLE I. Fiscal Year

The fiscal year of the Corporation shall end on the last day of **December (September)** in each year.

This change will make the Bylaws consistent with the Alliance's Articles of Incorporation and its IRS Letter of 501(c)(3) Nonprofit Status.