



Friday, August 22, 2008
10:00 AM-12:00 PM
Bethel Community Facility
1250 Portland Avenue, Chicago Heights

AGENDA

- | | |
|--|--------------------|
| I. Welcome & Introductions | 10:00-10:10 |
| A. Welcome to new board members | |
| II. Approval of Meeting Minutes | 10:10-10:15 |
| III. Treasurer's Report – Tom Galassini | 10:15-10:30 |
| A. Finance Committee Update | |
| B. Mid-year Budget Projection | |
| C. July 31 Financials | |
| IV. Director's Report – Jennifer Hill | 10:30-10:50 |
| A. Staff Update | |
| B. NOFA Issues | |
| V. Committee Reports | |
| A. Executive Committee – Sue Shimon | 10:50-10:55 |
| B. HMIS Committee – Ken Schmitt | 10:55-11:05 |
| C. Continuum of Care Development – Sue Shimon | 11:05-11:10 |
| D. Project Review and Prioritization – Cynthia Schilsky | 11:10-11:20 |
| E. Homelessness Prevention – Dennis Condon/Mary Schurder | 11:20-11:30 |
| F. Outcome Evaluation – Magalie Oscar/Courtney Suchor | 11:30-11:35 |
| G. Governance – Mark Enenbach | 11:35-11:40 |
| H. Chronic Homelessness – | <i>No report</i> |
| I. Fundraising Committee – | <i>No report</i> |
| VI. Other Reports | |
| A. Regional Roundtable – Cynthia Schilsky | 11:40-11:45 |
| VII. Local Council Reports | 11:45-11:50 |
| A. South – Mike Wasserberg/Carl Wolf | |
| B. West – Teri Curran/Lynda Schueler | |
| C. North – Millicent Ntiamoah/Michael Sada | |
| VIII. Old Business | |
| IX. New Business | |
| X. Adjournment | |

NOTE: RESCHEDULED!

The next meeting of the Board of Directors will be held **MONDAY, September 22, 2008**,
10:00 AM to 12:00 PM, at United Way, 560 W Lake St, Chicago.

**MINUTES OF THE 07/25/08 MEETING
OF THE BOARD OF DIRECTORS OF
THE ALLIANCE TO END HOMELESSNESS
IN SUBURBAN COOK COUNTY**

Sue Shimon called the meeting to order at 10:03 at the United Way of Metro Chicago.

Mike Wasserberg moved approval of the Minutes of the June meeting. Approved.

Treasurer's Report—Presentation by representatives of Ahlbeck & Company who completed the latest Audit. No major findings. The finance committee is still working on policies and procedures.

Director's Report—Staffing updated, welcoming Peggy Troyer to the staff. There is an online press release from the Discharge Planning Seminar. The main committee will continue, and there will be several subcommittees.

Executive Committee—Minutes are online.

C of C Committee—working on Exhibit 1.

HMIS—Report online.

Project Review—HUD announced a demonstration project for Rapid Rehousing for Families. At most 1 project per continuum. Cynthia Schilsky moved "We will accept applications for the demonstration project and waive the Letter of Intent requirement for it. If more than 1 application is submitted, only one will be selected and sent on to HUD. Vote—13 yes, 4 no, and 1 abstention.

Prevention—Previously requested call volume #'s from agencies of the Alliance. The best estimate was for about 6400 +/- 1000 per month. We are waiting for a cost estimate from the Chicago Prevention Call Center.

Outcome Evaluation—No report.

Governance—No Report

Chronic Homelessness—No Report

Fund Raising—No Report

Regional Roundtable—No Report

CBSA:

South—No Report

West—No Report

North—Planning a Breakfast with the NW Managers' Conference

Nominating Committee—Presented the following Slate:

Vice-Chair	Dennis Condon
Secretary	Teri Curran
Treasurer	Tom Galassini

A request was made for nominations from the floor. None were forthcoming.

Mike Wasserberg moved that the nominations be closed. Approved by voice vote.

Eileen Higgins moved that the Slate of nominees be approved. Approved by voice vote.

Eileen Higgins moved that the Board direct the Governance Committee to develop a formalized process for the nomination of officers to replace the unofficial process that has been in use, and to report that process no later than the January, 2009 meeting of the Board of Directors. Approved by Voice Vote.

Sue Shimon thanked the outgoing officers. Richard Grove thanked the Board for working with him the last few years, as he will be moving out of state soon.

Cynthia Schilsky moved to adjourn at 12:02. Approved by Voice Vote.

Voting Members Present -

Jose	Alvarez	Town of Cicero
Beverly	Christmon	IL DCFS
Dennis	Condon	Community Representative
Theresa	Curran CBSA Co-Chair	Pillars
Arie	Davis	IL Department of Corrections
Gerry	DuPaty	Housing Authority of Cook County
John	Fallon	Corporation for Supp Housing
Tom	Galassini	United Way of Metro Chicago
Marvin	Gorss	West Suburban Landlords Assoc.
Richard	Grove	Community Representative
Eileen	Higgins PAST CHAIR	Catholic Charities
Doug	Jones TREASURER	Michael Joseph Foundation
Khen	Nickele	IDHS-DMH
Patrick	Rodgers SECRETARY	Social Security Administration
Cynthia	Schilsky	Community Representative
Susan	Shimon VICE CHAIR	WillPower, Inc.
Courtney	Suchor	Sanctuary/SS Family Shelter
Mike	Wasserberg CBSA Chair	South Suburban PADS

Voting Members Absent -

William	Baxter	Hines V A Hospital
Mark	Enenbach CHAIR	CEDA Central
Debra	Howard-Frye	Thresholds
Kyu Yup	Kim	Oak Park Family Service
Christine	Klepper	HCP of Illinois
Maryrose	Peters	NAMI - Barrington
Rev. John	Rice	Bethel Community Facility
Heidi	Russell-Green	Safer Foundation
Michael	Sada CBSA Co-Chair	Kenneth Young Center
Mary	Schurder	Center of Concern, The
David	Tracy	Habitat for Humanity - Chicago S. Sub.
Sandy	Williams	Journeys from PADS to HOPE

Other Members Present -

Kamar	Beaco	CEDA Bloom-Rich
Tom	Hinchy	Cook County DPDevelopment
Ken	Keibler	Catholic Charities
Brian	McManaman	Emergency Fund
Magalie	Oscar	Catholic Charities
Ken	Schmitt	YMCA Network
Paul	Selden	Connections for the Homeless
Tahtia K.	Smalling	IL DHS/DMH PATH Program
LaTonya	Walker	WINGS
Kelly	Williams	Grand Prairie Services
Joanne	Wilson	CEDA
Jennifer	Wood	YMCA Network
JoAnn	Wilson-Lewis	
Jennifer Connors	Hill	Alliance
Jeremy	Heyboer	Alliance
Peggy	Troyer	Alliance

Alliance to End Homelessness
Finance Committee
Board Report
August 2008

The Finance Committee met on August 15, 2008 and discussed the following items:

- I. Approved the 12/31/07 audit as presented. The YWCA/HMIS/Softscape funds are properly accounted for and noted. The committee recommends the full board approve the audit as presented.
- II. Beth Seaman from Catholic Charities assisted Alliance staff with some financial statement presentation and clean-up work.
- III. Renewal of the Line of Credit for \$100,000 is under review for consideration by our bank. They were waiting for the completion of the audit and the 990 (tax return) filings.
- IV. Monthly financial statements for July 2008 and YTD were reviewed as well as projections for the remainder of calendar 2008. The YMCA/HMIS/Softscape funds have been properly recognized. A revised budget has been prepared to better reflect income and expenses (primarily related to HMIS and personnel cost variances).

Since many of the government grants carry over from year-to-year, preparation of the 2009 budget has begun, but is not yet complete. The committee expects to be presented with a projected budget at its September 2008 meeting.

The Committee has the following items on its agenda:

- Budget 2009 Preparation
- Policies and Procedures Manual
- Improved Financial Statement Presentation

If you have any specific questions about the financial statements or budget, please advise Alliance Staff or a member of the Finance Committee in advance of the meeting so we may properly research information to fulfill your request.

Alliance to End Homelessness in Suburban Cook County
2008 Mid-year Projection

	Jan-Jun08	Jul 08	Aug 08	Sep 08	Oct 08	Nov 08	Dec 08	PROJECTION	APPROVED
REVENUES	ACTUAL	ACTUAL	PROJECTED	TOTAL	BUDGET
Cook County CDBG 05	\$55,093	\$0	\$0	\$0	\$0	\$0	\$0	\$55,093	\$55,093
Cook County CDBG 06	\$8,914	\$14,870	\$14,992	\$17,005	\$17,005	\$17,224	\$17,224	\$107,232	\$129,064
Alliance SHP	\$58,977	\$14,522	\$14,936	\$15,802	\$50,413	\$15,844	\$15,844	\$186,338	\$316,414
Alliance SHP - admin	\$1,304	\$11,500	\$747	\$790	\$2,521	\$792	\$792	\$18,446	\$13,720
Chicago Community Trust	\$30,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$60,000	\$50,000
Other (donations, etc.)	\$3,395	\$49	\$0	\$0	\$0	\$0	\$0	\$3,444	\$16,160
Total Revenues	\$157,683	\$45,941	\$35,674	\$38,597	\$74,939	\$38,860	\$38,860	\$430,553	\$580,451
EXPENSES									
Wages & Compensation	\$71,470	\$13,547	\$16,235	\$18,726	\$18,726	\$18,941	\$18,941	\$176,585	\$224,870
Fringe & Payroll Tax	\$11,267	\$2,024	\$3,303	\$3,491	\$3,491	\$3,536	\$3,536	\$30,649	\$39,420
Total Personnel	\$82,737	\$15,571	\$19,538	\$22,217	\$22,217	\$22,477	\$22,477	\$207,235	\$264,290
Non-personnel									
office rent	\$4,995	\$819	\$830	\$830	\$830	\$830	\$830	\$9,964	\$12,500
utilities/other office exp	\$6,680	\$1,241	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$13,921	\$6,490
supplies	\$2,596	\$894	\$500	\$500	\$500	\$500	\$500	\$5,990	\$4,056
postage	\$141	\$0	\$25	\$25	\$25	\$25	\$25	\$266	\$1,200
printing	\$264	\$0	\$200	\$200	\$200	\$200	\$200	\$1,264	\$2,400
travel	\$2,619	\$1,492	\$600	\$800	\$800	\$800	\$800	\$7,911	\$7,104
equipment & furniture	\$259	\$0	\$200	\$200	\$200	\$200	\$200	\$1,259	\$7,500
interest / service charge	\$1,214	\$22	\$50	\$100	\$200	\$250	\$250	\$2,086	\$4,160
insurance	\$2,352	\$0	\$375	\$375	\$375	\$375	\$375	\$4,227	\$4,500
audit/accounting	\$920	\$0	\$6,700	\$0	\$0	\$0	\$0	\$7,620	\$7,500
organizational dev consulting	\$0	\$0	\$0	\$0	\$4,000	\$10,000	\$1,000	\$15,000	\$0
HMIS vendor fees/licenses	\$47,148	\$0	\$0	\$0	\$43,264	\$0	\$0	\$90,412	\$150,000
HMIS 3rd party training/consulting	\$10,335	\$9,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$44,335	\$60,000
HMIS security (PKI, etc.)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
HMIS contingency (15%)	\$450	\$375	\$1,835	\$1,835	\$1,835	\$1,835	\$1,835	\$10,000	\$33,750
Total Expenses	\$162,710	\$29,414	\$37,053	\$33,282	\$80,646	\$43,692	\$34,692	\$421,490	\$580,450
Net Revenue	-\$5,027	\$16,527	-\$1,378	\$5,315	-\$5,707	-\$4,833	\$4,167	\$9,064	\$1
Depreciation Expense								\$4,759	\$4,759
Change to Net Assets								\$4,305	-\$4,758

Alliance to End Homelessness in Suburban Cook County

Statement of Financial Position

As of July 31, 2008

	<u>Jul 31, 08</u>	<u>Jul 31, 07</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Harris N. A.	3,085.83	196.36	2,889.47	1,471.52%
PayPal	604.29	578.09	26.20	4.53%
Total Checking/Savings	<u>3,690.12</u>	<u>774.45</u>	<u>2,915.67</u>	<u>376.48%</u>
Accounts Receivable	38,107.77	10,067.78	28,039.99	278.51%
Other Current Assets				
1400 - Prepaid Expenses	7,909.79	0.00	7,909.79	100.0%
1440 - Security Deposit	872.29	872.29	0.00	0.0%
Total Other Current Assets	<u>8,782.08</u>	<u>872.29</u>	<u>7,909.79</u>	<u>906.78%</u>
Total Current Assets	<u>50,579.97</u>	<u>11,714.52</u>	<u>38,865.45</u>	<u>331.77%</u>
Fixed Assets				
1500 - Property and Equipment	23,793.85	10,230.85	13,563.00	132.57%
1900 - Accum. Depreciation - Prop&Eq	-4,425.56	-1,023.09	-3,402.47	332.57%
Total Fixed Assets	<u>19,368.29</u>	<u>9,207.76</u>	<u>10,160.53</u>	<u>110.35%</u>
TOTAL ASSETS	<u>69,948.26</u>	<u>20,922.28</u>	<u>49,025.98</u>	<u>234.32%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	5,141.34	37,467.59	-32,326.25	-86.28%
Credit Cards Payable	2,239.68	1,276.59	963.09	75.44%
Other Current Liabilities				
Payroll Liabilities	2,650.98	436.32	2,214.66	507.58%
Line of Credit	0.00	36,000.00	-36,000.00	-100.0%
Total Other Current Liabilities	<u>2,650.98</u>	<u>36,436.32</u>	<u>-33,785.34</u>	<u>-92.72%</u>
Total Current Liabilities	<u>10,032.00</u>	<u>75,180.50</u>	<u>-65,148.50</u>	<u>-86.66%</u>
Total Liabilities	<u>10,032.00</u>	<u>75,180.50</u>	<u>-65,148.50</u>	<u>-86.66%</u>
Equity				
Unrestricted Net Assets	53,059.08	12,507.21	40,551.87	324.23%
Net Income	6,857.18	-66,765.43	73,622.61	-110.27%
Total Equity	<u>59,916.26</u>	<u>-54,258.22</u>	<u>114,174.48</u>	<u>-210.43%</u>
TOTAL LIABILITIES & EQUITY	<u>69,948.26</u>	<u>20,922.28</u>	<u>49,025.98</u>	<u>234.32%</u>

Alliance to End Homelessness in Suburban Cook County

Statement of Financial Income and Expense

January through July 2008

Jan - Jul 08

Income	
4010 - Grant Income	
CDBG 04-093	-575.74
CDBG 06-062	55,093.32
CDBG 07-046	8,913.47
SHP 2005 YMCA	46,173.03
SHP 2008 ADMIN	8,650.88
SHP 2008 Alliance	46,582.12
Total 4010 - Grant Income	<u>164,837.08</u>
4011 - Donation Income	
401101 - Individual Giving	100.00
401102 - Board Gifts	325.00
401114 - Foundation & Corporate Giving	32,000.00
Total 4011 - Donation Income	<u>32,425.00</u>
4100 - Interest Income	26.20
4300 - Other Income	1,691.46
4999 - Uncategorized Income	1.00
Total Income	<u>198,980.74</u>
Gross Profit	198,980.74
Expense	
6000 - Wages Expense	75,514.54
6010 - Non-Employee Compensation	9,502.00
6050 - Employee Benefit Programs Exp	5,963.48
6080 - HMIS Vendor Fees	56,147.99
6087 - HMIS Contingency	825.00
6090 - Consultant Fees	10,335.00
6100 - Payroll Tax Expense	7,328.03
6300 - Rent or Lease Expense	5,814.00
6400 - Utilities Expense	7,722.19
6410 - Printing Expense	263.84
6420 - Travel Expense	4,110.83
6430 - Postage & Delivery	140.56
6450 - Office Supplies Expense	3,490.70
6460 - Interest Expense	1,135.30
6500 - Equipment or Furniture	258.97
6550 - Other Office Expense	199.00
6680 - Accounting	919.64
6850 - Service Charge Expense	100.66
6950 - Insurance Expense	2,351.83
Total Expense	<u>192,123.56</u>
Net Income	<u><u>6,857.18</u></u>

Alliance to End Homelessness in Suburban Cook County
Executive Committee Meeting
August 11, 2008

1. Welcome: Teleconference meeting called to order on August 11, 2008 at 1:34 by Sue Shimon.

Present: Dennis Condon, Vice Chair, Mark Enenbach, Past Chair, Jennifer Hill, Tom Galassini, Treasurer, Mike Wasserberg, CBSA Chair, Millicent Ntiamoah, CBSA Chair.

Absent: Teri Curran, CBSA Chair, Secretary

2. Approval of Minutes: No one on call at the time had been in the July meeting. Approval deferred.

3. Financial Update: Tom Galassini

The Finance committee priority is completion of the policy and procedure manual. Beth from Catholic Charities continues her consultation with Alliance staff on grant accounting. The committee will discuss the skill array that strengthens their monitoring of Alliance finances and then recruit a person to replace Doug Jones. Their ideal is to mentor a community member for future participation on the Alliance board. Next meeting: 3rd Friday by phone.

4. Director's Report: Jennifer Hill

HMIS and the NOFA are the priority functions of the Alliance now.

HMIS: See HMIS update Jennifer sent to HUD and Cook County August 8th. Agency Administrator and Emergency Shelter provider special meetings are in progress. Among topics is the data migration issue. Dennis Condon asked about the quality of our working relationship with DuPage compared to Softscape, the route for fielding technical questions about ServicePoint, and whether our contract holds sufficient technical assistance for Bowman issues. Jennifer said the working relationship is good quality and a tremendous improvement over our earlier experience. The protocol for providers' ServicePoint and other HMIS questions is (generally) pose them to Peggy Troyer. In her absence pose them to Jeremy Heyboer, both of the Alliance staff. Peggy and Jeremy are the correct staff to talk with DuPage or Bowman. Currently, all Bowman access is via DuPage. If we project that we may exceed the contracted technical assistance hours, we could consider negotiating directly with Bowman for our own service hours.

NOFA: We wait to learn the official submission date and last details on the application. The Project Review and Continuum of Care Development

committees are studying with Jennifer the implications of electronic submission on Alliance NOFA training, continuum application processes and attachments, and deadlines. Of many concerns is that the time span between submission to the Alliance and submission to HUD allow for Project Review error/omission detection, applicant correction and timely return for project ranking and board approval in the September 26th meeting. Mike Wasserberg stated his concern that the August 28 deadline for application submission to the Alliance may leave insufficient time for agencies (particularly those submitting new projects) to work through esnaps problems. Guesses on HUD's official submission deadline at this stage were early October. Jennifer will continue to issue tips on esnaps maneuvering.

5. Committee/Issues:
 - A. HMIS – No additional report
 - B. Continuum of Care Development – Sue Shimon - The August 4th committee meeting focused on the Exhibit I strategy that Jennifer drafted. HMIS committee will advise CoCD on the numerous entries in this section of the exhibit. Jennifer described the data entry required to complete the previously separate and now combined data forms and other differences from last year. Many forms remain the same. Some sections are completed.
 - C. Project Review – No additional report
 - D. Chronic Homelessness – No report
 - E. Homeless Prevention – Dennis Condon – Brian McManaman's consultation with the Prevention Call Center in Chicago about costs based on the committee's call volume survey will be discussed in their August 13 meeting. Learning about and discussing central intake is added to the committee's agenda stemming from its reference in the Super NOFA.
 - F. Governance – Mark Enenbach – No report
 - G. Outcome Evaluation – The August 4th meeting re-started its address of program/project quality assessment.
 - H. Fundraising – No committee
6. Other Business – None
7. Adjournment – Motion to adjourn by Mark; seconded by Dennis at 2:30 pm.

Respectfully submitted,

Sue Shimon

Alliance to End Homelessness - HMIS Committee Meeting Minutes
Alliance Office
August 12, 2008 10:00 a.m.

Participants: Connie Fabbrini; Ken Schmitt; Peggy Troyer; Jennifer Hill; Lynda Schueler; Mark Enenbach; Kyu Yup Kim; Magalie Oscar; Mike Wasserberg

- I. Previous HMIS minutes from July 8, 2008 approved by consent
- II. Implementation of HMIS – Status Report
 - A. Training - End Users and Agency Administrators Peggy Troyer reported that she is having difficulty coordinating training in September, whether it be end user training or agency administrator training, between times that Robert Morris College has computer labs available and that Bowman can provide trainers. Peggy reports that she probably will emphasize more agency administrator training during the next training sessions and that further end user training will probably resume in October.
 - B. Training – Peggy Troyer continues to receive training/consultation from DuPage County; Bowman and Pam Kostecki. She will be scheduling training for herself on the Advanced Report Tool. She will be attending the HUD HMIS conference in Atlanta in September and the Bowman User Group meeting in California in October, where Bowman will be demonstrating the version 5.0 system update. Committee members encouraged her to take whatever training she needs to best fulfill her HMIS role and job.
 - C. Social Security Numbers – After discussing the issue, the Committee has decided to take a different stance in regard to the collecting of the full Social Security number primarily because of the potential problems of duplication. This was agreed to after receiving assurances from Bowman that the Social Security number can be masked so that they will be seen only by originating Agency and HMIS Administrators Level I and II. It would be a systemwide change, however, and so DuPage and Kane would have to agree to it. Peggy will see if this is agreeable to DuPage. Peggy will be sending out a memo to Alliance HMIS users alerting them to this change in collecting the full Social Security numbers.
 - D. Agency Administrators and End User meeting schedule – It has been recommended and was decided that these meetings would be held regionally, either before or after the CBSA meetings each month.
 - E. Emergency Shelters – The Alliance Emergency Shelter providers met before the HMIS Committee meeting and agreed on what questions needed to be addressed and the steps to take in implementing an efficient and effective means to utilize HMIS. There will be follow-up meetings via phone or in person.

- III. SuperNOFA compliance with HMIS on Exhibit I
- A. 75% bed coverage – The Committee discussed meeting the bottom line for this requirement. First, the beds need to be year round. Second, bed coverage is not a measure of how many beds are configured in the system. Rather, it measures participation by agencies that represent 75% of the beds in our area in each category. Participation is defined as collecting and reporting client-level data either through direct data entry or uploading data on a regular basis. Third, the number of agencies that we have identified as representing 75% of our beds is about 15 out of 30-some agencies that plan to use the system.
 - B. Policy Manual – In order to help maximize our HMIS score for SuperNOFA, it is important that we have a Policy Manual. It was decided to have a sub-committee work with Peggy and Jeremy to devise this manual. Peggy indicated that we did have a proposed manual when we were going with Softscape and that she has also found a Policy Manual that is used in Minnesota that is available as a resource. Connie, Maggie, and Ken agreed to be on the sub-committee with Peggy and Jeremy. Peggy agreed to send out these two proposed manuals for review before the sub-committee meets on August 25th at 10:00 a.m.
 - C. HMIS SuperNOFA questions regarding frequency of data and compliance monitoring – The Policy Manual subcommittee will address this issue. It was agreed that initially monitoring should be frequent – at least once a month.
- IV. Other Business – The Committee again emphasized that initially, the Alliance HMIS will be utilized to only capture the required elements. Once that is in place, it will be possible to consider customization for participating agencies.
- V. Next Committee meeting – The next committee meeting is scheduled for Tuesday, September 9th at the Alliance office at 10:00 a.m. Because of a conflict with Homeless Youth Committee meetings at the Chicago Coalition for the Homeless, Ken requested and the committee agreed to hold HMIS Committee meetings on the third Tuesday of the month starting in October.

Respectfully Submitted,

Ken Schmitt

Continuum of Care Development Committee Meeting August 4, 2008

Present: Sue Shimon, Eileen Higgins, Courtney Suchor, Lynda Schueler, Cynthia Schilsky, Jennifer Hill

- I. Committee members shared their impressions of the NOFA training webcast. The rebroadcast quality was much better than the original.

Jennifer led the review of the Exhibit I Strategy chart. The group discussed who will be the point person for completion of sections that Jennifer had not already identified. The considerable response necessary to the HMIS sections will be studied and recommended by the HMIS committee. Portions of Exhibit I are already completed. The areas that combine several sections this year that were previously in their own category were reviewed and solutions for their data collection were discussed.

Sections that cannot be completed until project applications are submitted were identified.

The solution to electronic submission of hard copy documents (i.e., Consistency with Consolidated Plan, other SF424 attachments, discharge policies) were suggested (print, scan, attach).

The 2007 CoC Debriefing summary sheet with our scores was distributed as a reference. Scoring on the 2008 competition emphasizes some different areas than 2007.

Sue will draft progress section of the 10 Year Plan piece, and distribute to the committee by email for their review.

- II. In the pipeline: ISU student Jessica Murphy coming in September – will work on Point in Time Count and Outcome Evaluation. Strategic Plan Retreat – November 14 – tentative date for board/CBSA plan review and progress reporting.
- III. Next meeting: Tuesday, August 26, 2008 at 11:30am at the Alliance. Bring your lunch.

HOMELESS PREVENTION COMM. REPORT

The Comm. met on August 13th at the Alliance Office.

Ms Sandi Murray of Chicago's Homeless Prevention Call Center presented her suggestions based on the unscientific survey conducted by the comm. on the volume of calls for homeless prevention services received, monthly, by agencies throughout the catchment area of the Alliance.

At this time, the Call Center is not in a position, taking into account staffing and space, to automatically assume our level of monthly calls which are approximately 6500. However with an investment from the Alliance of between \$600,000 and \$900,000, the Call Center would provide to the Alliance all of the services, bells and whistles that it now provides to Chicago.

A secondary suggestion which would cost approx. \$300,000, would make the Alliance responsible for the Call Center service by designating one already existing agency in the North, in the West and in the South to handle the calls for its respective region and making referrals to appropriate agencies.

Within these broad costs, Ms Murray did provide a rather detailed breakdown of individual staffing, hardware and associated costs for both suggestions.

As a result of the Exec. Comm. meeting on the 11th, the Homeless Preven. Comm. has been charged with looking into what would be involved with establishing a Central

Intake process. To wit, would a Call Center (which is much more than a telephone referral system) not also serve as a Central Intake Process which is being strongly suggested by the Feds?

Board action: Now that the Homeless Preven. Comm. has gathered raw data on call volumes and possible solutions, WHAT IS THE PLEASURE OF THE BOARD (apart from the obvious funding issue)?

The next Homeless Preven. Comm. meeting has been set for Sept. 16th at 10 at the Alliance office.

Submitted by: Dennis Condon Co-chair

Outcome and Evaluation Committee

Monday August 4, 2008

Alliance Office

1107 S. Mannheim Road, Westchester, IL 60454

Present:

Magalie Oscar, Co-Chair-Catholic Charities

Courtney Suchor, Co-Chair-The Sanctuary

Kathie Cunningham-Catholic Charities

Jennifer Wood, YMCA

Cynthia Schilsky, Prioritization Chair

Jennifer Hill, Alliance

At this meeting, we further discussed the intake criteria that were submitted with the LOI. We compared programs against other similar programs (TH to TH, PH to PH, etc.) and placed them on a scale of least to most requirements for entrance. We want to establish a baseline for each program about what their typical vacancy rate is. We will begin collecting best practice information to include in the tool and to present in future trainings.

Information learned from the LOI survey:

- Under each project category there are programs with relatively few eligibility requirements and some with more strenuous requirements.
- PH programs tend to have the fewest eligibility requirements.
- Some transitional programs and Veterans programs have the most restricted requirements.
- We need to ask our questions in a clearer way.

We revised our timeline so that we hope to recruit volunteers for the pilot program before the end of the year and launch it early in 2009. We will include questions on the 2009 LOI.

2009: Implement tool for all HUD funded projects

Next Meeting is:

Monday, September 8, 1:30 PM at the Alliance Office at 1107 S. Mannheim Road in Westchester.