



Friday, Aug 27, 2010
10:00 AM-12:00 PM
United Way Metro Chicago
560 W Lake Street, Chicago 60661

AGENDA

- | | | |
|--------------|---|--------------------|
| I. | Welcome & Introductions | 10:00-10:05 |
| II. | Approval of Meeting Minutes | 10:05-10:10 |
| III. | Treasurer's Report – <i>Mike Wasserberg</i> | 10:10-10:20 |
| | A. Finance Cmte. Update | |
| | B. Jul 2010 Financials | |
| IV. | Director's Report – <i>Jennifer Hill</i> | 10:20-10:40 |
| | A. Introduce Program Coordinator | |
| | B. Board Orientation Folder | |
| | C. Other Updates | |
| V. | Committee Reports | |
| | A. Executive Committee – <i>Dennis Condon</i> | 10:40-10:45 |
| | B. Resource Development Committee – <i>Paul Selden</i> | 10:45-10:50 |
| | C. Homelessness Prevention – <i>Dennis Condon</i> | 10:50-10:55 |
| | D. HMIS Committee – <i>Ken Schmitt</i> | 10:55-11:00 |
| | E. Continuum of Care Development – <i>Sue Shimon</i> | 11:00-11:20 |
| | F. Project Review and Prioritization – <i>B. McManaman/K. Nickele</i> | 11:20-11:25 |
| | G. Outcome Evaluation – <i>Magalie Oscar/Courtney Suchor</i> | 11:25-11:30 |
| | H. Governance – <i>Dennis Condon</i> | <i>No report</i> |
| | I. Chronic Homelessness – <i>Khen Nickele</i> | <i>No report</i> |
| | J. Rapid Re-Housing – <i>Mike/Lynda/Todd</i> | 11:30-11:35 |
| VI. | Other Reports | |
| | A. Regional Roundtable – <i>Jennifer Hill</i> | <i>No report</i> |
| | B. Discharge Planning – <i>Cynthia Schulsky</i> | 11:35-11:40 |
| VII. | Local Council Reports | 11:40-12:00 |
| | A. South – <i>Courtney Suchor/Pat Rodgers</i> | |
| | B. West – <i>Teri Curran/Lynda Schueler</i> | |
| | C. North – <i>Tracy Banks/Todd Stull</i> | |
| VIII. | Old Business | |
| IX. | New Business | |
| X. | Adjournment | |

The next meeting of the Board of Directors is scheduled for **Friday, Sep 24, 2010.**
Park Ridge County Club, 636 N Prospect Ave., Park Ridge, IL 60068

ALLIANCE TO END HOMELESSNESS
IN SUBURBAN COOK COUNTY
MINUTES OF THE 07/23/2010 MEETING

Meeting called to order at 10:05 by Dennis Condon.

During the introductions, Mary Schurder announced that she would no longer be a member of the Board. There were several expressions of appreciation for the work Mary has done for the Board in particular and to fight homelessness in general during her tenure on the Board.

Mike Wasserberg moved that the minutes of the previous meeting be approved. Hugh Brady seconded the motion. It was approved by a voice vote.

Treasurer's report: The details are on the website. The possible \$30,000 deficit in the budget should be filled by fundraising. The Audit Report will be presented at the August meeting. The Line of Credit should be renewed without problem.

Executive Director's report: Details on the website. Several members of the board commented on the National Alliance to End Homelessness Annual Conference.

Executive Committee: Minutes on the website. Line of Credit renewal papers were signed.

Prevention Committee: Minutes on the website. Hugh Brady moved that the following changes be made in the screening of referrals by the Cook County Call Center: Utility assistance will be allowed to cover up to 6 months arrearage with the family cap remaining at \$3000.00; the fact that unemployment benefits fall short of total expenses will not be considered when determining self sufficiency; when a payment plan for either rent or utilities is in effect, any overage will not be considered when establishing self sufficiency; Oak Park, Berwyn, and Cicero are not bound by caps put in place by the Alliance. Ken Nickele seconded. Motion was approved by a voice vote.

HMIS Committee: details on the website.

Nominations Committee: The committee submitted the following slate of nominees to serve 2010-2011: Chair-Jose Alvarez, Vice Chair-Paul Seldon, Treasurer-Mike Wasserberg, Secretary-Todd Stull. Nominations from the floor were requested and none were put forward. Pat Rodgers moved to close the nominations and Hugh Brady seconded the motion. Approved by voice vote. The Chair asked for a vote to approve the slate of nominations. The slate was approved by a voice vote.

Rapid Rehousing: Advance has been spent. Agencies are turning in paperwork to be able to get the next part of the money.

Regional Roundtable: They are working on a letter to HUD concerning making some adjustments in Measurements and Outcomes.

Call Center Report: Details on website.

Mike Waserberg moved to adjourn at 11:55. Approved by voice vote

Submitted by Patrick Rodgers Secretary Pro Tem

Board Meeting July 23-Voting Members Present:

Jose	Alvarez Vice Chair	Town of Cicero
Hugh	Brady	NAMI Barrington Area
Dennis	Condon Board Chair	Community Representative
Tom	Galassini Treasurer	United Way of Metro Chicago
Marvin	Gorss	West Suburban Landlords Assoc.
Eileen	Higgins	Catholic Charities
Brian	McManaman	Emergency Fund
Khen	Nickele	IDHS-DMH
Millicent	Ntiamoah CBSA Co-Chair	Catholic Charities
Patrick	Rodgers	Social Security Administration
Lynda	Schueler CBSA Co-Chair	West Suburban PADS
Mary	Schurder	Center of Concern, The
Todd	Stull	Journeys from PADS to HOPE
Courtney	Suchor CBSA Co-Chair	Sanctuary/SS Family Shelter
Mike	Wasserberg	South Suburban PADS
Diane	Wolak-Green	Housing Authority of Cook County

Voting Members Not Present:

Bill	Baxter	Hines V A Hospital
Beverly	Christmon	Community Representative
Theresa	Curran Secretary/CBSA Co-Chair	Pillars
Arie	Davis	IL Department of Corrections
John	Fallon	Corp Supp Housing
Scott	Jensen	Community Representative
Rick	Nichols	Community Representative
Debbie	Pavick	Thresholds
Jackee	Pruitt	PLCCA
Rev. John	Rice	Bethel Community Facility
Cynthia	Schilsky	Community Representative
Ken	Schmitt	YMCA Network
Paul	Selden	Connections for the Homeless
Susan	Shimon Past Chair	New Foundation Center
Brenda	Tobuch	Blue Island IDHS Office

Others Members Present:

Tracy	Banks	The Center of Concern
John Cheney	Egan	DCFS
Elisabeth	Houston	Heatlend Int'l Healthcare Center/Adler Sch
Ken	Keibler	Catholic Charities
Sandra	Murray	Homelessness Prevention Call Center
Sheri	Pantell	CEDA Northwest
Eric	Rubenstein	Single Room Housing Assistance Corp.
Armando	Smith	Vital Bridges
Jennifer	Wood	YMCA Network
Jeremy	Heyboer	Alliance
Jennifer	Hill	Alliance
Peggy	Troyer	Alliance

Alliance to End Homelessness in Suburban Cook County
Finance Committee Meeting
Friday, August 20, 2010

Present: Mike Wasserberg; Tom Galassini; Paul Selden; Jennifer Hill

Not Present: Cynthia Schilsky

The meeting was called to order by the incoming committee chair (Mike) and the outgoing committee chair (Tom) at 3 p.m.

Jennifer and Sharon King shared the financial reports for the month of July 2010. The committee reviewed the reports and agreed to present them to the full Board at the August 27, 2010 meeting.

Jennifer informed the committee that the Alliance's line of credit was paid in full as of mid-July and the initial response from Harris Bank regarding the renewal of the line of credit included an increase in the interest rate from prime + 2% to prime +3.8%. Further research will be done by Jennifer and Paul to determine other possible options/rates from other financial institutions.

The committee agreed to place on a future agenda the topic of "Can the financial resources of the Alliance assist the growth of programs such as HPRP?" after the completion of the line of credit renewal process.

The committee was informed that the Executive Committee had asked the Finance Committee to consider the financial ramifications of a request by the Chicago Alliance to End Homelessness for HMIS technical assistance. Jennifer shared that the Chicago Alliance is seeking up to \$10,000 to pay for the cost of such T/A. However, unless the funds are originating from a non-HUD source, the funds for such services would simply be replacing existing HUD funds dedicated to HMIS and would not be providing additional revenue.

Jennifer went on to state that she is preparing a list of recommendations formulated by our Alliance's staff listing the types of technical assistance which they might be able to provide the Chicago HMIS.

Recommendation: The Finance Committee recommends that the ATEHSCC provide "good neighbor" assistance to the Chicago HMIS. However, the committee also recommends that the ATEHSCC wait to see the answer regarding possible funding and the implication of Servicepoint 5.0 before any further decisions are made.

The committee also discussed the Alliance's current health insurance and benefits package and agreed to have further discussions regarding methods to improve the available benefits by reviewing cost savings processes for staff members (ex. flexible spending accounts).

As there was no further business, the meeting was adjourned at 4:05 p.m.

**Alliance to End Homelessness in Suburban Cook County
Statement of Financial Position**

As of July 31, 2010

	<u>Jul 31, 10</u>	<u>Jul 31, 09</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Checking at Harris N. A.			
Unrestricted	16,508.00	21,861.48	-5,353.48
Total Checking at Harris N. A.	<u>16,508.00</u>	<u>21,861.48</u>	<u>-5,353.48</u>
PayPal	960.33	660.48	299.85
Total Checking/Savings	<u>17,468.33</u>	<u>22,521.96</u>	<u>-5,053.63</u>
Accounts Receivable			
1100 - Accounts Receivable	95,827.45	59,289.84	36,537.61
Total Accounts Receivable	<u>95,827.45</u>	<u>59,289.84</u>	<u>36,537.61</u>
Other Current Assets			
1400 - Prepaid Expenses	0.00	1,361.44	-1,361.44
1440 - Security Deposit	872.29	872.29	0.00
Total Other Current Assets	<u>872.29</u>	<u>2,233.73</u>	<u>-1,361.44</u>
Total Current Assets	114,168.07	84,045.53	30,122.54
Fixed Assets			
1500 - Property and Equipment	29,746.85	23,793.85	5,953.00
1900 - Accum. Depreciation - Prop&Eq	-14,235.60	-9,184.33	-5,051.27
Total Fixed Assets	<u>15,511.25</u>	<u>14,609.52</u>	<u>901.73</u>
TOTAL ASSETS	<u><u>129,679.32</u></u>	<u><u>98,655.05</u></u>	<u><u>31,024.27</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 - Accounts Payable	0.00	400.00	-400.00
Total Accounts Payable	<u>0.00</u>	<u>400.00</u>	<u>-400.00</u>
Credit Cards			
2020 - CitiBank	5,410.77	2,259.78	3,150.99
Total Credit Cards	<u>5,410.77</u>	<u>2,259.78</u>	<u>3,150.99</u>
Other Current Liabilities			
Payroll Liabilities			
Total Payroll Liabilities	<u>4,169.63</u>	<u>3,908.24</u>	<u>261.39</u>
Total Other Current Liabilities	<u>4,169.63</u>	<u>3,908.24</u>	<u>261.39</u>
Total Current Liabilities	<u>9,580.40</u>	<u>6,568.02</u>	<u>3,012.38</u>
Total Liabilities	9,580.40	6,568.02	3,012.38

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

	<u>Jul 31, 10</u>	<u>Jul 31, 09</u>	<u>\$ Change</u>
Equity			
Unrestricted Net Asset	109,467.28	99,860.57	9,606.71
Net Income	<u>10,631.64</u>	<u>-7,773.54</u>	<u>18,405.18</u>
Total Equity	<u>120,098.92</u>	<u>92,087.03</u>	<u>28,011.89</u>
TOTAL LIABILITIES & EQUITY	<u><u>129,679.32</u></u>	<u><u>98,655.05</u></u>	<u><u>31,024.27</u></u>

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

	<u>Jan - Jul 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4010 - Grant Income				
CDBG 09-034	40,000.00	64,166.69	-24,166.69	62.34%
HPRP - Oak Park	11,807.30	15,000.00	-3,192.70	78.72%
HPRP Cook Cty 09-01	20,592.09	39,322.10	-18,730.01	52.37%
HPRP Pass-through 09-10	0.00	347,047.54	-347,047.54	0.0%
SHP 2010 ADMIN	3,875.00	1,900.00	1,975.00	203.95%
SHP 2010 Alliance	77,505.00	108,464.00	-30,959.00	71.46%
SHP 2011 Admin	553.00	909.00	-356.00	60.84%
SHP 2011 Alliance	11,058.00	19,150.33	-8,092.33	57.74%
Total 4010 - Grant Income	165,390.39	595,959.66	-430,569.27	27.75%
4011 - Donation Income				
401101 - Individual Giving	446.00	2,333.31	-1,887.31	19.11%
401102 - Board Gifts	0.00	1,750.00	-1,750.00	0.0%
401105 - Promotions	30.00	0.00	30.00	100.0%
401114 - Foundation & Corporate Giving				
Chicago Community Trust	35,000.00	35,000.00	0.00	100.0%
Total 401114 - Foundation & Corporate Giving	35,000.00	35,000.00	0.00	100.0%
Total 4011 - Donation Income	35,476.00	39,083.31	-3,607.31	90.77%
4015 - Member Contributions	4,050.00	4,112.50	-62.50	98.48%
4100 - Interest Income	0.53	0.00	0.53	100.0%
4300 - Other Income				
430001 - Java Fund	8.25			
430003 - Misc Food Donation	51.00			
4300 - Other Income - Other	17.20	0.00	17.20	100.0%
Total 4300 - Other Income	76.45	0.00	76.45	100.0%
Total Income	204,993.37	639,155.47	-434,162.10	32.07%
Gross Profit	204,993.37	639,155.47	-434,162.10	32.07%
Expense				
6001 - Payroll Expenses				
6000 - Wages Expense	120,023.85	146,716.50	-26,692.65	81.81%
6050 - Employee Benefit Programs Exp	13,401.34	22,007.44	-8,606.10	60.9%
6100 - Payroll Tax Expense	11,460.47	13,204.31	-1,743.84	86.79%
6001 - Payroll Expenses - Other	100.80	140.00	-39.20	72.0%
Total 6001 - Payroll Expenses	144,986.46	182,068.25	-37,081.79	79.63%
6080 - HMIS Vendor Fees	6,624.86	8,272.72	-1,647.86	80.08%
6090 - Consulting & 3rd Party Fees	11,180.00	44,916.69	-33,736.69	24.89%
6301 - Space Costs				
6300 - Rent or Lease Expense	5,936.28	6,137.25	-200.97	96.73%
6400 - Utilities Expense	5,461.91	7,291.69	-1,829.78	74.91%
6550 - Other Office Expense	188.50	291.69	-103.19	64.62%
Total 6301 - Space Costs	11,586.69	13,720.63	-2,133.94	84.45%

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

	<u>Jan - Jul 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6411 - Operations				
6410 - Printing Expense	661.99	1,283.31	-621.32	51.59%
6420 - Travel Expense	6,078.86	8,701.56	-2,622.70	69.86%
6430 - Postage & Delivery	497.68	845.81	-348.13	58.84%
6450 - Office Supplies Expense	3,841.09	4,841.69	-1,000.60	79.33%
Total 6411 - Operations	<u>11,079.62</u>	<u>15,672.37</u>	<u>-4,592.75</u>	<u>70.7%</u>
6460 - Interest Expense	35.73			
6500 - Equipment or Furniture	994.56	4,550.00	-3,555.44	21.86%
6640 - HPRP Grant Distribution				
Journeys from PADS to HOPE	0.00	118,125.60	-118,125.60	0.0%
Options for Housing-Call Center	0.00	23,265.75	-23,265.75	0.0%
South Suburban PADS	0.00	124,342.19	-124,342.19	0.0%
West Suburban PADS	0.00	68,388.25	-68,388.25	0.0%
Total 6640 - HPRP Grant Distribution	<u>0.00</u>	<u>334,121.79</u>	<u>-334,121.79</u>	<u>0.0%</u>
6680 - Accounting	5,000.00	7,800.00	-2,800.00	64.1%
6850 - Service Charge Expense	0.47	385.00	-384.53	0.12%
6950 - Insurance Expense	2,873.34	2,594.00	279.34	110.77%
Total Expense	<u>194,361.73</u>	<u>614,101.45</u>	<u>-419,739.72</u>	<u>31.65%</u>
Net Income	<u><u>10,631.64</u></u>	<u><u>25,054.02</u></u>	<u><u>-14,422.38</u></u>	<u><u>42.44%</u></u>

Alliance to End Homelessness in Suburban Cook County
Executive Committee Minutes
August 16, 2010

Present: Paul Selden, Courtney Suchor, Sue Shimon, Mike Wasserberg, Jose Alvarez, Jennifer Hill, Todd Stull, Dennis Condon

Absent: Lynda Schueler, Teri Curran, Tom Galassini

MINUTES

Paul moved for approval of the July Executive Committee minutes. Sue seconded. Minutes were approved unanimously.

FINANCIAL UPDATE

As Tom was absent, it was noted that a transition meeting did occur between the old and new Alliance officers regarding finances.

ALLIANCE EXECUTIVE DIRECTOR REPORT

Program Coordinator – Jennifer reported that Hallan Hanson will be starting in this position on 8/23/10.

Chicago HMIS consulting – The Chicago Continuum asked the Alliance to consult with them on six areas: Homeless Management Information System (HMIS) staff roles, effective HMIS training content, communication techniques that facilitate HMIS implementation, effective types of technical assistance offered, possible simple fixes to existing HMIS issues, and the construction of an HMIS policy manual. A discussion was had whether the Alliance would receive monetary compensation for this consulting. Jennifer would follow up on that issue. The consensus of the Executive Committee would be that regardless of whether the Alliance receives money for the consulting, it would be beneficial for everyone if we offered our expertise. In addition, the Alliance financial officers would discuss this opportunity further.

Continuum of Care Debriefing – The Alliance scored in the top third of participants. Our Continuum did many things well. Areas to improve in include doing both sheltered and unsheltered counts annually and a more fully developed discharge planning structure. For those interested, more detail on the debriefing can be found on the Webcast Powerpoint slides.

Reallocation - Jennifer recommended that a Request For Proposal (RFP) be issued to reallocate approximately \$60,000 in Continuum renewal funds for a one year expansion of an existing permanent supportive housing project. Paul moved for this recommendation. Discussion occurred whether we should open the RFP up to only existing projects or new projects as well. The consensus was that although it may be more difficult for new projects to apply because more groundwork will be required, new projects will be allowed. Mike offered an amendment saying

such, Paul accepted the amendment, Sue seconded the amended motion, and the motion passed unanimously.

Rapid Re-housing in North – Journeys from PADS to HOPE and Connections for the Homeless met recently to discuss a shared usage of rapid re-housing funds. Connections would provide financial assistance and services, while Journeys would provide services only. A vote on allowing this partnership will be sent to the August Alliance Board meeting.

COMMITTEES

HMIS – Discussion occurred at the last HMIS committee meeting that consulting for the Chicago continuum would be a good idea assuming it did not take away from Alliance responsibilities.

Continuum of Care Development – Sue reported that at the last meeting the Federal Plan to End Homelessness was examined as well as research articles on performance measures for homeless programs. A presentation schedule to the Alliance Board on the Federal Plan, and the new Notice of Funding Availability is being developed.

Fundraising – The next meeting this Friday will discuss what will happen at the Park Ridge Country Club breakfast before the Sept. 24th Alliance Board meeting.

Homeless Prevention – No report.

Project Review – The Bethel Human Resources project that is in development was reviewed. Information forwarded by Bethel to the committee appears that the project is on track and no red flags were noted.

Chronic Homelessness – No report.

Governance – No report.

Outcome Evaluation – Courtney reported that the committee is dividing up different sections of the existing Outcome Evaluation tool for analysis.

OTHER BUSINESS

A merger with the Evanston Continuum is still pending, dependent on input from the Evanston city government. No issues are expected from the city of Evanston.

ADJOURNMENT

Mike motioned for an adjournment, Courtney seconded, the motion passed unanimously.

Submitted by
Todd Stull

**ALLIANCE TO END HOMELESSNESS
HOMELESS PREVENTION COMMITTEE MINUTES**

August 18, 2010, held at Westchester Village Hall

PRESENT: Mary Schurder, Tracy Banks, Brian McManaman, Dennis Condon, Paul Selden, Jackee Pruitt, PLCCA; Kathie Poindexter, Catholic Charities; Susie Bohun, West Suburban Pads; Melissa Anne Marie, Connection for the Homeless
STAFF PRESENT: Jennifer Hill, Peggy Troyer

The meeting was called to order at 10am. Goal for the meeting was to discuss treatment of assets for HPRP, call center, and status of HPRP.

Paul Selden and Melissa Ann Marie discussed what to do with clients that are not eligible due to various reasons. They were looking for alternative to just saying sorry we can not help you. Susie Bohun reported that she is doing eviction counseling with them, preparing them for what is going to be—how to prepare the kids, what to do with their items, how to handle the situation and lessen the trauma. Also, bankruptcy counseling and counseling on affordability is important.

Treatment of assets for HPRP was discussed. HUD states that a local grantee (e.g., County, OP, Berwyn, Cicero) can develop its own policies. Susie discussed a \$2,000 rule already being used as a rule in some programs within our continuum. Jennifer reports Oak Park, Berwyn and Cicero can set their own limits. Discussion ended that \$3,500 was the limit for retirement/investment assets; anything over that amount would have to be used first before HPRP assistance; Paul motioned and Jackie second this change. Savings/checking accounts are excluded, as clients are expected to use these funds first.

Call Center stats were passed out by Brian McManaman on behalf of Sandra Murray. Brian discussed how the call volume has increased and clients are frustrated when there are no resources. Waiting time is long to speak with someone because the amount of calls is higher than present staff can handle. Dennis asked about staffing call center with volunteers. Brian brought up whether it would be smart to plan to hire more people. There was discussion about how many people would be needed to handle the current call volume. A working group is being developed to tackle this problem.

Dennis pointed out that it may be helpful to get in touch with other major city call centers and see if they are having similar problems with this economy and how they are handling it to get ideas for improvement. Jennifer reports that this conversation is already happening and Sandi is in contact with other call centers from all over. Paul suggested that call center staff should be increased to 5 people.

Discussion was brought up by Jennifer that in 18 months, unless the state funds HP again there may be no programs, and there needs to be a plan. This was added to the working group's agenda. The working group consist of Dennis, Paul and Brian (Tracy is available to help via email).

Jennifer was told by Sandi that although the west has more HPRP resources, many callers are from the south suburbs. Mary questioned if CEDA and Catholic Charities are

distributing funds in all areas of the county. Kathie Poindexter reports that Catholic Charities is spending their money all over the county and the money is going out the door relatively fast; however they only have one case manager in the north and one in the south. She also reports that waiting on documentation from clients is a problem that is holding up assistance. There was no one present to speak for CEDA, and an update is needed for HPRP as well as on CSBG ARRA funds.

Peggy Troyer reports there is a hole in services because people are in need of case management and there is nowhere to send them when financial assistance is not available. She reports that Metropolitan Tenants Organization contacted her that they need someone to send people they are working with for services. Discussion was held on agencies' capacity to handle more clients on a case management basis when financial assistance is not available. Melissa discussed that clients are less likely to come for case management without the motivation of available financial assistance. Brian had an idea to send a survey around to agencies to find out what their capacity is for taking referrals for case management cases referred by call center. (How many calls are you receiving now? How many staff do you have? If you had to grade the call center what would it be? Etc...). Susie questioned the possibilities of interns.

Discussion arose about client ineligibility for getting a referral from the call center. It appears some clients will continue to call until they say the right thing to be found eligible. The working group will work on how to make the call center more effective. Brian asked if Cook County was releasing more money to staff more people. Jennifer reports that conversation is happening and that report would need to come from Sandi or Ericka.

Dennis asked for a status on reimbursements for HPRP from the county. Paul reports he is experiencing 3 months, which is a typical county reimbursement time for other programs. The conversation with William Moore reported that HPRP would have a 30-45 turnaround for reimbursement. No one reports that happening yet. It was also mentioned that all documents needed to be turned into Ericka the first time or this slows the process.

Jennifer reports that Cook County is being monitored by HUD next week. An email went out from Ericka requesting agency organizational charts with HPRP-related staff and their contact information. Some subgrantees will also be monitored by HUD; to be announced. Status update for rapid re-housing from Jennifer is that documentation for the \$77,000 advance is complete; that and a billing for \$86,000 will be turned in tomorrow.

Jennifer reported that Journeys and Connections for the Homeless will soon be working together on HPRP. Melissa asked about relocation from the North to the South with HPRP. Jennifer reported that was OK as long as it is within suburban Cook county.

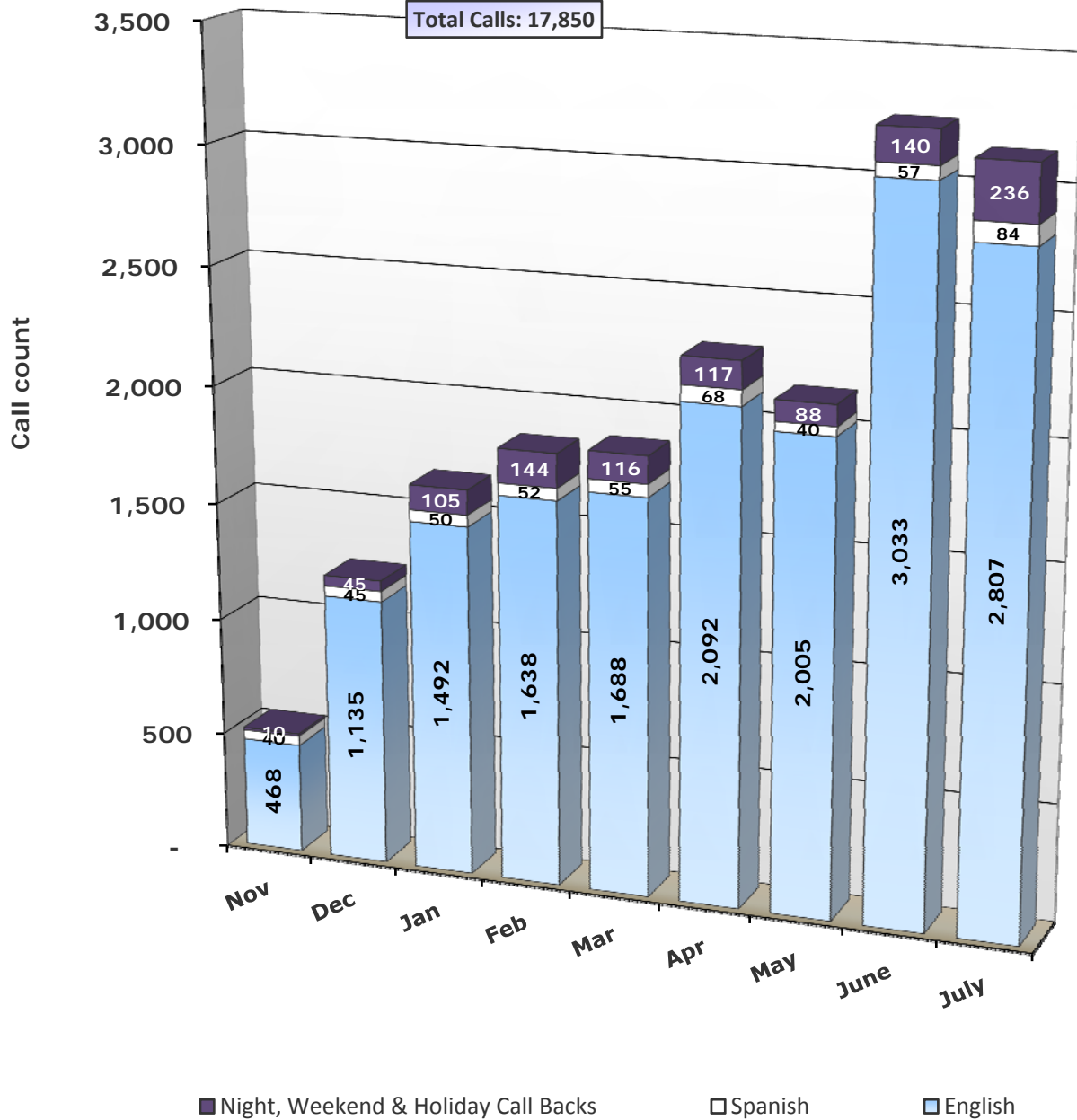
Jennifer reports that Hallan Hanson was hired as the Alliance's new program coordinator, and she starts on Monday. She is a recent grad with a masters in public policy.

Next meeting is will be September 15, 10am at the Alliance to End Homelessness.

Submitted by
Tracy Banks

Call Volume by Month Suburban Cook County

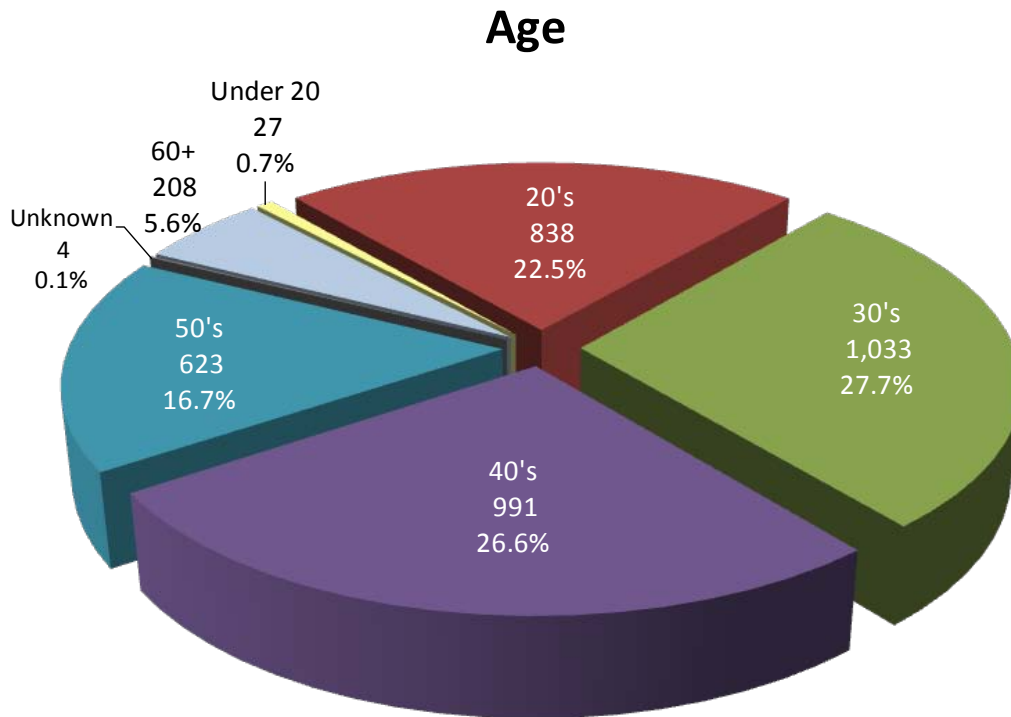
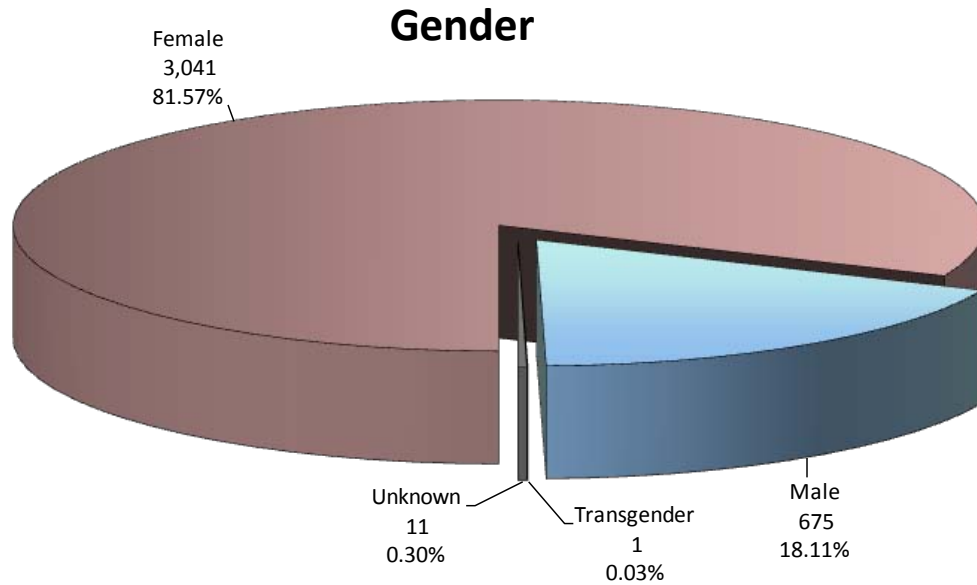
November 13, 2009 – July 31, 2010



Caller Demographics

April 1, 2010 through June 30, 2010

Total Number of Caller Records = 3,728



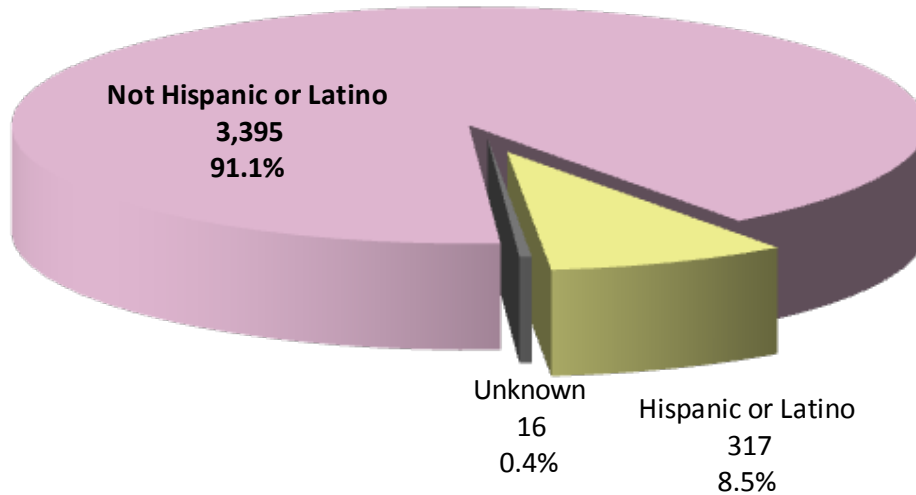
Caller Demographics

April 1, 2010 through June 30, 2010

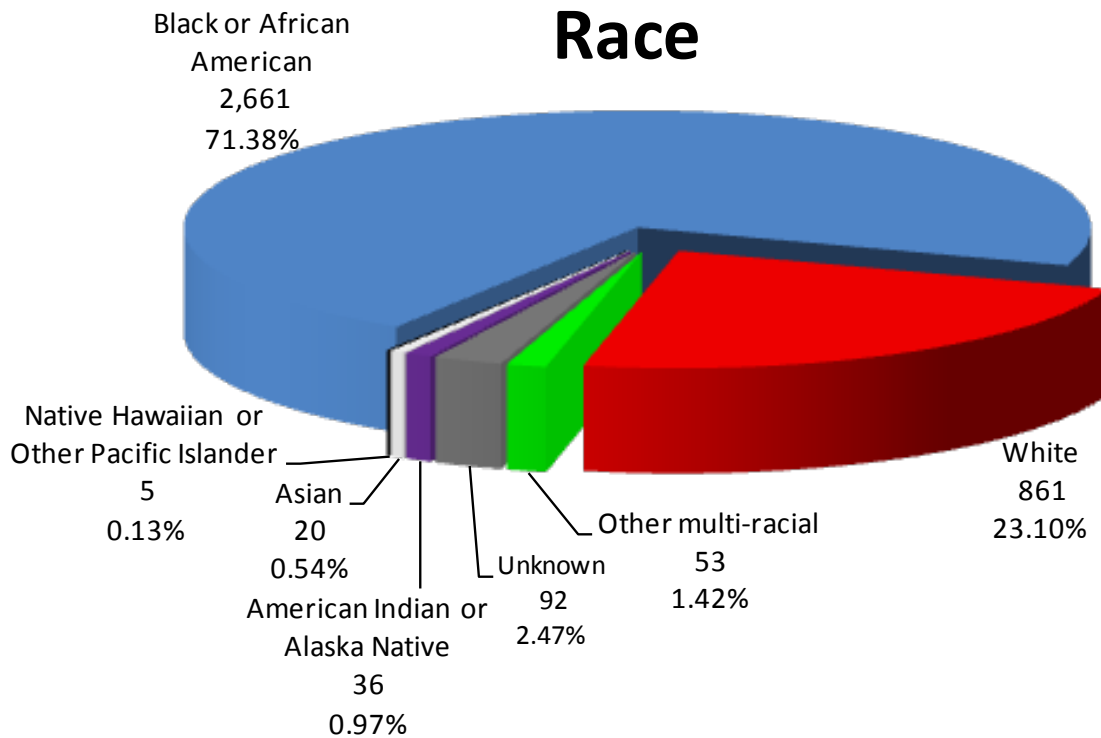
Total Number of Caller Records = 3,728

Note:
 Ethnicity and Race tracked using HUD guidelines.

Ethnicity



Race

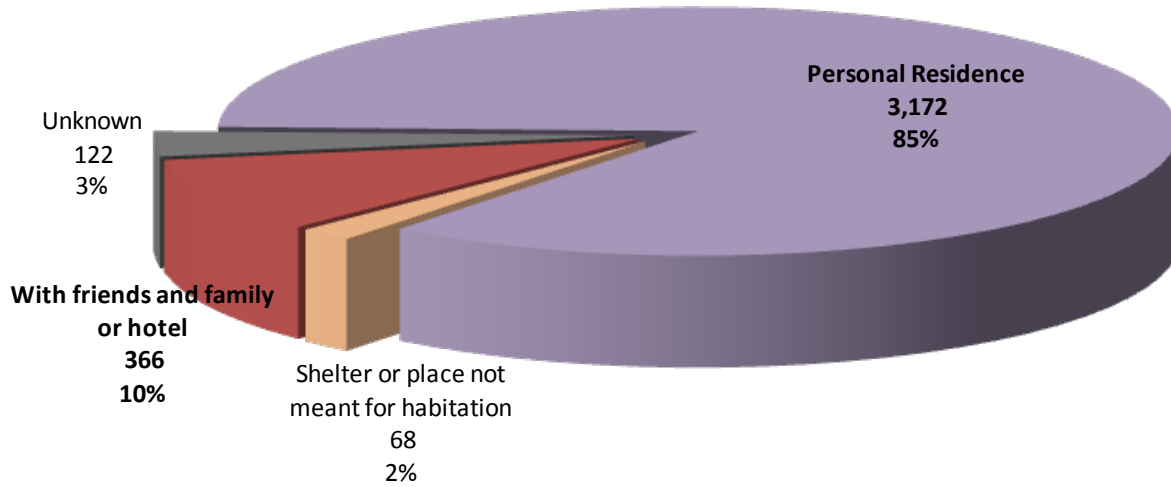


Caller Demographics

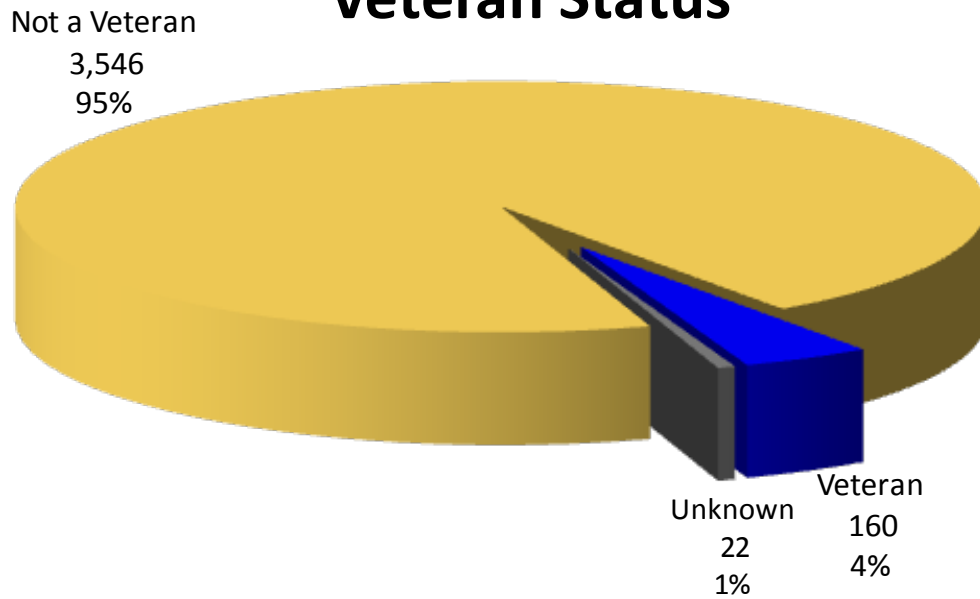
April 1, 2010 through June 30, 2010

Total Number of Caller Records = 3,728

Housing Status



Veteran Status



Alliance to End Homelessness - HMIS Committee Meeting
August 4, 2010 9:30 a.m. (conference call)

HMIS Advisory Committee Minutes

Participants: Connie Fabbrinni, Pam Reed, Peggy Troyer, Jeremy Heyboer, Ken Schmitt

- I. Review/Approval of previous Minutes, July 2010.
Previous minutes were not available to all Committee members so approval will be delayed until next meeting. Peggy will be sending out the July Minutes to all Committee members.
- II. *HMIS Policies and Procedures Manual* – The Committee reviewed sections of the *HMIS Policies and Procedures Manual* that had previously been reviewed and made some further changes and/or revisions. Unless there are new sections and/or procedures that need to be added, the policy manual review is essentially complete.
- III. Agency Partner Agreement – The Committee reviewed previously suggested changes to the Agreement and made some further additions/changes.
- IV. Upgrade to ServicePoint 5.2
 - a. Upgrade scheduled for September 20, 2010
 - b. Training – HMIS will schedule a mandatory training accessible to all End Users via GoToWebinar.
 - c. ServicePoint Demo site – HMIS staff will be emailing links to the ServicePoint v5.2 demo site, which contains actual data through the beginning of April. It is recommended that someone from each Agency review their agency's data on the demo site.
- V. HMIS distribution – HMIS email communications will now be sent using Constant Contact. Staff will be sending out instructions for Agency Administrator(s) to manage their users on the distribution list.
- VI. Strategic Planning – HMIS staff will be working with the Continuum of Care Development and Outcome Evaluation committees to determine how HMIS data can support strategic planning
- VII. Consultation/Support – While this is still quite preliminary, HMIS staff may be asked to provide HMIS consultation/support/training for the Chicago Alliance to End Homelessness. The Committee supports this happening with the caution of making sure it does not interfere with HMIS staff's ability to complete Alliance tasks.
- VIII. Next Meeting – The Committee agreed to meet on September 8, 2010 (rather than our regularly scheduled first Wednesday of the month) at the Westchester office.
- IX. Adjourn – Meeting adjourned at 11:10 a.m.

Continuum of Care Development Committee
July 27, 2010 Meeting Minutes

Present: Kathie Cunningham, Catholic Charities, Lynda Schueler, WSPADS, Cynthia Schilsky, community, Jennifer Hill, Alliance, Sue Shimon, New Foundation Center

Absent: Debbie Pavick, Thresholds, Millicent Ntiamoah, Catholic Charities, Courtney Suchor, Sanctuary

1. Committee members will read the National Plan by the August meeting
2. Jennifer and Lynda shared highlights from the NAEH conference
3. Committee members discussed the plan structure- should we align it with the national plan?
We discussed data from HMIS and agencies' outcome evaluation and its use in setting system goals. Included in our discussion: subpopulation, recidivism, mainstream/agency supports and turn-away information. Committee agreed to an additional meeting by phone after reading the Jill Khadduri article "Measuring the Performance of Programs that Serve Homeless People", the federal plan to end homelessness and looking at the data fields captured in the AHAR. Peggy Troyer joined us to answer questions that arose about our HMIS system.

Phone meeting: August 11 at 1pm by conference call.

4. Committee report in board meeting- August: Nat'l Plan to End Homelessness

Next meeting: Tuesday, August 27, 2010 at the Alliance office.

Continuum of Care Development Committee

Aug 11, 2010 Call Notes

Present: Sue Shimon, New Foundation Center, Debbie Pavick, Thresholds, Cynthia Schilsky, community, Courtney Suchor, Sanctuary, Jennifer Hill & Peggy Troyer, Alliance

Strategic Planning Data – brainstorming what HMIS data we want for strategic planning purposes, using Jill Khadduri article “Measuring the Performance of Programs that Serve Homeless People” and the federal plan to end homelessness.

Topic	Measure	Difficult to measure?
Shelter Use	1 day per month of shelter data for 09-10 season	Monthly PIT available for Jan 2009 onward
TH Length of Stay	TH length of stay not hard to measure; likely getting longer due to bad economy/no jobs. Emerg shelter length of stay more difficult	TH-not difficult ES-difficult
Emerg. Shelter: destination at exit	How consistently are shelter providers doing exit screens?	Unknown, maybe difficult
Benefits	Cash and non-cash benefits at exit compared to at entry	Aggregate APR can do this.
Quickly re-housed?	Length of stay and destination. Pulling out HPRP Rapid Re-Housing as an example subpopulation.	RRH-easy (although <1 yr’s worth of data)
Moving to PH?	Destination at exit (from TH and ES)	
Programs serving hardest to serve?	OE tool measures use of less restrictive eligibility criteria and harm reduction service models. HMIS data can show multiple disabilities, receipt of SSI, whether people came from street or mental health institution, domestic violence, lowest of incomes, meets chronic homeless (CH) definition	Unknown, best to focus data inquiry in on some of these difficult-to-serve populations
Program fit	How many people with disabilities are being served in TH but would be eligible for PH? How many CH being served in TH?	Probably not difficult
Homelessness Prevention	Call center data on unmet need (eligible but no funds available). Call center data on ineligible due to insufficient income vs. ineligible due to too much income. How many deemed ineligible but became homeless anyway?	Eligible vs. ineligible: easy to measure Became homeless anyway: difficult to measure (back-end de-dupe?)
Recidivism of people who get into housing FROM shelter	How many people who get into housing (with or without subsidy) from shelter end up back in shelter? Maybe ask RRH team, how do we want to ask that question on an aggregate level?	Can’t get from HMIS, so requires PADS orgs agreeing on a shared measure.

Next meeting: Tuesday, August 27, 2010 at the Alliance office.

Outcome and Evaluation Committee

Catholic Charities
651 W. Lake St. Chicago, IL

Present 7/23/2010:

Courtney Suchor, Co-Chair, The Sanctuary
Maggie Oscar, Co-Chair, Catholic Charities
Jennifer Wood, YMCA
Jeremy Heyboer, Alliance

At this meeting the committee regrouped from our brief hiatus and assigned sections of the report to be written by various committee members. The topics we plan to address in the report are:

- Capacity and utilization rates
- Harm reduction
- Outcomes
- Staffing
- Recaptured funds.

This will give us a rough draft to start refining for our next meeting with a hopeful completion of the report in October.

Next meeting date:

Monday, August 30th at the Sanctuary in Matteson, 1:00 PM. Please contact Courtney at csuchor@sanctuary1.org or 708-283-1421 for details.

Opening Doors

Federal Strategic Plan to Prevent and End Homelessness :: 2010

VISION *No one should experience homelessness—no one should be without a safe, stable place to call home.*

- GOALS**
- ▶ *Finish the job of ending chronic homelessness in 5 years*
 - ▶ *Prevent and end homelessness among Veterans in 5 years*
 - ▶ *Prevent and end homelessness for families, youth, and children in 10 years*
 - ▶ *Set a path to ending all types of homelessness*

THEME: INCREASE LEADERSHIP, COLLABORATION, AND CIVIC ENGAGEMENT

OBJECTIVE	STRATEGIES
<p>ONE Provide and promote collaborative leadership at all levels of government and across all sectors to inspire and energize Americans to commit to preventing and ending homelessness</p>	<p>a. Educate the public on the scope, causes, and costs of homelessness, the Federal Strategic Plan to Prevent and End Homelessness, and the reasons for taking action.</p> <p>b. Engage state, local, and tribal leaders in a renewed commitment to prevent and end homelessness in their communities.</p> <p>c. Get states and localities to update and implement plans to end homelessness to reflect local conditions and the comprehensiveness of this Federal Plan, as well as to develop mechanisms for effective implementation.</p> <p>d. Involve citizens—including people with firsthand experience with homelessness—and the private sector—businesses, nonprofits, faith-based organizations, foundations, and volunteers—in efforts to prevent and end homelessness.</p> <p>e. Test, model, and learn more about interagency collaboration.</p> <p>f. Seek opportunities to reward communities that are collaborating to make significant progress preventing and ending homelessness.</p> <p>g. Review budget processes to determine avenues for recognizing savings across partners resulting from interventions to prevent and end homelessness.</p> <p>h. Seek opportunities for engaging Congressional committees collaboratively on issues related to preventing and ending homelessness.</p>
<p>TWO Strengthen the capacity of public and private organizations by increasing knowledge about collaboration, homelessness, and successful interventions to prevent and end homelessness</p>	<p>a. Collaborate on and compile research to better understand best practices, the cost-effectiveness of various intervention, metrics to measure outcomes, and the gaps in research. Identify and fill gaps in the body of knowledge.</p> <p>b. Coordinate federal technical assistance resources related to preventing and ending homelessness and provide information to states, tribes, and local communities on how to access the support they need.</p> <p>c. Make information more readily available on best practices and strategies to finance them at scale.</p> <p>d. Make information more readily available on working effectively with special populations, and the overlap between and among groups.</p> <p>e. Attend to the unique needs of rural and tribal communities to respond to homelessness and develop effective strategies and programs that use best practices that contribute to housing stability and prevent and end homelessness on American Indian lands, in rural/frontier areas, and urban centers.</p> <p>f. Develop and maintain an inventory of federal emergency response programs to help communities identify what is being funded in their community with federal resources and which resources are available to them.</p> <p>g. Continue to increase use of the Homeless Management Information System by local communities and encourage its use by additional programs targeted at homelessness. Develop standards that permit data inter-operability between data systems while protecting the confidentiality of all individuals.</p> <p>h. Create a common data standard and uniform performance measures if feasible, especially related to housing stability, across all targeted and mainstream federal programs. This will facilitate data exchanges and comparisons between both targeted programs and mainstream systems in order to improve identification of people experiencing or at risk of homelessness. Encourage the dynamic use of state and local data warehouses.</p>

THEME: INCREASE ACCESS TO STABLE AND AFFORDABLE HOUSING

OBJECTIVE	STRATEGIES
<p>THREE Provide affordable housing to people experiencing or most at risk of homelessness</p>	<p>a. Support rental housing subsidies through federal, state, local, and private resources to individuals and families experiencing or most at risk of homelessness. The rent subsidies should be structured so that households pay no more than 30 percent of their income for housing.</p> <p>b. Expand the supply of affordable rental homes where they are most needed through federal, state, and local efforts. To provide affordable housing to people experiencing or most at risk of homelessness, rental subsidies should better target households earning significantly less than 30 percent of the Area Median Income so that residents pay no more than 30 percent of their income for housing. The supply will need to include units that are accessible to persons with mobility needs.</p> <p>c. Improve access to federally-funded housing assistance by eliminating administrative barriers and encouraging prioritization of people experiencing or most at risk of homelessness.</p> <p>d. Increase service-enriched housing by co-locating or connecting services with affordable housing.</p>

INCREASE ACCESS TO STABLE AND AFFORDABLE HOUSING (cont'd)

OBJECTIVE	STRATEGIES
<p>FOUR Provide permanent supportive housing to prevent and end chronic homelessness</p>	<p>a. Improve access to and use of supportive housing by encouraging prioritization and targeting for people who need this level of support to prevent or escape homelessness.</p> <p>b. Create protocols and consider incentives to help people who have achieved stability in supportive housing—who no longer need and desire to live there—to move into affordable housing to free units for others who need it.</p> <p>c. Expand the supply of permanent supportive housing, in partnership with state and local governments and the private sector.</p> <p>d. Assess options for more coordinated, sustainable, dependable sources of supportive housing service funding. This should include consideration of incentives for local communities to develop supportive housing and how best to coordinate service funding with housing funding.</p>

THEME: INCREASE ECONOMIC SECURITY

OBJECTIVE	STRATEGIES
<p>FIVE Increase meaningful and sustainable employment for people experiencing or most at risk of homelessness</p>	<p>a. Collaborate with economic recovery and jobs programs to ensure that job development and training strategies focus attention on people who are experiencing or most at risk of homelessness.</p> <p>b. Review federal program policies, procedures, and regulations to identify educational, administrative, or regulatory mechanisms that could be used to improve access to work support.</p> <p>c. Develop and disseminate best practices on helping people with histories of homelessness and barriers to employment enter the workforce, including strategies that take into consideration transportation, child care, child support, domestic violence, criminal justice history, disabling conditions, and age appropriateness.</p> <p>d. Improve coordination and integration of employment programs with homelessness assistance programs, victim assistance programs, and housing and permanent supportive housing programs.</p> <p>e. Increase opportunities for work and support recovery for Veterans with barriers to employment, especially Veterans returning from active duty, Veterans with disabilities, and Veterans in permanent supportive housing.</p>
<p>SIX Improve access to mainstream programs and services to reduce people's financial vulnerability to homelessness</p>	<p>a. Document, disseminate, and promote the use of best practices in expedited access to income and work supports for people experiencing or at risk of homelessness. This includes improved outreach to homeless assistance providers and collaborations across government and with community nonprofits, online consolidated application processing, and electronic submission. Consider lessons learned from the SSI/SSDI Outreach, Access and Recovery Initiative (SOAR), and the Homeless Outreach and Projects and Evaluation Initiative (HOPE).</p> <p>b. Review federal program policies, procedures, and regulations to identify administrative or regulatory mechanisms that could be used to remove barriers and improve access to income supports.</p> <p>c. Enhance public information, targeted communications, and a national toll-free homeless call center to ensure that all Veterans and their families know they can obtain homelessness prevention assistance from the VA or other places in their community.</p> <p>d. Create clear pathways to greater financial independence. Collaborate to review program eligibility and termination criteria across the range of programs which people experiencing or at risk of homelessness may access. Identify changes that should be made to create incentives for work, earning and retaining income while maintaining access to health coverage, housing assistance, child care, etc. until a household is earning enough through employment to be financially stable.</p> <p>e. Prepare for Medicaid expansion to effectively enroll people who experience or are most at risk of experiencing homelessness. This should include systems to reach out to, engage, and enroll newly eligible people in health care insurance benefits.</p>

THEME: IMPROVE HEALTH AND STABILITY

OBJECTIVE	STRATEGIES
<p>SEVEN Integrate primary and behavioral health care services with homeless assistance programs and housing to reduce people's vulnerability to and the impacts of homelessness</p>	<p>a. Encourage partnerships between housing providers and health and behavioral health care providers to colocate or coordinate health, behavioral health, safety, and wellness services with housing and create better resources for providers to connect patients to housing resources.</p> <p>b. Build upon successful service delivery models to provide services in the homes of people who have experienced homelessness including using Medicaid-funded Assertive Community Treatment Teams for those with behavioral health needs.</p> <p>c. Seek opportunities to establish and evaluate the effectiveness of a "medical home" model to provide integrated care for medical and behavioral health, and to improve health and reduce health care costs in communities with the largest number of people experiencing homelessness.</p> <p>d. Seek opportunities to establish medical respite programs in communities with the largest number of people experiencing homelessness to allow hospitals to discharge people experiencing homelessness with complex health needs to medical respite programs that will help them transition to supportive housing.</p> <p>e. Increase availability of behavioral health services, including community mental health centers, to people experiencing or at risk of homelessness.</p> <p>f. Improve access to child and family services that improve early child development, educational stability, youth development, and quality of life for families—including expectant families, children, and youth experiencing or most at risk of homelessness.</p>

THEME: IMPROVE HEALTH AND STABILITY (cont'd)

OBJECTIVE	STRATEGIES
<p>EIGHT Advance health and housing stability for youth aging out of systems such as foster care and juvenile justice</p>	<ul style="list-style-type: none"> a. Improve discharge planning from foster care and juvenile justice to connect youth to education, housing, health and behavioral health support, income supports, and health coverage prior to discharge. b. Review federal program policies, procedures, and regulations to identify administrative or regulatory mechanisms that could be used to remove barriers and improve access to stable health care, housing, and housing supports for youth. c. Promote targeted outreach strategies to identify youth experiencing homelessness who are most likely to end up in an emergency room, hospital, jail, or prison, and connect them to the housing and support they need.
<p>NINE Advance health and housing stability for people experiencing homelessness who have frequent contact with hospitals and criminal justice</p>	<ul style="list-style-type: none"> a. Improve discharge planning from hospitals, VA medical centers, psychiatric facilities, jails, and prisons to connect people to housing, health and behavioral health support, income and work supports, and health coverage prior to discharge. b. Promote targeted outreach strategies to identify people experiencing homelessness who are most likely to end up in an emergency room, hospital, jail, or prison, and connect them to the housing and support they need. c. Increase the number of jail diversion courts at the state and local levels that are linked to housing and support, including those specifically for Veterans, those experiencing homelessness, or people with mental health issues or drug abuse problems. d. Reduce criminalization of homelessness by defining constructive approaches to street homelessness and considering incentives to urge cities to adopt these practices.

THEME: RETOOL THE HOMELESS CRISIS RESPONSE SYSTEM

OBJECTIVE	STRATEGIES
<p>TEN Transform homeless services to crisis response systems that prevent homelessness and rapidly return people who experience homelessness to stable housing</p>	<ul style="list-style-type: none"> a. Develop and promote best practices for crisis response programs and increase their adoption by agencies receiving federal funds. b. Determine opportunities to utilize mainstream resources to provide housing stabilization assistance to clients who are homeless or at high risk of homelessness. c. Develop implementation strategies for the HEARTH Act—especially the new Emergency Solutions Grant—that sustain best practices learned from the Homelessness Prevention and Rapid Re-Housing Program and the Rapid Re-Housing Demonstration. d. Ensure continuity in the provision of homeless prevention and rapid re-housing services to families, youth, and individuals—including Veterans and their families—through HUD’s Homelessness Prevention and Rapid Re-Housing Program. e. Ensure that homelessness prevention and rapid re-housing strategies are coordinated with Education for Homeless Children and Youth, and incorporated within federal place-based strategies to improve neighborhoods and schools, including Promise Neighborhoods and Choice Neighborhoods.

VER. 06/13/10



For more information, contact:

United States Interagency Council on Homelessness
Federal Center SW | 409 3rd Street SW, Suite 310
Washington, DC 20024

Email: usich@usich.gov

Or visit: www.usich.gov