



Friday, Apr. 23, 2010  
10:00 AM-12:00 PM  
United Way Metropolitan  
560 W Lake Street, Chicago

## AGENDA

- |              |   |                    |
|--------------|---|--------------------|
| <b>I.</b>    | <b>Welcome &amp; Introductions</b>                              | <b>10:00-10:05</b> |
| <b>II.</b>   | <b>Approval of Meeting Minutes</b>                              | <b>10:05-10:10</b> |
| <b>III.</b>  | <b>Treasurer's Report – Tom Galassini</b>                       | <b>10:10-10:20</b> |
|              | A. Finance Cmte. Update   |                    |
|              | B. Feb 2010 Financials  |                    |
|              | C. <u>Requested Action:</u> Approve audit and 990               |                    |
| <b>IV.</b>   | <b>Director's Report – Jennifer Hill</b>                        | <b>10:20-10:30</b> |
|              | A. NOFA, Job Ad, and Other Updates                              |                    |
| <b>V.</b>    | <b>Committee Reports</b>  |                    |
|              | A. Executive Committee – Dennis Condon                          | <b>10:30-10:35</b> |
|              | B. Resource Development Committee – Paul Selden                 | <b>10:35-10:40</b> |
|              | C. Homelessness Prevention – Mary Schurder/Dennis Condon        | <b>10:40-10:45</b> |
|              | D. HMIS Committee – Ken Schmitt                                 | <b>10:45-10:50</b> |
|              | E. Continuum of Care Development – Sue Shimon                   | <b>10:50-10:55</b> |
|              | F. Project Review and Prioritization – B. McManaman/K. Nickelle | <b>10:55-11:00</b> |
|              | G. Outcome Evaluation – Magalie Oscar/Courtney Suchor           | <b>11:00-11:05</b> |
|              | H. Governance – Sue Shimon                                      | <b>11:05-11:20</b> |
|              | <u>Requested Action:</u> Repeal Co-Chair Bylaw Amendment        |                    |
|              | I. Chronic Homelessness – Khen Nickelle                         | <i>No report</i>   |
| <b>VI.</b>   | <b>Other Reports</b>  |                    |
|              | A. Cook County - Ericka Branch                                  | <b>11:20-11:25</b> |
|              | B. Regional Roundtable – Cynthia Schilsky/J. Hill               | <i>No report</i>   |
|              | C. Discharge Planning – John Fallon                             | <b>11:25-11:30</b> |
| <b>VII.</b>  | <b>Local Council Reports</b>                                    | <b>11:30-11:45</b> |
|              | A. South – Courtney Suchor/Carl Wolf                            |                    |
|              | B. West – Teri Curran/Lynda Schueler                            |                    |
|              | C. North – Millicent Ntiamoah/Todd Stull                        |                    |
| <b>VIII.</b> | <b>Old Business</b>   |                    |
| <b>IX.</b>   | <b>New Business</b>   | <b>11:45-11:55</b> |
|              | A. Nominating Committee – Sue Shimon                            |                    |
| <b>X.</b>    | <b>Adjournment</b>  |                    |

The next meeting of the Board of Directors is scheduled for **Friday, May. 28, 2010**,  
West location (TBD).

Alliance To End Homelessness  
Friday January 22<sup>nd</sup>, 2010  
10:00am to 12:00pm  
United Way Metropolitan  
560 W. Lake Street, Chicago

- I. Welcome and Introductions – Dennis called meeting to order at 10:02am
  - Mark reported that he is resigning from the Board as the rep from CEDA, and he related his appreciation to the Alliance for the progress that has been achieved while he has been on the Board
- II. Approval of Meeting Minutes – Moved by Cynthia and seconded by Hugh, all in favor
- III. Treasurer’s Report
  - A. Finance Committee Update – Tom
    - discussed in 2010 budget the need to add a staff position; in process of getting job description, position posted, etc.
    - Tom moved to hire auditors (same from last year) at as a cost of \$5,000 to complete the audit required. Discussion ensued as Paul stated that since the Alliance incurred over \$500,000 in federal revenue, that a special additional audit needs to occur. Tom therefore withdrew his motion until we receive a revised estimate of the cost of the audit.
  - B. Dec 31 Financials
    - \$10,000 surplus at end of year due to the fundraising efforts/Board contributions etc.
- IV. Director’s Report – Jennifer
  - As a result of Mark leaving, Paul moved and Cynthia seconded that Sue move into position of past chair, Dennis becomes chair, and Jose remains vice-chair for the remaining of the term until August. All in favor.
  - Jennifer requested that a resolution be made of the Board to ask \$125,000 of CDBG funds and to certify that the Alliance has the matching funds; Cynthia moved and Ken seconded. All in favor.
  - A. Sheltered Count
    - Will need to be done in January 2011
    - HUD added the goal of reducing family homelessness
    - Will therefore be utilizing HMIS to run a count on Wed, January 27, 2010 and agencies who don’t utilize HMIS will have to complete a paper count
  - B. Responsible Budget Coalition
    - Will be having a rally in Springfield on 2/17/10
    - The website has information on the state budget crisis and its potential impact if taxes are not increased this year
  - C. State HPRP, Call Center and Other Updates
    - HPRP training to be scheduled soon
    - On the 28<sup>th</sup>, Jennifer and Mike W from the Alliance and Ericka Branch from Cook County will be meeting with State reps re: the prevention funds
- V. Committee Reports
  - A. Executive Committee –Sue/Dennis
    - Please review minutes in Board Packet
    - Met to review Jennifer’s evaluation and salary
  - B. Fundraising Committee – Paul
    - Please review minutes in Board Packet
    - Reported we raised almost \$20,000 and are close to meeting our mark
    - Discussion on whether to hire a grant writer to submit applications for additional funds; Paul moved to solicit bids up to \$10,000 for a grant writer and to grant Jennifer the authority to

enter into a contract to be expended by June 30<sup>th</sup>, and this was seconded by Hugh. Jennifer to report back to the executive committee in February 2010. All in favor.

C. Homelessness Prevention – Dennis

- Please review report in Board Packet
- The VA will need to submit a report on veterans receiving HPRP funds; discussion in committee meeting as to how the VA can obtain this information
- Call Center is now in Phase 2 in that clients are being directed to the call center and the call center is referring to specific agencies with the specific information that can be accessed through HMIS. However, some agencies have indicated to the call center that no referrals are being accepted through/from the call center (CEDA being one of the agencies). Cook County is involved in the process of working with the agencies that have been identified as needing to be involved with the call center.
- Total of 2,685 calls to date but not all are ‘true referral calls’ as some are information-seeking calls
- Prevention committee is aware that there is still confusion as to what HPRP is, how to enter data into HMIS etc. There will be mandatory training meetings in Feb

D. HMIS Committee – Ken

- Please review minutes in Board Packet
- Discussed the difficulty of entering HPRP data into the HMIS system. January 27<sup>th</sup> will be the count for the Alliance (sheltered). A user meeting will be on 2/10/10.

E. Continuum of Care Development –Sue

- Please review minutes in Board Packet
- Sue went over Exhibit I (excerpts); the entire document is on the Alliance website. As to the 5 goals we identified for the continuum:
  1. We have 61 PSH slots for chronically homeless; planned to increase this by 20 beds this year (did not meet this goal in time for 2009 count, but have far exceeded it since.)
  2. We exceeded the national standard in that 81% of clients in PSH stayed over 6 months
  3. We achieved goal by having 72% of those leaving transitional housing exit into permanent housing
  4. We achieved goal by having 24% of people exiting any program (housing or SSO) employed at exit.
  5. We achieved goal of decreasing the number of homeless families (although notably, several family units converted to PSH as a partial reason why)
- Some additional notable information from Courtney:
  1. emergency beds decreased
  2. transitional beds decreased
  3. substance abuse/mental illness/veterans/chronic homeless populations went up; perhaps reason why is that the stress of the economy is exacerbating symptoms
  4. unsheltered pop decreased (by 7%); perhaps more clients are getting shelter as reason why
  5. unmet need of PSH is 426; creating more PSH is actually showing an impact on our unmet need calculation.
- Cynthia discussed other areas addressed in Exhibit I including discharge planning, collaborations with other systems, other planning bodies/funders etc.

F. Project Review and Prioritization – Brian

- Review of ranking tool to be done during Feb. meeting

G. Outcome Evaluation – Courtney

- Please review reports in Board packet
- Editing the Tool which will be in place of LOI

H. Governance – Mark

- Sue will be chairing, report next month

I. Chronic Homelessness – Khen

- Meeting next month (call in number)

VI. Other Reports

- A. Regional Roundtable – Jennifer
  - No report
- B. Discharge Planning
  - No report

VII. Local Council Reports

- A. South – Courtney
  - Presentation by call center and South Suburban PADS
- B. West – Lynda
  - Presentation by the census
- C. North – Todd
  - HPRP and legislative breakfast were discussed

VIII. Old Business

- None

IX. New Business

- Question as to whether the Alliance can make a donation to Haiti, or as a group to be involved in a fundraising effort. Tabled until next month.

X. Adjournment at 12:04pm; Marvin moved and Hugh seconded.

ADD ATTENDANCE

### **Voting Members Present:**

Jose	Alvarez	<b>Vice Chair</b>	Town of Cicero
Bill	Baxter		Hines V A Hospital
Hugh	Brady		NAMI Barrington Area
Dennis	Condon	<b>Board Chair</b>	Community Representative
Theresa	Curran	<b>Secretary</b>	Pillars
Arie	Davis		IL Department of Corrections
Mark	Enenbach		CEDA Central
Tom	Galassini	<b>Treasurer</b>	United Way of Metro Chicago
Marvin	Gorss		West Suburban Landlords Assoc.
Eileen	Higgins		Catholic Charities
Brian	McManaman		Emergency Fund
Rick	Nichols		Community Representative
Khen	Nickele		IDHS-DMH
Millicent	Ntiamoah		Catholic Charities
Debbie	Pavick		Thresholds
Cynthia	Schilsky		Community Representative
Ken	Schmitt		YMCA Network
Lynda	Schueler		West Suburban PADS
Mary	Schurder		Center of Concern, The
Paul	Selden		Connections for the Homeless
Susan	Shimon	<b>Past Chair</b>	New Foundation Center
Todd	Stull		Journeys from PADS to HOPE
Courtney	Suchor		Sanctuary/SS Family Shelter
Diane	Wolak-Green		Housing Authority of Cook County

### **Voting Members Absent:**

Beverly	Christmon		Community Representative
John	Fallon		Corp Supp Housing
Scott	Jensen		Community Representative
Jackee	Pruitt		PLCCA
Rev.			
John	Rice		Bethel Community Facility
Patrick	Rodgers		Social Security Administration
Brenda	Tobuch		Blue Island IDHS Office
Mike	Wasserberg		South Suburban PADS

### **Other Members Present:**

Kamar	Beaco		CEDA Bloom-Rich
Elizabeth	Cox		UIC
Daisy	Garcia		WINGS
Ken	Keibler		Catholic Charities
Danielle	Marion		UIC
Sandra	Murray		Homelessness Prevention Call Center
Sheri	Pantell		CEDA Northwest
Eric	Rubenstein		Single Room Housing Assistance Corp.
Bob	Umonna		UIC
Kelly	Williams		Grand Prairie Services
Jennifer	Wood		YMCA Network
Jeremy	Heyboer		Alliance
Jennifer	Hill		Alliance
Sharon	King		Alliance

**ATEHSCC  
Finance Committee Report  
April 16, 2010**

In attendance:

Tom Galassini, Chair  
Paul Selden  
Jennifer Hill, Executive Director

The meeting began at 2:45 p.m.

The committee reviewed and discussed the following topics:

1. March 2010 Financial Statements - no flags. Note that HPRP revenues from Cook County are billed, but not yet received.
2. Audit - Draft audit, 990 and management letter were reviewed. No audit findings or concerns were presented. Committee recommended breaking out the Other Program Expense line item into more detail. Committee recommended presentation of the audit for approval at the April 2010 Board meeting.
3. Committee discussed at length HPRP progress, billings and reimbursements. Committee recommended more detailed analysis and continuing dialogue to ensure funds are spent in accordance with the legislation's timelines.

The committee adjourned at 4:45 p.m.

**Alliance to End Homelessness in Suburban Cook County**  
**Statement of Financial Position**  
As of March 31, 2010

	<u>Mar 31, 10</u>	<u>Mar 31, 09</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Checking at Harris N. A.	24,149.12	46,251.54	-22,102.42	-47.79%
PayPal	1,049.93	660.14	389.79	59.05%
<b>Total Checking/Savings</b>	<u>25,199.05</u>	<u>46,911.68</u>	<u>-21,712.63</u>	<u>-46.28%</u>
<b>Accounts Receivable</b>	110,529.27	50,282.11	60,247.16	119.82%
<b>Other Current Assets</b>				
1400 - Prepaid Expenses	360.00	2,823.38	-2,463.38	-87.25%
1440 - Security Deposit	872.29	872.29	0.00	0.0%
<b>Total Other Current Assets</b>	<u>1,232.29</u>	<u>3,695.67</u>	<u>-2,463.38</u>	<u>-66.66%</u>
<b>Total Current Assets</b>	136,960.61	100,889.46	36,071.15	35.75%
<b>Fixed Assets</b>				
1500 - Property and Equipment	26,718.85	23,793.85	2,925.00	12.29%
1900 - Accum. Depreciation - Prop&Eq	-14,235.60	-9,184.33	-5,051.27	55.0%
<b>Total Fixed Assets</b>	<u>12,483.25</u>	<u>14,609.52</u>	<u>-2,126.27</u>	<u>-14.55%</u>
<b>TOTAL ASSETS</b>	<u><b>149,443.86</b></u>	<u><b>115,498.98</b></u>	<u><b>33,944.88</b></u>	<u><b>29.39%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	500.00	3,682.77	-3,182.77	-86.42%
Credit Cards	2,978.07	1,364.08	1,613.99	118.32%
Payroll Liabilities	6,248.75	6,650.20	-401.45	-6.04%
<b>Total Current Liabilities</b>	<u>9,726.82</u>	<u>11,697.05</u>	<u>-1,970.23</u>	<u>-16.84%</u>
<b>Total Liabilities</b>	9,726.82	11,697.05	-1,970.23	-16.84%
<b>Equity</b>				
Unrestricted Net Assets	109,467.28	99,860.57	9,606.71	9.62%
Net Income	30,249.76	3,941.36	26,308.40	667.5%
<b>Total Equity</b>	<u>139,717.04</u>	<u>103,801.93</u>	<u>35,915.11</u>	<u>34.6%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>149,443.86</b></u>	<u><b>115,498.98</b></u>	<u><b>33,944.88</b></u>	<u><b>29.39%</b></u>

## Alliance to End Homelessness in Suburban Cook County

### Profit & Loss Budget vs. Actual

January through March 2010

	<u>Jan - Mar 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
<b>4010 - Grant Income</b>				
CDBG 09-034	22,723.25	27,500.01	-4,776.76	82.63%
HPRP Cook Cty 09-01	20,592.09	21,852.33	-1,260.24	94.23%
HPRP Pass-through 09-10	0.00	148,734.66	-148,734.66	0.0%
SHP 2009 Alliance	1.02	0.00	1.02	100.0%
SHP 2010 ADMIN	1,818.00	949.99	868.01	191.37%
SHP 2010 Alliance	36,341.98	54,232.01	-17,890.03	67.01%
SHP 2011 Admin	0.00	0.00	0.00	0.0%
SHP 2011 Alliance	0.00	0.00	0.00	0.0%
<b>Total 4010 - Grant Income</b>	<u>81,476.34</u>	<u>253,269.00</u>	<u>-171,792.66</u>	<u>32.17%</u>
<b>4011 - Donation Income</b>				
401101 - Individual Giving	46.00	999.99	-953.99	4.6%
401102 - Board Gifts	0.00	750.00	-750.00	0.0%
401105 - Promotions	30.00	0.00	30.00	100.0%
<b>401114 - Foundation &amp; Corporate Giving</b>				
Chicago Community Trust	35,000.00	35,000.00	0.00	100.0%
<b>Total 401114 - Foundation &amp; Corporate Giving</b>	<u>35,000.00</u>	<u>35,000.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Total 4011 - Donation Income</b>	<u>35,076.00</u>	<u>36,749.99</u>	<u>-1,673.99</u>	<u>95.45%</u>
<b>4015 - Member Contributions</b>	<u>3,350.00</u>	<u>1,762.50</u>	<u>1,587.50</u>	<u>190.07%</u>
<b>4100 - Interest Income</b>	<u>0.13</u>	<u>0.00</u>	<u>0.13</u>	<u>100.0%</u>
<b>4300 - Other Income</b>				
430001 - Java Fund	8.25	0.00	8.25	100.0%
430003 - Misc Food Donation	51.00	0.00	51.00	100.0%
4300 - Other Income - Other	17.20	0.00	17.20	100.0%
<b>Total 4300 - Other Income</b>	<u>76.45</u>	<u>0.00</u>	<u>76.45</u>	<u>100.0%</u>
<b>Total Income</b>	<u>119,978.92</u>	<u>291,781.49</u>	<u>-171,802.57</u>	<u>41.12%</u>
<b>Gross Profit</b>	<u>119,978.92</u>	<u>291,781.49</u>	<u>-171,802.57</u>	<u>41.12%</u>
<b>Expense</b>				
<b>6001 - Payroll Expenses</b>				
6000 - Wages Expense	51,438.80	62,878.50	-11,439.70	81.81%
6050 - Employee Benefit Programs Exp	6,083.64	9,431.76	-3,348.12	64.5%
6100 - Payroll Tax Expense	6,014.20	5,658.99	355.21	106.28%
6001 - Payroll Expenses - Other	43.20	60.00	-16.80	72.0%
<b>Total 6001 - Payroll Expenses</b>	<u>63,579.84</u>	<u>78,029.25</u>	<u>-14,449.41</u>	<u>81.48%</u>
<b>6080 - HMIS Vendor Fees</b>	<u>7,649.86</u>	<u>3,545.44</u>	<u>4,104.42</u>	<u>215.77%</u>
<b>6090 - Consulting &amp; 3rd Party Fees</b>	<u>2,580.00</u>	<u>19,250.01</u>	<u>-16,670.01</u>	<u>13.4%</u>
<b>6301 - Space Costs</b>				
6300 - Rent or Lease Expense	2,465.20	2,630.25	-165.05	93.73%
6400 - Utilities Expense	2,274.02	3,125.01	-850.99	72.77%
6550 - Other Office Expense	28.50	125.01	-96.51	22.8%
<b>Total 6301 - Space Costs</b>	<u>4,767.72</u>	<u>5,880.27</u>	<u>-1,112.55</u>	<u>81.08%</u>

**Alliance to End Homelessness in Suburban Cook County**  
**Profit & Loss Budget vs. Actual**  
 January through March 2010

	<u>Jan - Mar 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>6411 · Operations</b>				
6410 · Printing Expense	635.25	549.99	85.26	115.5%
6420 · Travel Expense	1,897.72	3,729.24	-1,831.52	50.89%
6430 · Postage & Delivery	462.08	362.49	99.59	127.47%
6450 · Office Supplies Expense	2,182.88	2,075.01	107.87	105.2%
<b>Total 6411 · Operations</b>	<u>5,177.93</u>	<u>6,716.73</u>	<u>-1,538.80</u>	<u>77.09%</u>
<b>6500 · Equipment or Furniture</b>	0.00	1,950.00	-1,950.00	0.0%
<b>6640 · HPRP Grant Distribution</b>				
Journeys from PADS to HOPE	0.00	50,625.27	-50,625.27	0.0%
Options for Housing-Call Center	0.00	0.00	0.00	0.0%
South Suburban PADS	0.00	29,309.25	-29,309.25	0.0%
West Suburban PADS	0.00	53,289.51	-53,289.51	0.0%
<b>Total 6640 · HPRP Grant Distribution</b>	<u>0.00</u>	<u>133,224.03</u>	<u>-133,224.03</u>	<u>0.0%</u>
<b>6680 · Accounting</b>	3,100.00	3,100.00	0.00	100.0%
<b>6850 · Service Charge Expense</b>	0.47	165.00	-164.53	0.29%
<b>6950 · Insurance Expense</b>	2,873.34	2,594.00	279.34	110.77%
<b>7050 · Depreciation Expense</b>	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<u>89,729.16</u>	<u>254,454.73</u>	<u>-164,725.57</u>	<u>35.26%</u>
<b>Net Income</b>	<u><u>30,249.76</u></u>	<u><u>37,326.76</u></u>	<u><u>-7,077.00</u></u>	<u><u>81.04%</u></u>



### **Position Announcement**

#### **PROGRAM COORDINATOR– Full-time Alliance to End Homelessness in Suburban Cook County**

The Alliance to End Homelessness in Suburban Cook County seeks a full-time Program Coordinator to join a small staff in planning and coordinating homeless programs in suburban Cook County. This is a new position, and its continuation is subject to grant funding availability.

The Alliance coordinates the Cook County Continuum of Care (IL-511), which encompasses homeless assistance efforts throughout all of Cook County except for the cities of Chicago and Evanston. Established in 1997 as the Task Force on Homelessness, the group changed its name and formally incorporated in August 2004, shifting its focus from managing homelessness to ending homelessness in our county.

#### **RESPONSIBILITIES:**

- Staffs volunteer committees on homelessness prevention, continuum of care development, and advocacy issues; provides meeting and training preparation, planning, documentation, scheduling and other logistical support.
- Provides analysis of community homeless issues for committee, board and staff; tracks policies and programs at the state and federal level, and participates in local and statewide advocacy campaigns.
- Researches best practices and training resources for topics within the Alliance's strategic plan (e.g., chronic homelessness, family homelessness, prevention, rapid re-housing).
- Represents the Alliance at community meetings, events and conferences.
- Develops meaningful partnerships while setting clear expectations; Works to expand the Alliance's database of contacts, building participation in homeless efforts by a variety of stakeholders; Helps to coordinate volunteers and/or student helpers for interim assignments as needed.
- Develops informational materials, press releases and marketing communications. Contributes ideas and content to website, e-newsletters, and other written materials.
- Assists in grant research and writing, as well as other fund development activities as needed.

- Other duties as assigned. In a small organization, all staff will be expected to support general operations and provide assistance with projects that contribute to the health and future of the organization.

QUALIFICATIONS:

- Bachelor's degree in related field or equivalent experience required. Masters degree preferred. Minimum 3-5 years experience in a related position.
- Excellent verbal, analytic, and written communication skills; ability to convey information in a clear and concise manner for a variety of audiences.
- Issue expertise in some combination of community development, affordable housing, human services, homelessness, public policy and the nonprofit sector.
- Enthusiasm for mission-driven organizing with a good understanding of systems-level work.
- Basic budget management, program compliance, and project management skills.
- Must be a self-directed, highly organized person who can effectively prioritize and follow through on multiple projects, with proven ability to develop and execute plans and timelines, who takes pride in producing quality work and is willing to learn new things.
- Interpersonal skills and flexibility within a small office is essential.
- Must have valid driver's license and use of an insured car for moderate local travel within county.

A competitive compensation and benefits package will be offered, commensurate with experience and qualifications.

HOW TO APPLY:

To apply, send resume with cover letter to [info@suburbancook.org](mailto:info@suburbancook.org) with "Program Coordinator" in the subject line, fax to 708-345-7855, OR mail to:

Jennifer Hill, Executive Director  
Alliance to End Homelessness in Suburban Cook County  
1107 S. Mannheim Rd., Suite 304  
Westchester, IL 60154

Immediate opening. Position is open until filled. We will contact only those individuals whom we feel are most qualified for the position. No phone inquiries please.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

# National Alliance to End Homelessness – Summary of Draft Homeless Definition

POLICY | DATA + RESEARCH | TOOL + TRAINING | NEWS + MEDIA

Forward

Editor: [Amanda Krusemark](#)

## Spotlight On...

### HUD Releases Draft HEARTH Act Regulations on Definition of Homelessness

This morning, the U.S. Department of Housing and Urban Development (HUD) made available its proposed regulation for the new definition of homelessness included in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.

The larger issues regarding the definition were settled by Congress in the legislative language of the HEARTH Act. The proposed regulation will settle many of the operational details.

The proposed regulation provides guidance to determining whether a person is homeless under four broad categories.

- People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided. The only significant change from existing practice is that people will be considered homeless if they are exiting an institution where they resided for up to 90 days (it was previously 30 days), and were homeless immediately prior to entering that institution.
- People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, in 14 days and lack resources or support networks to remain in housing. HUD had previously allowed people who were being displaced within 7 days to be considered homeless. The proposed regulation also describes specific documentation requirements for this category.
- Families with children or unaccompanied youth who are unstably housed and likely to continue in that state. This is a new category of homelessness, and it applies to families with children and unaccompanied youth who have not had a lease or ownership interest in a housing unit in the last 91 or more days, have had three or more moves in the last 90 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.
- People who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain other permanent housing. This category is similar to the current practice regarding people who are fleeing domestic violence.

The proposed regulation is scheduled to be published in tomorrow's Federal Register. The public will have 60 days to comment. The Alliance will have more details about the proposed regulation in the next several days. HUD will publish several more proposed regulations regarding the HEARTH Act over the next several months.

They are available [here](#).

## ABOUT US

The National Alliance to End Homelessness is a nonpartisan, non profit organization dedicated to solving the problem of homelessness and preventing its continued growth.

[www.endhomelessness.org](http://www.endhomelessness.org)

**Alliance to End Homelessness - HMIS Committee Meeting**  
**April 14, 2010 9:30 a.m.**  
**HMIS Advisory Committee Minutes**

Participants: Ken Schmitt, Peggy Troyer, Kathy Echols, Pam Reed

- I. Review/Approval of previous Minutes – Because of small attendance, approval of minutes will be acted on at next Advisory Committee meeting.
- II. Call Point – Call Center is initiating use of Call Point. Other providers can access and start using Call Point by Agency Administrators going to the Administrative Providers tab and responding in the positive to the question, “Are you a Call Center?” Then designate users for Call Point.
- III. HPRP Updates – There are problems with reconciling between paper reports provided to Cook County and HMIS. These problems are being addressed. It is proposed that the HMIS Report, during the current quarter, replace the corresponding section of the manual report that is sent to Cook County.
- IV. Agency Partner Agreement – The Advisory Committee will review the Agency Partner Agreements during the May meeting. Peggy will be investigating whether the Agency Partner Agreements and the Interagency Agreements can be one and the same or whether they will need to be two separate documents.
- V. HMIS User Meeting – There will be no April meeting. Jeremy, if he hasn’t already, will be sending out a survey to capture feedback on scheduling future meetings. The Committee is looking at mandatory End User meetings every other month with workshops in between those meetings.
- VI. Data Sharing Policies – As we begin to share there probably be some inconsistencies in data entered which may require new policies/procedures to ensure the integrity of the data.
- VII. Next Meeting – Wednesday, May 5 at 9:30 a.m.

Meeting adjourned at 11:30 a.m.

## **Continuum of Care Development Committee March 23, 2010 Meeting Minutes**

Present: Debbie Pavick, Thresholds, Kathie Cunningham, Catholic Charities, Cynthia Schilsky, community, Millicent Ntiamoah, Catholic Charities, Jennifer Hill, Alliance, Sue Shimon, New Foundation Center

Strategic Plan:

We reviewed the interim strategic plan and discussed its role in the planning process.

Action plan: Debbie will format the full plan document to provide space to note progress on the goals and objectives. The committee will fill in our progress with data pulled from Exhibit I, Grant Inventory, PIT, etc., in the April meeting.

Next steps: a) fashion an RFP to solicit a strategic plan consultant (late spring); b) schedule, in consultation with the Outcome & Evaluation Committee forums for model/strategy discussions (summer); c) schedule a strategic plan retreat facilitated by consultant (fall); c) write the 2011 strategic plan (early winter)

Next meeting: April 27<sup>th</sup>, 9:30am at the Alliance

## **Governance Committee**

### **March 30, 2010 meeting minutes**

Present: Lynda Schueler, WSPADS, past chair, Eileen Higgins, Catholic Charities, past chair, Sue Shimon, NFC, past chair, Jennifer Hill

Absent: Mike Wasserberg, SSPADS, past chair, Cynthia Schilsky

Discussed committee work plan – and concluded with the following priorities:

- Re-visit the by-laws amendment that created the co-chair arrangement
- Create a Nominating Committee
- Devise a method for input from directors on the Millennia consulting recommendations or their own as relates to board development

**By-laws:** In July 2008 the board approved by-laws amendment to replace the board chair with co-chairs. The impetus was a Millennia Consulting recommendation to lengthen officers' terms from one to two years based on their assumption that one year terms are too short a time to accomplish some important goals. Executive Committee opinion at the time was in favor of leadership stability, but because officers already served three year stints (VC to C to PC), co-chairs were devised to "share the load". The group agreed to revisit the co-chair arrangement prior to the next election cycle.

Discussion of the July 2009 by-laws amendment replacing the board chair with co-chairs concluded the following:

Pros: We could not think of any substantive positives of the arrangement. There is no evidence that the co-chairs strengthened the Alliance governance and leadership.

Cons: The co-chair arrangement unnecessarily postpones the vice chair's active involvement in leadership, since substitution opportunities are taken by the co-chair.

The co-chairs need to coordinate closely with one more person in order to achieve thorough communication, issues understanding and a strategic response to board /organization issues. The ED needs to keep two separate people up to date.

In summary- it complicates a structure with no evidence of additional benefit to the organization. The board can achieve leadership stability and continuity of task by existing means (strong staff effort; strong director effort, consultation, etc.) The committee will recommend the amendment be repealed.

If the board approves repeal, the effect will be that Jose Alvarez becomes chair in August, and Dennis Condon becomes past chair.

**Nominating Committee:** Sue Shimon will assemble a nominating committee to identify candidates for board membership and officers.

Next Governance Committee meeting:

Tuesday, April 27<sup>th</sup> following the CoCD committee at the Alliance

**Discharge Planning Committee**  
**April 9, 2010**  
**Minutes**

**Present:**

- |  |  |
|--|--|
| 1. Adumila Chism, Veterans Administration    | 8. Luz Hein, VA Jesse Brown Medical Center     |
| 2. Erin Ryan, Lincoln Park Comm. Shelter     | 9. Joe Bazil, VA Jesse Brown Medical Center    |
| 3. John Fallon, Corp. for Supportive Housing | 10. Thomas Grippando, Public Defender's Office |
| 4. Nicole Amling, Chicago Alliance           | 11. Eileen Higgins, Catholic Charities         |
| 5. Susan Doig, Trilogy                       |  |
| 6. Jill Valbuena, Thresholds                 |  |
| 7. Lonnie Fulton, Consumers Commission       |  |

**1. Welcome and Introductions**

**2. Discussion: How health reform impacts our discharge planning work?**

- Health reform will expand Medicaid coverage to all people with incomes up to 133% of the poverty level. Expanded coverage is required as of January 1, 2014. The federal government will heavily subsidize the cost of expansion to relieve the burden on states.
- Current challenges with Illinois' Medicaid program – the reimbursement rate is too low and it does not pay for specialized services. There is a federal mandate, dictated by the courts, that requires a reasonable reimbursement. Nicole will check with Tom Yates at Health and Disability Advocates to find out what the status is in Illinois.
- Medicaid Upon Release – 8,000 to 9,000 people in incarceration are losing their Medicaid benefits a year. The state has agreed to not terminate or suspend benefits while incarcerated – just reduce them. The program should go into effect for the blind, aged, and disabled in June, 2010 and be expanded to families in 2012.
- Tom suggested that our committee review the rules for the Medicaid Upon Release program and work on successful implementation.

**3. Identification and Access to Entitlements**

**A. SSA policy on benefits before and after incarceration**

- Goal: SSA needs to know when someone enters custody and when someone leaves so they can re-instate their benefits.
- Complicating factors: level of crime (misdemeanor vs. felony); what type of facility (jail vs. prison); what kind of benefit (SSI vs. SSDI)
- Possible solutions:
  - The VA places case workers in the jails and prisons to work with people on reinstating their benefits as soon as they walk out the door.
  - Pursue legislation at the federal level to require SSA to collect this information.
  - Find out what documents SSA needs in order to re-instate benefits.

- Ask the Public Defender to produce a document stating that someone has been cleared of crimes.
- Ask Cook Co. Jail to provide each person leaving with a Letter of Incarceration stating the date of discharge.

**B. SOAR Trainings**

- Crystal Stock (Trilogy) and Kathleen Molnar (Emergency Fund) will coordinate a SOAR Training for Chicago providers in July or August of this year. The Training will be at Trilogy.

**C. Free State IDs for people experiencing homelessness**

- Nicole talked to the Secretary of State's office and the program's rules are currently being reviewed by the state's legal department. She will try to get an update by the next meeting.

**4. Ensuring Data Quality**

**A. Update on Frequent Users Project**

- John provided information about CSH's Frequent Users Project in California. Main points: Federally Qualified Health Centers (FQHCs) are good partners and much of this work is driven by lawsuits and publicity.
- The committee will ask AFC's Chicago Housing to Health Partnership (CHPP) to present on their findings at the next meeting.

**B. Medicaid and DCFS Aging-Out Clients**

- There is not a way for DCFS to track youth based on their Medicaid number.
- Erin will contact The Night Ministry to get more information about youth issues.

**5. Discharge Planning Announcements**

- The VA has launched a National Call Center: 1-877-4AID-VET (877-424-3838). Homeless veterans or veterans at-risk of homelessness can call to get access to trained counselors and crisis help.
- There will be an Illinois Warrior Summit on April 24<sup>th</sup> at the UIC Forum for all veterans to get information about jobs, education, and VA benefits.
- Toni Preckwinkle (Democratic candidate for Cook County Board President) spoke at the Frequent Users meeting and seems to be supportive of re-entry issues.
- The Chicago Coalition for the Homeless released a report on Section 8 and is going to push CHA to lessen their restrictions on residents with criminal records.

**6. Next Meeting:** Friday, May 7, 2:00 – 4:00 pm at Thresholds, 4101 N. Ravenswood