



Friday, December 28, 2007  
10:00 AM-12:00 PM  
United Way – Metro Chicago, 560 W. Lake St., Chicago

## AGENDA

- I. Welcome & Introductions**
- II. Approval of Meeting Minutes**
- III. Treasurer's Report – *Doug Jones***
- IV. Director's Report – *Jennifer Hill***
  - A. Rental Support update (LTOS; Special Needs)
  - B. Call Center Follow-Up
- V. Committee Reports**
  - A. Executive Committee – *Mark Enenbach*
  - B. HMIS Committee – *Ken Schmitt*
  - C. Continuum of Care Development – *Sue Shimon*
  - D. Chronic Homelessness – *Khen Nickele*
  - E. Project Review and Prioritization – *Cynthia Schilsky*
  - F. Outcome Evaluation Committee – *Magalie Oscar & Courtney Suchor*
  - G. Homelessness Prevention – *Mary Schurder & Dennis Condon*
  - H. Governance – *Eileen Higgins*
  - I. Fundraising Committee –
- VI. Other Reports**
  - A. HMIS Ad Hoc Committee – *Mike Wasserberg*
  - B. Regional Roundtable – *Cynthia Schilsky*
- VII. CBSA Reports**
  - A. South – *Mike Wasserberg*
  - B. West – *Teri Curran*
  - C. North – *Sue Shimon/Michael Sada*
- VIII. Old Business**
  - A. Tabled Motion to accept HMIS Vendor – *Sue Shimon*
- IX. New Business**
- X. Adjournment**

The next meeting of the Board of Directors will be held **Friday, January 25, 2008**,  
10:00 AM to 12:00 PM  
United Way of Metropolitan Chicago, 560 W. Lake St., Chicago

**Alliance to End Homelessness in Suburban Cook County**

**Balance Sheet**

As of November 30, 2007

	<u>Nov 30, 07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking at Harris N. A.	1,274.84
PayPal	578.09
<b>Total Checking/Savings</b>	<u>1,852.93</u>
<b>Accounts Receivable</b>	
1100 - Accounts Receivable	129,943.37
<b>Total Accounts Receivable</b>	<u>129,943.37</u>
<b>Other Current Assets</b>	
1440 - Security Deposit	872.29
<b>Total Other Current Assets</b>	<u>872.29</u>
<b>Total Current Assets</b>	<u>132,668.59</u>
<b>TOTAL ASSETS</b>	<u><u>132,668.59</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 - Accounts Payable	37,972.87
<b>Total Accounts Payable</b>	<u>37,972.87</u>
<b>Credit Cards</b>	
2020 - CitiBank	774.04
<b>Total Credit Cards</b>	<u>774.04</u>
<b>Other Current Liabilities</b>	
<b>Payroll Liabilities</b>	
2330 - Federal Payroll Taxes Payable	
2335 - Medicare Payable EE	-2.11
2336 - Medicare Payable ER	-2.06
2337 - FICA Payable EE	-10.33
2338 - FICA Payable ER	-8.97
2330 - Federal Payroll Taxes Payable - Other	0.33
<b>Total 2330 - Federal Payroll Taxes Payable</b>	<u>-23.14</u>
2350 - State Payroll Taxes Payable	413.10
2360 - SUTA Payable	4,978.81
Payroll Liabilities - Other	67.84
<b>Total Payroll Liabilities</b>	<u>5,436.61</u>
2010 - Line of Credit	50,000.00
<b>Total Other Current Liabilities</b>	<u>55,436.61</u>
<b>Total Current Liabilities</b>	<u>94,183.52</u>

# Alliance to End Homelessness in Suburban Cook County

## Balance Sheet

As of November 30, 2007

	<u>Nov 30, 07</u>
Total Liabilities	94,183.52
Equity	
Retained Earnings	3,448.33
Net Income	41,575.28
Total Equity	<u>45,023.61</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>139,207.13</u></u></b>

**Alliance to End Homelessness in Suburban Cook County**  
**Profit & Loss**  
 January through November 2007

	<u>Nov 07</u>	<u>Jan - Nov 07</u>
<b>Income</b>		
4010 - Grant Income		
ADMIN08 SHP	0.00	842.32
CDBG 05-051	0.00	39,089.19
CDBG 06-062	88,248.04	88,248.04
SHP 2007 ADMIN	0.00	5,513.00
SHP 2007 Alliance	0.00	120,989.00
SHP 2008 Alliance	8,788.00	29,845.68
<b>Total 4010 - Grant Income</b>	<u>97,036.04</u>	<u>284,527.23</u>
4011 - Donation Income		
Individual Giving		
Board Appeal06	0.00	100.00
Individual Giving - Other	0.00	130.00
<b>Total Individual Giving</b>	<u>0.00</u>	<u>230.00</u>
4014 - Foundation & Corporate Giving		
Chicago Community Trust	0.00	50,000.00
<b>Total 4014 - Foundation &amp; Corporate Giving</b>	<u>0.00</u>	<u>50,000.00</u>
<b>Total 4011 - Donation Income</b>	0.00	50,230.00
4100 - Interest Income	0.00	10.46
4300 - Other Income	0.00	233.76
<b>Total Income</b>	<u>97,036.04</u>	<u>335,001.45</u>
<b>Expense</b>		
Payroll Expenses	6,592.70	142,958.24
4001 - Reconciliation Discrepancies	0.00	0.00
6010 - Non-Employee Compensation	3,871.88	31,040.23
6050 - Employee Benefit Programs Exp	774.71	8,876.33
6080 - HMIS Vendor Fees	0.00	6,500.00
6085 - HMIS Security Expense	0.00	14,710.00
6090 - Consultant Fees	165.00	18,575.50
6300 - Rent or Lease Expense	921.14	10,031.02
6400 - Utilities Expense	460.18	23,797.92
6410 - Printing Expense	0.00	894.35
6420 - Travel Expense	95.68	4,629.54
6430 - Postage & Delivery	0.00	709.85
6450 - Office Supplies Expense	203.80	2,609.77
6460 - Interest Expense	428.54	3,935.04
6500 - Equipment or Furniture	0.00	19,719.54
6550 - Other Office Expense	0.00	253.50
6600 - Advertising Expense	0.00	250.00
6680 - Accounting	0.00	7,197.52
6850 - Service Charge Expense	0.00	38.20
6900 - Purchase Disc-Expense Items	0.00	0.16
6950 - Insurance Expense	0.00	3,238.00
6999 - Uncategorized Expenses	0.00	0.00
<b>Total Expense</b>	<u>13,513.63</u>	<u>299,964.71</u>
<b>Net Income</b>	<u>83,522.41</u>	<u>35,036.74</u>

EXECUTIVE COMMITTEE OF  
THE ALLIANCE TO END HOMELESSNESS IN  
SUBURBAN COOK COUNTY  
MINUTES OF THE 12/17/07 MEETING

Attendees: Sue Shimon, Mike Wasserberg, Mark Enenbach, Jennifer Hill, Doug Jones, Eileen Higgins

Mark called meeting to order via phone at 1:35 PM.

Mike moved approval of Minutes of last meeting. Pat seconded. Approved. Pat said that he would send the minutes of the October exec meeting to Jennifer.

Financial Report-Last year's auditor gave us a bid of \$6500 (up from \$4400). Two other firms have been contacted for bids. We are trying to determine what can be done by staff to limit the time needed for the audit and therefore lower the price. We have accumulated templates to use to document our own financial processes and procedures. We have started to compare what is done to the templates. May need a technical review before new P&P are implemented.

Director's Report-Jennifer met with Tom Galassini and he intends to step down from the chair of the fund raising committee. Jennifer gave us information on the Illinois State Fellowship which would provide us with an individual for 35 hrs/week for 11 months at a cost of about \$23000. Pat said that he would check with Americorps/VISTA as another option. Jennifer also requested her annual review.

HMIS (standing)-Looked at options. Will visit DuPage County. Hope to have a report/recommendation by the January Board Meeting.

HMIS (ad hoc)-All interviews should be done by 01/04 committee meeting and a final report to the Board by the January Board Meeting.

C of C-Looking at a draft of the Community Plan to End Homelessness.

Project Review-there will be a Roundtable for the Grantees on January 9 at YMCA.

Governance-Working on Personnel Policies. Checking with some legal sources for some of the details.

Mike moved adjournment at 2:08. Pat seconded. Approved.

Submitted by Pat Rodgers, Secretary

HMIS Committee  
At Westchester Office  
December 17, 2007

Present: Ken Schmitt, Lynda Schueler, Doug Jones, Nick Kuscevich, Beth Nabors, Kyu Yup Kim, Mary Schurder, Jennifer Hill, Paul Selden, Mike Wasserberg, Renae Wilson, Eileen Higgins, Marvin Gorss

Ken Schmitt called the meeting to order at 10:30.

Ken explained that the immediate task was to come up with a recommendation to the Board by January 25<sup>th</sup>. The choice is really between selecting off-the-shelf software, or subcontracting for the software from a neighboring Continuum that is already up and running and willing to host us.

Eileen Higgins indicated that the Western CBSA would be making its recommendation on January 3<sup>rd</sup>. Paul Selden reminded the group that the Northern CBSA had already made its recommendation. Mike Wasserberg said that he did not think that the South would be ready to vote in January, and urged that the group allow for more time if it was needed to make an informed decision.

Ken indicated that he would be visiting each of the CBSAs at their next meetings in order to present the latest thinking of the committee on HMIS issues. He also requested that in the future all communications about HMIS go through him.

Ken next led a discussion on the pros and cons of the two major options.

The following observations were made about various options:

- Start-up is quicker if we subcontract—no bid process is really required.
- We also start-up with a system that has already been proven and meets our immediate need to report to HUD.
- There was question about whether there would be sufficient flexibility if we went with the Bowman system currently being used by DuPage County.
- Renae indicated that even if we were using DuPage's system we would still be able to give it the look and functionality that we need. We would not be tied to the "view" of the database that DuPage uses. We maintain the ability to make decisions on the level of information sharing allowed.
- It was the consensus of the group that having the flexibility to design our own views was important.
- Mike thought that we need to be clear about who the customer for this system was. HUD is one customer, and the agencies are the other.
- Following on Mike's comment, Paul observed that any system that we examine must have two capabilities: it must collect the information that HUD needs for its APRs and AHAR reports; also, it should have the ability to provide case management support. The first capability is what we need now. The second

capability is what we would like to have eventually. He stated that ServicePoint and Rosie have both capabilities.

Ken summarized the next step as determining whether a DuPage subcontract made sense for our continuum. Making this determination does not commit us to a subcontract but at least makes that option clear.

Marvin Gorss and Nick Kuscevich volunteered to accompany Renae to visit DuPage (PADS and County representatives) on January 8<sup>th</sup>.

Mike volunteered to coordinate site visits to 2-3 agencies that use HMIS currently in another county, and he will contact those who volunteered to accompany him.

Paul said that he would help prepare an RFP for a system, should we decide to explore our own direct contractual relationship with Bowman or another vendor.

## Continuum of Care Development Committee

December 18, 2007 Meeting Minutes

Present: Sue Shimon, chair, Courtney Suchor, Ken Schmitt, Cynthia Schilsky, Jennifer Hill

The committee reviewed the plan content drafted to date:

Introduction

About the Alliance

Community Plan Process

Plan Values

Plan Implementation and Funding

Plan Components (Ten Essentials with general goals)

Plan Appendix items

We then discussed the specifics to narrate describing our current inventory in terms of housing units, housing types and distribution by region (narrate Cynthia's map). This will precede the narration that describes the Alliance housing production goals – where, how many, what types of housing.

Sue will write a description of the CSH and Exhibit I formulas that generated our Exhibit I unmet need numbers and the more recent CSH software program PSH estimate.

Courtney will write a description of the current inventory.

Jennifer will request an electronic copy of the Supportive Housing Unit Goals for Suburban Cook County Summary Sue Augustus presented in the September board meeting. She will also follow up with CMAP to translate Cynthia's map into a document we can add to our appendix.

Others' reviews and updates to our strategic plan topic areas will be incorporated as they are forwarded to us.

Next meeting: Friday January 11, 2008 at 1:30 at the Alliance

Project Review and Prioritization Committee  
Alliance Board Report – December 2007  
Submitted by Cynthia Schilsky, PRP Committee Chairperson

At the November board meeting, information was presented about renewals for the 2008 SuperNOFA. There are 36 projects that will be submitting renewal applications for a total of \$7,473,986 (our enhanced pro rata share or “hold harmless” amount). We looked at 4 possible scenarios for allocation of funds that would allow for funding of new PSH projects.

- Scenario 1 – no reductions in funding for renewals and adding 1 new project (the bonus project of \$750,000)
- Scenario 2 – reducing renewals by 5% or 1-2 renewals not funded and adding 3 new projects (the bonus project of \$750,000, a new project of \$300,000 and an expansion project of \$50,000)
- Scenario 3 – reducing renewals by 4% or 1-2 renewals not funded and adding 2 new projects (the bonus project of \$750,000 and a new project of \$300,000)
- Scenario 4 – reducing renewals by 1% or 1 renewal not funded and adding 2 new projects (the bonus project of \$750,000 and an expansion project of \$50,000)

The following options were presented as ways to free up money for new PSH:

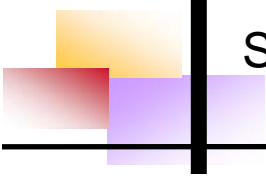
1. Project Review score sheet offers a point for projects that voluntarily reduce their service budgets or overall budgets.
2. Projects opt to serve fewer people in transitional housing and adjust their budget accordingly.
3. Alliance votes to require 5% (or 4% or 1%) cuts across the board.
4. Projects are reduced based on a history of recaptures, HUD findings, etc.
5. An agency is promised a new PSH project in exchange for eliminating a TH project (similar to conversion but simpler).
6. Agencies work together to find alternative sources for leasing, services, etc. and reduce SHP budgets accordingly.
7. Projects are reduced based on high vacancy rates, restrictive eligibility criteria, or low outcome evaluation scores.

There will be a meeting for all projects submitting renewal applications on Wed., January 9, 2008 from 10am to 12 noon at YMCA Network (3801 W 127<sup>th</sup> St, Alsip) to continue this discussion.

The **Alliance SuperNOFA Orientation** meeting will be held on Friday, January 25, 2008 from 1-3pm at the **United Way Office, 560 W. Lake St., Chicago.** This meeting is for anyone that would like to have an overview of the Alliance and the SuperNOFA process. This meeting is required for all applicants NEW to the SuperNOFA process. Alliance members and renewal applicants are also welcome to attend.

The **PRP Committee** will meet on Friday, February 8, 2008 from 10am-12noon at the **Alliance office** to review and revise the ranking tool for the 2008 SuperNOFA. Anyone interested is invited to attend.

**Letters of Intent** for the 2008 SuperNOFA are due to the Alliance office on Friday, February 22, 2008 by 5pm. Letters of Intent need to be submitted for all renewal projects and for new projects. The Letter of Intent form will be available at the Alliance website after January 1, 2008.



# South Suburban Council on Homelessness

P.O. Box 1001 Park Forest, IL 60466

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## NEXT MEETING

**NOVEMBER 15, 2007  
TOGETHER WE COPE  
17010 S OAK PARK AVENUE  
TINLEY PARK, IL  
708-**

## RETREAT MINUTES – OCTOBER 25, 2007

- I. **Welcome & Introductions:** Mike Wasserberg
- II. **HUD SERVICES & PROGRAMS IN THE SOUTH SUBURBS:** Carl Wolf
  - CEDA – Pinkney House – Transition housing for homeless vets up to 24 months.
  - Sanctuary – partners with South Suburban Family Shelter – transitional facility. 10 units for women with children up to 12 months. Must be referred by an agency.
  - Interdependent Living Solutions – Genesis Place – Permanent supportive housing for 10 disable homeless adults. No maximum stay.
  - Bethel Human Services – Page One transitional & permanent housing for chronically homeless men 18+. Have 4 1 bedrooms and 1 2 bedroom.
  - South Suburban PADS – Family First – partners with Together We Cope - transitional to permanent for 10 scattered site units that services families with children up to 24 months.
  - YMCA – Independence – partners with Metropolitan Family Services. Houses up to 10 single males 18 to 20 years old.
  - YMCA – Hope 3 Project – partners with Catholic Charities & Metropolitan Family Services –transitional to permanent for 20 scattered site units that houses 14 families and 6 individuals in scattered sites.
  - Catholic Charities – New Hope – Transitional & permanent housing for 5 units with services for large families with up to 7 children.
  - South Suburban PADS – partners with West Suburban PADS – transitional to permanent housing for 12 scattered site units with services.
  - Project Win - provide supported services for homeless.
  - Grand Prairie Services – Shelter plus services. 36 permanent supportive housing units for single disable adults. 36 section 8 vouchers through Housing Authority.
  - South Star Services – Page One – permanent supportive housing in Crete. 6 units for disable.
- III. **Break out groups:** Ken Schmitt/Courtney Suchor
  - Emergency Prevention/Systems Prevention/Outreach**
    - 24 hour homeless hot line

- Working HMIS
- Strengthen based prevention program
- Linkage to state institutions

#### **Shorten Homelessness/Rapid Re-housing**

- Permanent Shelter – 150 beds
- Safe Haven – 25 beds
- Access to 100 Section 8 vouchers per year
- Rental Support
- Transitional Housing for 4 to 5 bedroom – 4 units
- SROs – 50 units
- Developing network of landlords
- Home ownership assistance – 5 to 10

#### **Services/Permanent Housing**

- 30 to 35 permanent housing units
- Section 8 project based vouchers
- Rental Support housing
- Seek more funding resources

#### **Income**

- Problems with education, appearance, hygiene
- Childcare – managing cost, finding it
- Travel – cost availability
- Economic development
- Improve skills to obtain jobs – job training

#### **IV. Priority Setting – Michael Wasserberg**

- Permanent housing
- 100 section 8 vouchers
- Permanent shelter
- Safe haven
- Job training and travel

#### **V. Planning – Kathy Straniero**

- Permanent housing project with 12 to 15 units
- Safe Havens

#### **VI. MRSH - Ken Muhr**

- Provided a short presentation about the prevention program

## South Suburban Executive Board Members

### **Executive Board Members**

President –Mike Wasserberg  
Vice President – Alene Rutzky  
Treasurer – Courtney Suchor  
Secretary – Sandra Pearson  
Past President – Fred Shannon

### **Portal Agencies**

Respond Now  
Together We Cope  
Bethel Community Services  
Bethel Human Resources  
South Suburban Family Shelter  
Jewish Federation  
So. Suburban PADS  
CEDA Bloom Rich  
CEDA Center for Community Action  
Catholic Charities So. Suburbs  
Catholic Charities Southwest Suburbs  
Hope Community Services

### **Voting Organizations**

Alliance  
Aunt Martha's  
Bethel Community Facility  
Bethel Human Resources  
Calvary Reformed Church  
Catholic Charities  
Catholic Charities SW  
CEDA Bloom Rich  
CEDA Harvey  
DCFS  
Faith Fellowship & Love  
Ford Heights Com Service  
Genesis Pathway Foundation  
Grand Prairie Services  
Habitat for Humanity Chg. S. Sub  
Hope Community Services  
Interdependent Living Solutions  
Jewish Federation  
Last Call Men's Center  
LePenseur Youth & Family Services  
Respond Now  
Sanctuary  
So. Sub Family Shelter  
So. Sub PADS  
Social Security Adm.  
South Star  
South Sub. Council on Alcoholism  
Together We Cope  
YMCA Network

<b>October 25, 2007 Attendance</b>	
South Suburban PADS	Mike Wasserberg - President
Jewish Federation	Alene Rutzky – Vice President
CEDA Bloom Rich	Sandra Pearson - Secretary
The Sanctuary	Courtney Suchor - Treasurer
South Star	Bryan Dunlap – Fund Manager
Calvary Church & Charities	Ron Ovitt
So. Sub. Family Shelter	Georgina Dominquez
Catholic Charities	Joyce Dobbins, Paul Asselin
DCFS	Beverly Christmon
Ford Heights Community Service Org	Angelia Smith, Deborah Harper
Bethel Human Resources	Lenoris Perkins, Harold Arrington
Community Rep to Alliance	Dennis Condon
South Suburban Council on Alcoholism	Janice Schafer
South Suburban PADS	Jodyne Scholl
ILSC	Valencia Whitely
YMCA Network	Ken Schmitt
Together We Cope	Kathy Straniero, Ann Rodgers, Barbara Arandia, Cate Dietz
Respond Now	Carl Wolf, Idette Campbell, Anthony Pearson