



Friday, September 22, 2006

10:00 AM-12:00 PM

United Way of Metropolitan Chicago ▪ 560 W. Lake Street ▪ Chicago, 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. Rental Support Workgroup
 - B. Fundraising
- V. Committee Reports**
 - A. Executive Committee – *Eileen Higgins*
 - B. Festival Committee – *Eileen Higgins*
 - C. HMIS Committee – *Doug Jones*
 - D. Continuum of Care Development – *Sue Shimon*
 - E. Chronic Homelessness – *Lynda Schueler & Khen Nickele*
 - F. Project Review and Prioritization – *Cynthia Schilsky*
 - G. Evaluation Committee – *Karen Stunkel*
 - H. Homelessness Prevention – *Fred Shannon & Mary Schurder*
 - I. Governance – *Ken Schmitt*
 - J. 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 October meeting of the Board of Directors will be held **Friday, October 27**, 10:00 AM to noon, at **United Way** of Metro Chicago, 560 W. Lake Street, Chicago.

**ALLIANCE TO END HOMELESSNESS
IN SUBURBAN COOK COUNTY
MINUTES OF 08/25/06 MEETING**

Meeting called to order by Eileen Higgins.

Introductions made.

Ken Schmitt thanked everyone for their support during the past year.

Edwin and Eileen thanked Ken for his service and presented him with a token of appreciation from the Board.

Minutes were reviewed. Edwin Walker moved to approve the minutes and Mike Wasserberg seconded. The minutes were approved.

Doug Jones gave the Treasurer's report.

Director's Report: Jennifer welcomed the 8 new board members and thanked those who were not returned to the board. She also covered the Board's Work Plan for the next year and the standing committees' duties under the plan. All Board members were asked to sign up for at least one of the committees. Jennifer also covered the input of the Board for the Rental Housing Support workgroup.

Exec Committee Report: A change to the By-Laws was proposed—The Fiscal Year of the Board will end 12/31 of every year. This will be voted on during the next meeting of the Board. There was discussion of the Fund Raiser Committee and its work.

HMIS Committee: All agencies need to execute Agreements (located on Website), register for User Acceptance Training (also on Website), and complete Training Survey. Interface/conversion work should be underway.

Continuum of Care Development Committee: Met with the Chronic Homelessness Committee to discuss the January count. The new methodology will include visiting service and food sites for the week following the count date to ask people if they were homeless on the count date.

Chronic Homelessness Committee: See above and proposes to meet with Cook County Housing Authority in the future to discuss Mainstream Housing Vouchers. The committee is looking to host a harm reduction workshop, details TBA.

Project Review Committee: Met with Evaluation Committee to let them know what information would be helpful.

Evaluation Committee: See Above and putting together a meeting on 9/29, 10a-12p, of all grantees to get input on evaluation process, starting with the Family Self-Sufficiency scale. In the future, the committee intends to request a training by HUD staff on how to use the SHP Self-Monitoring Tool.

Prevention Committee: No Report. Next meeting is 9/20 at 10am.

Governance Committee: discussed a proposed Amendment to the By-Laws to change the fiscal year. Vote will occur at September board meeting on this change.

Advocacy Committee: No Report. Next meeting is 9/19 at 10am.

Mainstream Resources: No Report

Reports were made by each of the CBSA's.

Old Business: None

New Business: None

Edwin Moved to adjourn and LaTonya Seconded the motion. Motion Approved.

Voting Directors - Present

Eileen Higgins **CHAIR**
Doug Jones **TREASURER**
Ken Schmitt **PAST CHAIR**
Patrick Rodgers **SECRETARY**
Jose Alvarez
Sue Augustus
Beverly Christmon
Arie Davis
Tom Galassini
Richard Grove
Louis Harrison, Jr.
Marianne Minas
Khen Nickele
Lenoris Perkins
Rev. John Rice
Cynthia Schilsky
Lynda Schueler
Susan Shimon
Raul Rodriguez
Mary Ann Romeo
Sandy Williams
Edwin Walker
Mike Wasserberg
LaTonya Walker

Voting Directors - Absent

Gerry DuPaty
Mark Enenbach **VICE CHAIR**
Debra Howard-Frye
Sharmili Majmudar
Nancy Radner
Mary Schurder
Fred Shannon
Daryl S. Woods

Members Present

Rev. Arrington - Bethel Human Resources
Barbara Hyshaw - CEDA Central
Eva Gertzfeld - Center of Concern
Cheryl Refuerzo - Connections for the Homeless
Guy Tolvstad - Harris NA
Karen Stunkel - Home of the Sparrow
Tahtia K. Smalling - IDHS/DMH PATH Program
Courtney Suchor - Sanctuary/SS Family Shelter
Georgia Edwards - Suburban Cook Reg'l Office of Education
Daphyne Head - Vital Bridges
Jennifer Connors Hill - Alliance
Tom Hinchy - Cook County Dept of Planning & Development
Shaun Pyron - Alliance

Alliance to End Homelessness
Balance Sheet
August 31, 2006

ASSETS

Current Assets		
Checking Account	\$	(33,500.32)
Accounts Receivable		132,624.24
Security Deposit		872.29
ComEd Deposit		100.00
		<hr/>
Total Current Assets		100,096.21
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u><u>100,096.21</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	95.00
Line of Credit Payable		30,000.00
Credit Card Payable		1,094.84
Federal Payroll Taxes Payable		4,557.41
State Payroll Taxes Payable		969.80
SUTA Payable		1,525.73
		<hr/>
Total Current Liabilities		38,242.78
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		38,242.78
Capital		
Retained Earnings		4,837.10
Net Income		57,016.33
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Total Capital		61,853.43
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Total Liabilities & Capital	\$	<u><u>100,096.21</u></u>

Alliance to End Homelessness
Income Statement
For the Eleven Months Ending August 31, 2006

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	ytd variance
Revenues					
Grant - CDBG	\$ 0.00	\$ 14,437.50	\$ 67,619.57	\$ 158,812.50	\$ (91,192.93)
Grant - CDBG 05-051	0.00	0.00	43,312.50	0.00	43,312.50
Grant - CDBG WSPADS	0.00	14,437.50	0.00	158,812.50	(158,812.50)
Grant - Work Study	0.00	166.67	3,408.76	1,833.37	1,575.39
Grant - HUD SHP /2005 Catholic	0.00	0.00	229,881.29	229,881.00	0.29
Grant - HUD SHP 06 IL01B511002	45,103.00	0.00	45,103.00	(246,131.00)	291,234.00
Grant - ADMIN HUD SHP 06	0.00	0.00	0.00	(246,131.00)	246,131.00
Grant - HUD SHP /2001 WINGS	0.00	2,905.17	14,757.00	31,956.87	(17,199.87)
Grant - HUD SHP /2001 YMCA	86,833.00	8,473.58	91,858.00	93,209.38	(1,351.38)
Grant - Chicago Community Trus	0.00	0.00	25,000.00	0.00	25,000.00
Grant - United Way	0.00	0.00	3,500.00	0.00	3,500.00
Donation - Individual	0.00	0.00	112.00	0.00	112.00
Donation - Foundn & Corp Giving	0.00	4,166.67	1,000.00	45,833.37	(44,833.37)
Membership Dues	0.00	208.33	0.00	2,291.63	(2,291.63)
Training Fees	0.00	208.33	0.00	2,291.63	(2,291.63)
User Fees for Computer System	0.00	5,000.00	0.00	15,000.00	(15,000.00)
Interest Income	0.00	0.00	5.09	0.00	5.09
Other Income	0.00	0.00	304.00	0.00	304.00
Total Revenues	131,936.00	50,003.75	525,861.21	247,660.25	278,200.96
Expenses					
Wages Expense	16,603.30	16,033.33	175,114.49	176,366.63	(1,252.14)
Employee Benefit Programs Exp	600.00	900.00	6,600.00	9,900.00	(3,300.00)
HMIS Vendor Fees	35,750.00	31,645.67	213,258.00	348,102.37	(134,844.37)
Consultant Fees	0.00	4,583.33	9,975.00	50,416.63	(40,441.63)
Payroll Tax Expense	1,967.51	1,505.00	18,427.57	16,555.00	1,872.57
Other Taxes Expense	26.95	0.00	53.90	0.00	53.90
Rent or Lease Expense	872.29	900.00	9,734.46	9,900.00	(165.54)
Maintenance & Repairs Expense	0.00	0.00	167.58	0.00	167.58
Utilities Expense /Other Ofc	658.28	450.00	5,547.71	4,950.00	597.71
Printing Expense	74.79	131.25	270.71	1,443.75	(1,173.04)
Travel Expense	358.11	600.00	5,033.84	6,600.00	(1,566.16)
Postage & Delivery	4.05	43.75	654.79	481.25	173.54
Office Supplies Expense	234.10	380.00	4,457.85	4,180.00	277.85
Interest Expense	190.00	346.00	2,302.38	3,806.00	(1,503.62)
Equipment or Furniture	423.89	416.67	13,951.60	4,583.37	9,368.23
Other Office Expense	0.00	0.00	115.00	0.00	115.00
Insurance Expense	0.00	291.67	3,180.00	3,208.37	(28.37)
Total Expenses	57,763.27	58,226.67	468,844.88	640,493.37	(171,648.49)

For Management Purposes Only

Alliance to End Homelessness
Income Statement
For the Eleven Months Ending August 31, 2006

	<u>Current Month Actual</u>	<u>Current Month Budget</u>	<u>Year to Date Actual</u>	<u>Year to Date Budget</u>	<u>ytd variance</u>
Net Income	\$ <u>74,172.73</u>	\$ <u>(8,222.92)</u>	\$ <u>57,016.33</u>	\$ <u>(392,833.12)</u>	\$ <u>449,849.45</u>

Festival of Trees 2006

BOARD REPORT 9/22/06

Theme: “Home for the Holidays”

The Festival Committee met on 9/8/06 to consider fundraiser ideas. The committee makes the following recommendation, endorsed by the Executive Committee:

When: Saturday, December 2 – afternoon

Where: 1st choice – Alexian Field’s Clubhouse – minor league baseball stadium of the Schaumburg Flyers.

Description: The Alliance will host a “Festival of Trees” holiday event, where festively decorated holiday trees are displayed and raffled off to ticket holders. Sponsors will underwrite the trees. The Alliance will purchase pre-lit artificial trees. Decorating teams will decorate the trees according to a theme of their choosing. During the “Festival”, visitors will purchase raffle tickets for the trees; each tree has its own raffle ticket box. Cocoa, cider, popcorn, other beverages and snacks would be available for purchase.

Sponsor Levels:

- + Large tree (6’) - \$500
- + Small tree (3’ or 4’) - \$375
- + Wreath (3’) - \$250
- + Home Run Sponsor - \$1,000 (Your name could appear in lights on the baseball marquee if the event is at the Flyers Clubhouse.)

Good ideas:

- + EACH Board Member is strongly urged to secure two tree sponsorships OR find a Home Run sponsor. A prize will be offered to the board member who brings in the most in sponsorships.
- + Local high school choirs will be invited to sing holiday songs and carols throughout the program.
- + Sponsor ideas: banks, realtors, developers, furniture stores, hospitals, churches, villages, townships, Alliance members
- + Decorator ideas: art classes, youth groups, scouts, florists, churches, community colleges
- + Advertise the event through local newspapers, mailed invitations, maybe radio spots

Targets:

- + 50 tree and wreath sponsors
- + 9-10 door prizes
- + 300-500 visitors
- + Net funds raised: \$26,500



HMIS Committee Report September 22, 2006

Attention Agency Executive Directors and/or Designee's

Each agency Director and/or Designee will need to sign a **Participating Agency Agreement** in order to utilize the new Homeless Management Information System (HMIS) and the **Interagency Agreement** in order to share information with other Alliance providers within our network. The agency agreements must be return to the Alliance **by no later than Friday, September 29, 2006** in order for your agency user to receive HMIS Application training from the Alliance trainers.

Both of these documents are now posted on the website and can be downloaded and filled out. Your *immediate response* is very much needed as we have a limited time frame with Illinois Action for Children (our third party training vendor). We would very much like to get what we are contracting for!

- *Hidden Partner* (DV, Youth, HIV-Aids, etc) agencies that will not be sharing there agencies data do not need to sign the Interagency Agreement.
- *Direct Partner* agencies participating in the Alliance network will need to sign both the Participating Agency and the Interagency Agreements. A list of the Alliance HMIS Network Providers will be posted on the website.

We Need Your "HMIS Information Update" Surveys Like Yesterday!

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.

- The number of user licenses that is needed for staff working directly with clients, or program supervisor(s) who provide program supervision and produce reports.
- Contact information of a qualified agency employee who will receive training and certification to act as the **Agency Super User**, and take care of ongoing HMIS site administration tasks. This will be your agencies "goto" person for HMIS.

We need this information in order to assess what kind of end user role base training is needed. Please download and forward the information from the website or call Renae Wilson (708) 345-4035 ex2# and she will take info over the phone.

Agencies we have not received written responses from:

1. Catholic Charities
2. CEDA
3. Community Care Options/ Pillars
4. Fellowship Housing Corporation
5. FeatherFist
6. Respond Now
7. Thresholds
8. Vital Bridges NFP, Inc
9. WINGS Program - (DV)



HMIS Committee Report September 22, 2006

Data Conversion/Interfacing:

Data Conversion/Interfacing efforts are moving at a snails pace and we need agencies to step up the pace in order to meet the Alliance's contractual deadlines with Softscape. The following agencies that have expressed an interested in transferring data and/or Interfacing data should have already started working closely with Shaun Pryon on the development of their agencies XML Data Schema:

- | | |
|-------------------------------|------------------------------|
| ▪ Catholic Charities | Interface Partner |
| ▪ Vital Bridges | 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 begun development of your agencies XML Data Schema please **contact Shaun Pyron (708) 345-4035 ext 3# at the Alliance Office ASAP!**

User Acceptance Testing (UAT) Completed - Hallelujah!

The UAT Testing was a big success! The Alliance would like to say a heartfelt ***"Thank You"*** to ***Bloom Township Center & St Anne Catholic Church*** for allowing us to use their facilities and to the following agencies that sent representatives to participate in the User Acceptance Testing:

Carepoint	Pillars
Catholic Charities	South Suburban PADS
CEDA - Bloom Rich	The Center of Concern
CEDA - Northwest	The Sanctuary
Grand Prairie Services	Together We Cope
Home of Sparrow	West Suburban PADS
Interdependent Living Solutions	Wilpower, Inc.
Jewish Federation	WINGS Program
Journeys From PADS to HOPE	YMCA Network

We hope the experience was pleasant and informative. Please forward your comments, corrections, questions and/or concerns to Renae Wilson so that she can pass them on to Softscape ASAP. However, the deadline for major application enhancements has come and gone.

Thanks again for all of your hard work. We could not have done it without YOU!

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.