



Friday December 17, 2010
10:00 AM-12:00 PM
YMCA Network
3801 W 127th Street, Alsip 60803

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> | 10:10-10:30 |
| A. 2011 Budget | |
| B. Finance Committee Update | |
| C. Nov 2010 Financials | |
| IV. Director's Report – <i>Jennifer Hill</i> | 10:30-10:40 |
| A. Fundraising | |
| V. Committee Reports | |
| A. Executive Committee – <i>Jose Alvarez</i> | 10:40-10:45 |
| B. Resource Development Committee – <i>Paul Selden</i> | 10:45-10:50 |
| C. Homelessness Prevention – <i>Dennis Condon</i> | <i>No Report</i> |
| D. HMIS Committee – <i>Ken Schmitt</i> | <i>No Report</i> |
| E. Continuum of Care Development – <i>Sue Shimon</i> | 10:50-11:10 |
| F. Project Review and Prioritization – <i>B. McManaman/K. Nickele</i> | <i>No Report</i> |
| G. Outcome Evaluation – <i>Courtney Suchor</i> | <i>No Report</i> |
| H. Governance – <i>Dennis Condon</i> | <i>No report</i> |
| I. Chronic Homelessness – <i>Khen Nickele</i> | 11:10-11:15 |
| J. Rapid Re-Housing – <i>Mike/Paul/Todd/Lynda</i> | 11:15-11:20 |
| VI. Other Reports | |
| A. Regional Roundtable – <i>Jennifer Hill</i> | <i>No Report</i> |
| B. Discharge Planning – <i>Hallan Hanson</i> | 11:20-11:25 |
| C. Cook County – <i>Ericka Branch</i> | 11:25-11:35 |
| VII. Local Council Reports | 11:35-11:50 |
| 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 | |

NOTE: BOARD MEETING RESCHEDULED for January 21ST due to homeless count. Meeting location: United Way Metropolitan Chicago, 560 W. Lake St., Chicago

HOMELESS COUNT: JANUARY 27TH, 2011

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Alliance to End Homelessness in Suburban Cook County

November 2010 Board Meeting

Approval of Meeting Minutes – Mike Wasserberg moved to approve the October 2010 Alliance Board meeting minutes. Hugh Brady seconded the motion and it passed by unanimous voice vote.

Treasurer's Report – Mike Wasserberg reported that Cook County is holding up the Homeless Prevention Rapid Re-housing Program (HPRP) funds and that the new fiscal year will begin January 1st. The Finance Committee will have a meeting on 11/12/2010 and the Executive Committee meeting will be held in December.

Alliance Executive Directors Report – The Project Review Committee met to review and score all renewal and new project applications. Forty-six projects were reviewed by a record number of volunteer reviewers (29) this year. Of the 46 projects, 37 were renewals and 9 were new. HMIS and Salubrity House made \$60,000 voluntary cuts that will be used to support the reallocation project.

Committee Reports

Executive Committee – Cynthia Schilsky reported that the Homelessness Prevention Call Center is experiencing a record number of calls each day. Two additional staff members have been hired to offset this increase. The Call Center is searching for other sources of funding beyond HPRP to provide additional support for prospective clients. An executive decision was made to accept a late NOFA application.

Resource Development Committee – Alliance information flipbooks were distributed (a minimum of ten each) to be submitted by mail in an attempt to raise awareness and funds from colleagues and friends. The information packets include a donation form and the opportunity to write a personalized note to each possible donor. If needed, the Alliance will pay for the postage. Board members are expected to send out these flipbooks within the week.

Homeless Prevention – The next meeting will be 11/17/2010. A Call Center report included a handout with graphs to illustrate the number of calls, numbers of individuals seeking help, and what became of each client's request for aid.

HMIS – HMIS was recently upgraded to ServicePoint Version 5 and was invited by HUD to adopt "Pulse" as a means to record data. The committee will begin drafting quarterly reports to improve data quality and to get a better picture of current trends. A motion was made to approve HMIS participation in Pulse. The motion was made by Cynthia Schilsky and seconded by Mike Wasserberg. **The motion passed?** A motion was made to approve moving the HMIS contract to the Alliance that was originally with

Connections for the Homeless. The motion was made by Mike Wasserberg and seconded by Dennis Condon. The motion passed. Specifically, the Alliance will pay 83.5% of the \$53,000 contract with Bowman, and Connections for the Homeless will pay 12.5% of the contract.

Continuum of Care Development – This committee has had three meetings and one remaining.

Project Review – This committee moved to approve funding submissions for the reviewed NOFA projects. The motion was made by Brian McManaman and seconded by Dennis Condon. Mike Wasserberg led discussion on the new Country Club Hills permanent supportive housing development that includes 4 units for families that will be available in March. The motion was approved by roll call vote with 10 abstentions and 12 ayes.

Outcome Evaluation – The committee reported on the tool they developed. Discussion was raised about the amount of recaptured funds, which is now at 10%. Ideas about creating best practices were discussed, with the hopes that setbacks would be eliminated while creating new projects. The need to explore where funds are being recaptured with projects that are already established was discussed. It was mentioned that most programs are meeting HUD's benchmarks even though there is disparity within the different housing programs.

Governance Committee – No report.

Homeless Prevention Committee – This committee reported that the recent change in HMIS policies affected the availability of services because a new training was required to meet the HMIS requirements. The Call Center recently converted to a phone system that includes a new greeting and message system. It was reported that since HPRP funds became available, the volume of calls per day has increased dramatically. The requirements for HPRP were discussed and included that clients have an imminent problem, a plan for self-sufficiency, and are having an eligible crisis. Issues around HPRP, including the availability of funds and services, were discussed at length by the board. Many members expressed frustration about the HPRP process.

Chronic Homelessness – This committee reported that PATH funds for suburban Cook County were discussed. The Alliance and Khen Nickle are going to draft a letter requesting federal PATH funds to go to suburban Cook County. The problem of individuals with mental health diseases that are being moved out of nursing homes and into other service programs was discussed. The Olmsted Decision, which states that not having money in your state is not an excuse for confining persons with severe mental illnesses to more restrictive living situations, was also discussed.

Rapid Re-Housing – This committee is working with Journeys from PADS to HOPE and Connections for the Homeless to place people in housing through HPRP funds.

Regional Round Table – No report.

Discharge Planning – This committee reported that 14% of clients were discharged from institutions.

Adjournment – Jose Alvarez moved for adjournment, and Brian McManaman seconded. The motion passed by unanimous voice vote.

Respectfully submitted by Jack Callahan and Hallan Hanson. Edited by Todd Stull.

November 10, 2010 Board Meeting

Voting Members Present:

Dennis	Condon Past Chair	Community Representative
Theresa	Curran CBSA Co-Chair WSCH	Pillars
Tom	Galassini	United Way of Metro Chicago
Marvin	Gorss	West Suburban Landlords Assoc.
Elisabeth	Houston	Shriver National Cntr on Poverty Law
Ron	Jordan	CEDA Northwest
Terry	McCullough	Thornton Township
Brian	McManaman	Emergency Fund
Khen	Nickele	IDHS-DMH
Debbie	Pavick	Thresholds
Eric	Rubenstein	Single Room Housing Assistance Corp.
Cynthia	Schilsky	Community Representative
Lynda	Schueler CBSA Co-Chair WSCH	West Suburban PADS
Paul	Selden Vice Chair	Connections for the Homeless
Armando	Smith	Vital Bridges
Courtney	Suchor CBSA Co-Chair SSCH	Sanctuary/SS Family Shelter
Mike	Wasserberg Treasurer	South Suburban PADS
Diane	Wolak-Green	Housing Authority of Cook County
Jennifer	Wood	YMCA Network

Voting Members Absent:

Sol	Flores	La Casa Norte
Eileen	Higgins	Catholic Charities
Scott	Jensen	Community Representative
Larry	McClellan	South of Chicago, Inc.
Richard	Nichols Jr	Journeys from PADS to HOPE
Rev. John	Rice	Bethel Community Facility
Patrick	Rodgers CBSA Co-Chair SSCH	Social Security Administration
Steve	Skilbeck	So Suburban Council on Homelessness
Todd	Stull Secretary/CBSA Co-Chair AHAND	Journeys from PADS to HOPE
Pamela	Ward	IL Dept of Corrections

All Other Members Present:

Jack	Callahan	Journeys from PADS to HOPE
Sandra	Murray	Homelessness Prevention Call Center
Millicent	Ntiamoah	Catholic Charities
Annika	Pangan	Pillars
Ken	Schmitt	YMCA Network
Sue	Shimon	New Foundation Center, Inc.
Kelly	Williams	Grand Prairie Services
Carl	Wolf	Respond Now
Hallan	Hanson	Alliance
Jeremy	Heyboer	Alliance
Jennifer	Hill	Alliance
Sharon	King	Alliance
Peggy	Troyer	Alliance

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

As of November 30, 2010

	<u>Nov 30, 10</u>	<u>Nov 30, 09</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Checking at Harris N. A.			
Unrestricted	33,964.63	28,454.49	5,510.14
Total Checking at Harris N. A.	<u>33,964.63</u>	<u>28,454.49</u>	<u>5,510.14</u>
PayPal	1,400.45	859.93	540.52
Total Checking/Savings	<u>35,365.08</u>	<u>29,314.42</u>	<u>6,050.66</u>
Accounts Receivable			
1100 - Accounts Receivable	76,192.50	93,177.00	-16,984.50
Total Accounts Receivable	<u>76,192.50</u>	<u>93,177.00</u>	<u>-16,984.50</u>
Other Current Assets			
1400 - Prepaid Expenses	1,992.30	840.00	1,152.30
1440 - Security Deposit	872.29	872.29	0.00
Total Other Current Assets	<u>2,864.59</u>	<u>1,712.29</u>	<u>1,152.30</u>
Total Current Assets	114,422.17	124,203.71	-9,781.54
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>129,933.42</u></u>	<u><u>138,813.23</u></u>	<u><u>-8,879.81</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 - Accounts Payable	23,557.02	43,200.60	-19,643.58
Total Accounts Payable	<u>23,557.02</u>	<u>43,200.60</u>	<u>-19,643.58</u>
Credit Cards			
2020 - CitiBank	1,882.14	2,359.84	-477.70
Total Credit Cards	<u>1,882.14</u>	<u>2,359.84</u>	<u>-477.70</u>
Other Current Liabilities			
Payroll Liabilities			
Total Payroll Liabilities	<u>5,390.47</u>	<u>3,908.22</u>	<u>1,482.25</u>
Total Other Current Liabilities	<u>5,390.47</u>	<u>3,908.22</u>	<u>1,482.25</u>
Total Current Liabilities	<u>30,829.63</u>	<u>49,468.66</u>	<u>-18,639.03</u>
Total Liabilities	30,829.63	49,468.66	-18,639.03

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Position
As of November 30, 2010

	<u>Nov 30, 10</u>	<u>Nov 30, 09</u>	<u>\$ Change</u>
Equity			
Unrestricted Net Asset	109,467.28	99,860.57	9,606.71
Net Income	<u>-10,363.49</u>	<u>-10,516.00</u>	<u>152.51</u>
Total Equity	<u>99,103.79</u>	<u>89,344.57</u>	<u>9,759.22</u>
TOTAL LIABILITIES & EQUITY	<u><u>129,933.42</u></u>	<u><u>138,813.23</u></u>	<u><u>-8,879.81</u></u>

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

	<u>Jan - Nov 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4010 - Grant Income				
CDBG 09-034	40,000.00	100,833.34	-60,833.34	39.67%
HPRP - Oak Park	32,922.19	16,500.00	16,422.19	199.53%
HPRP Cook Cty 09-01	130,298.53	591,703.75	-461,405.22	22.02%
SHP 2010 ADMIN	3,855.00	1,900.00	1,955.00	202.9%
SHP 2010 Alliance	77,104.00	108,464.00	-31,360.00	71.09%
SHP 2011 Admin	4,304.39	4,545.00	-240.61	94.71%
SHP 2011 Alliance	86,066.61	95,751.67	-9,685.06	89.89%
Total 4010 - Grant Income	374,550.72	919,697.76	-545,147.04	40.73%
4011 - Donation Income				
401101 - Individual Giving	1,256.00	3,666.63	-2,410.63	34.26%
401102 - Board Gifts	2,175.00	2,750.00	-575.00	79.09%
401105 - Promotions	30.00	803.04	-773.04	3.74%
401114 - Foundation & Corporate Giving				
Chicago Community Trust	70,000.00	70,000.00	0.00	100.0%
Harris Bank	250.00			
Total 401114 - Foundation & Corporate Giving	70,250.00	70,000.00	250.00	100.36%
Total 4011 - Donation Income	73,711.00	77,219.67	-3,508.67	95.46%
4015 - Member Contributions	12,350.00	6,462.50	5,887.50	191.1%
4100 - Interest Income	1.15	0.00	1.15	100.0%
4300 - Other Income				
430001 - Java Fund	8.25			
430003 - Misc Food Donation	51.00	0.00	51.00	100.0%
4300 - Other Income - Other	77.78	0.00	77.78	100.0%
Total 4300 - Other Income	137.03	0.00	137.03	100.0%
Total Income	460,749.90	1,003,379.93	-542,630.03	45.92%
Gross Profit	460,749.90	1,003,379.93	-542,630.03	45.92%
Expense				
6001 - Payroll Expenses				
6000 - Wages Expense	198,855.17	230,554.50	-31,699.33	86.25%
6050 - Employee Benefit Programs Exp	20,908.07	34,583.09	-13,675.02	60.46%
6100 - Payroll Tax Expense	17,957.27	20,749.66	-2,792.39	86.54%
6001 - Payroll Expenses - Other	172.75	220.00	-47.25	78.52%
Total 6001 - Payroll Expenses	237,893.26	286,107.25	-48,213.99	83.15%
6080 - HMIS Vendor Fees	54,606.44	46,818.18	7,788.26	116.64%
6090 - Consulting & 3rd Party Fees	15,680.00	70,583.34	-54,903.34	22.22%
6301 - Space Costs				
6300 - Rent or Lease Expense	9,407.36	9,644.25	-236.89	97.54%
6400 - Utilities Expense	8,942.08	11,458.34	-2,516.26	78.04%
6550 - Other Office Expense	203.50	458.34	-254.84	44.4%
Total 6301 - Space Costs	18,552.94	21,560.93	-3,007.99	86.05%
6411 - Operations				

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

	<u>Jan - Nov 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6410 · Printing Expense	3,594.04	2,016.66	1,577.38	178.22%
6420 · Travel Expense	12,122.30	13,673.91	-1,551.61	88.65%
6430 · Postage & Delivery	1,385.38	1,329.16	56.22	104.23%
6450 · Office Supplies Expense	7,083.76	7,608.34	-524.58	93.11%
Total 6411 · Operations	24,185.48	24,628.07	-442.59	98.2%
6460 · Interest Expense	35.73	302.50	-266.77	11.81%
6500 · Equipment or Furniture	1,801.29	7,150.00	-5,348.71	25.19%
6640 · HPRP Grant Distribution				
Journeys from PADS to HOPE	29,889.46	185,625.92	-155,736.46	16.1%
Options for Housing-Call Center	0.00	54,286.75	-54,286.75	0.0%
South Suburban PADS	50,480.19	107,467.25	-56,987.06	46.97%
West Suburban PADS	29,247.52	195,394.85	-166,147.33	14.97%
Total 6640 · HPRP Grant Distribution	109,617.17	542,774.77	-433,157.60	20.2%
6680 · Accounting	5,000.00	7,800.00	-2,800.00	64.1%
6850 · Service Charge Expense	192.04	302.50	-110.46	63.48%
6950 · Insurance Expense	3,549.04	5,371.00	-1,821.96	66.08%
Total Expense	471,113.39	1,013,398.54	-542,285.15	46.49%
Net Income	<u>-10,363.49</u>	<u>-10,018.61</u>	<u>-344.88</u>	<u>103.44%</u>

**Alliance to End Homelessness in Suburban Cook County
2011 Organizational Budget**

	<u>HMIS</u>	<u>PODC</u>	<u>Other Prog's, FR, Gen'l Admin</u>	<u>TOTAL</u>
Grant Income				
CDBG	8,114	0	71,886	80,000
HPRP-Cook County 09-01				
Data Collection & Admin	7,829	39,824	3,500	51,153
Rapid Re-Housing	0	0	500,000	500,000
HPRP-West: Data Collection	0	29,000	0	29,000
SHP 2011 Admin	0	0	4,256	4,256
SHP 2011 HMIS	85,119	0	0	85,119
SHP 2012 Admin	0	0	5,797	5,797
SHP 2012 HMIS	115,939	0	0	115,939
Contributions				
Individual Giving	0	0	1,500	1,500
Board Gifts	0	0	1,500	1,500
Promotions	0	0	0	0
Foundation & Corporate Giving	0	0	80,000	80,000
Member Contributions	0	0	10,000	10,000
Other Income				
Interest Income	0	0	0	0
Other Income	0	0	0	0
TOTAL INCOME	217,001	68,824	678,439	964,264
Payroll				
Wages	113,438	38,257	97,695	249,390
Benefits (14%)	15,881	5,356	13,677	34,915
Payroll Tax (10%)	11,344	3,826	9,769	24,939
Payroll Expenses - Other	108	36	96	240
Professional Fees				
HMIS Vendor Fees	37,500	12,500	0	50,000
Consulting/3rd Pty Trng: HMIS	13,500	4,500	0	18,000
Consulting - Other	0	0	15,000	15,000
Accounting	0	0	6,650	6,650
HPRP Grant Distribution				
Connections for the Homeless	0	0	197,500	197,500
Journeys from PADS to HOPE	0	0	52,500	52,500
South Suburban PADS	0	0	250,000	250,000
Occupancy				
Rent	5,364	1,073	4,291	10,728
Utilities	4,944	989	3,955	9,888
Other Office Expense	120	24	96	240
Operations				
Printing	1,838	0	3,733	5,571
Postage & Delivery	528	0	1,072	1,601
Travel & Conferences	7,577	1,515	6,061	15,154
Office Supplies	3,745	749	2,996	7,490
Other				
Interest Expense	0	0	60	60

Service Charge	0	0	240	240
Insurance	0	0	3,546	3,546
Equipment or Furniture	1,112	0	1,112	2,225
Depreciation	0	0	4,500	4,500
TOTAL EXPENSE	217,001	68,824	674,552	960,377
NET INCOME				3,887
Beginning Net Assets				100,000
Net Income				3,887
Ending Net Assets				103,887

Acronyms:

HMIS: Homeless Management Information System

PODC: Prevention-Only Data Collection (that is only of benefit to at-risk households)

All other programs, fundraising, and general administration are in the 3rd column.

**Alliance to End Homelessness in Suburban Cook County
Executive Committee Minutes
December 6, 2010**

Present: Jose Alvarez, Dennis Condon, Teri Curran, Jennifer Hill, Paul Selden, Todd Stull (Mike Wasserberg joined at 1:45 PM).

Minutes

Dennis moved to approve the November Alliance Executive Committee minutes. Paul seconded. Jose noted he was present for the meeting. This change was added. The motion was altered to reflect that change and passed unanimously by voice vote.

Financial Update

Paul reported that the position of the Alliance is strong. The Alliance is only awaiting receivables that are less than 90 days old from Cook County related to the Homeless Prevention and Rapid Rehousing Program (HPRP). The Alliance budget is nearly done. Jennifer reported that the Alliance received about \$86,000 from Cook County recently. In addition, HPRP will hopefully be distributed on an advance basis starting in December 2010. The Alliance is asking Catholic Charities and its external auditor about how best to track the advance. The deadline for Alliance member agencies to submit billing to the Alliance is the 15th of each month; however, the Alliance may have to ask agencies to submit paperwork to the Alliance earlier.

Alliance Executive Director's Report

Fundraising – Jennifer reported that progress has been made on the fundraising mailer. A reminder email was sent to board members. Board members will be following up with personal phone calls regarding who has not sent out their fundraising packets. Only four agency contributions are still pending.

Committees - Committees not listed below had no report

HMIS – Paul reported ReportWriter is being updated the weekend of 12/11/10.

Continuum of Care Development – Jennifer reported working on strategic planning issues related to a March 2011 retreat. HEARTH Act slides will be viewed at the Alliance December board meeting.

Homeless Prevention – Dennis reported that the December meeting was cancelled. This committee needs leadership assistance. Paul volunteered to help. Since the last Executive Committee meeting, Options for Housing clarified that it sees itself as a partner and not vendor for the Alliance. It is concerned about fiscal stability. Going forward, a discussion was had on

numerous questions. How do we best evaluate results from the Homelessness Prevention Call Center? What questions do Alliance agencies have about the Call Center? How much money will be left to fund prevention services after HPRP ends? What goals does the Alliance believe the Call Center should pursue? How much should be spent to achieve these goals?

Outcome Evaluation – Discussion centered on whether this committee should remain active.

Other Business

It was suggested that information be posted on the Alliance website about the cost of homelessness.

Adjournment

Dennis moved to adjourn and Paul seconded. A unanimous voice vote approved this motion. The Alliance Executive Committee adjourned at 2:24 PM.

Continuum of Care Development Committee
November 23, 2010 Meeting Minutes

Present: Debbie Pavick, Jennifer Hill, Cynthia Schilsky, Kathie Cunningham, Sue Shimon, Millicent Ntiamoah, Sue Shimon, Hallan Hanson

PIT:

- Goods for give-away bags – some items (toothbrushes) are plentiful, others we'd like more of. Hallie is coordinating with each CBSA on amounts and variety.
- Flyers (over 1,000) were mailed and responses are coming in; especially encouraging is the response from police offices and hot spot info.
- Hallie is conducting focus groups with formerly homeless individuals throughout the Alliance.
- HUD communicated changes to the count protocol. Hallie will collate these and inform us in the next meeting – they focus on family counts.
- Committee discussed the Discharge Planning recommendation that additional questions be added to the survey to capture institution discharge info. Hallie will follow up with Peggy on universal elements and consent issues.
- Committee discussed volunteer training and reviewing the curriculum. Plans are to make recommendations over the next month.

Strategic Plan:

- The committee will present a summary of the Hearth Act webinar in our 12/17 board meeting and ask CBSA chairs to solicit strategic issue input from CBSA members.
- Recommends doing the retreat in place of the March board meeting.
- Jennifer presented two strategic plan retreat consultant resumes. The committee discussed their merits.

Committee Homework – View the Hearth Act webinar in preparation for presentation in the December board meeting.

Next Regular Meeting: December 28