



Friday, Feb. 26, 2010  
10:00 AM-12:00 PM  
MFS, 10537 S Roberts Rd., Palos Hills

## 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 – <i>Tom Galassini</i></b>                             | <b>10:10-10:20</b> |
|              | <b>A.</b> Finance Cmte. Update   |                    |
|              | <b>B.</b> Jan 2010 Financials  |                    |
| <b>IV.</b>   | <b>Director's Report – <i>Jennifer Hill</i></b>                              | <b>10:20-10:30</b> |
|              | <b>A.</b> NOFA and Other Updates   |                    |
| <b>V.</b>    | <b>Committee Reports</b>   |                    |
|              | <b>A.</b> Executive Committee – <i>Dennis Condon</i>                         | <b>10:30-10:40</b> |
|              | <b>B.</b> Fundraising Committee – <i>Paul Selden</i>                         | <b>10:40-10:50</b> |
|              | <b>C.</b> Homelessness Prevention – <i>Mary Schurder/Dennis Condon</i>       | <b>10:50-10:55</b> |
|              | <b>D.</b> HMIS Committee – <i>Ken Schmitt</i>                                | <b>10:55-11:00</b> |
|              | <b>E.</b> Continuum of Care Development – <i>Sue Shimon</i>                  | <b>11:00-11:05</b> |
|              | <b>F.</b> Project Review and Prioritization – <i>B. McManaman/K. Nickele</i> | <b>11:05-11:20</b> |
|              | <b>G.</b> Outcome Evaluation – <i>Magalie Oscar/Courtney Suchor</i>          | <b>11:20-11:30</b> |
|              | <b>H.</b> Governance – <i>Sue Shimon</i>                                     | <i>No report</i>   |
|              | <b>I.</b> Chronic Homelessness – <i>Khen Nickele</i>                         | <b>11:30-11:35</b> |
| <b>VI.</b>   | <b>Other Reports</b>   |                    |
|              | <b>A.</b> Regional Roundtable – <i>Cynthia Schilsky/J. Hill</i>              | <b>11:35-11:40</b> |
|              | <b>B.</b> Discharge Planning – <i>John Fallon</i>                            | <b>11:40-11:45</b> |
| <b>VII.</b>  | <b>Local Council Reports</b>   | <b>11:45-12:00</b> |
|              | <b>A.</b> South – <i>Courtney Suchor/Carl Wolf</i>                           |                    |
|              | <b>B.</b> West – <i>Teri Curran/Lynda Schueler</i>                           |                    |
|              | <b>C.</b> North – <i>Millicent Ntiamoah/Todd Stull</i>                       |                    |
| <b>VIII.</b> | <b>Old Business</b>  |                    |
| <b>IX.</b>   | <b>New Business</b>  |                    |
| <b>X.</b>    | <b>Adjournment</b>   |                    |

The next meeting of the Board of Directors is scheduled for **Friday, Mar. 26, 2010**, 10:00 AM to 12:00 PM, at United Way Metropolitan, 560 W Lake St. Chicago.

**January 22, 2010 Board Meeting****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 Co-Chair</b>	Community Representative
Theresa	Curran <b>Secretary/CBSA Co-Chair</b>	Pillars
Arie	Davis	IL Department of Corrections
Mark	Enenbach <b>Past Chair</b>	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 <b>CBSA Co-Chair</b>	Catholic Charities
Debbie	Pavick	Thresholds
Cynthia	Schilsky	Community Representative
Ken	Schmitt	YMCA Network
Lynda	Schueler <b>CBSA Co-Chair</b>	West Suburban PADS
Mary	Schurder	Center of Concern, The
Paul	Selden	Connections for the Homeless
Susan	Shimon <b>Board Co-Chair</b>	New Foundation Center
Todd	Stull	Journeys from PADS to HOPE
Courtney	Suchor <b>CBSA Co-Chair</b>	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

**All Others Present:**

Kamar	Beaco	CEDA Bloom-Rich
Bob	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.
Elizabeth	Umonna	UIC
Kelly	Williams	Grand Prairie Services
Jennifer	Wood	YMCA Network
Jeremy	Heyboer	Alliance
Jennifer	Hill	Alliance
Sharon	King	Alliance

**ATEHSCC  
Finance Committee Report  
February 19, 2010**

In attendance:

Tom Galassini, Chair  
Paul Selden  
Jennifer Hill, Executive Director  
Sharon King, Office Manager

The meeting began at 3 p.m.

The committee reviewed and discussed the following topics:

1. January 2010 Financial Statements - one month into the year, no flags. Note that HPRP revenues from Cook County are entered as estimates, but not yet billed.
2. The Alliance may need to file paperwork to come into compliance with IRS code for staff reimbursement of health insurance premiums. Staff receive up to \$300 per month for health insurance premium reimbursement (The Alliance does not have group health insurance). Staff is expediting.
3. As a follow up to the Board meeting, staff contacted our auditor, Ruzicka and Associates, about the requirements for including and filing an A-133 as part of the audit. The Alliance will have to include this as part of the 2009 audit; there is an additional \$1,000 fee (\$6,000 total for audit, single audit, and 990).

The committee adjourned at 4:00 p.m.

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

As of January 31, 2010

	<u>Jan 31, 10</u>	<u>Jan 31, 09</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
Checking at Harris N. A.				
Unrestricted	32,779.45	25,605.85	7,173.60	28.02%
Total Checking at Harris N. A.	<u>32,779.45</u>	<u>25,605.85</u>	<u>7,173.60</u>	<u>28.02%</u>
PayPal	1,049.84	659.67	390.17	59.15%
Total Checking/Savings	<u>33,829.29</u>	<u>26,265.52</u>	<u>7,563.77</u>	<u>28.8%</u>
Accounts Receivable				
1100 - Accounts Receivable	71,945.69	57,687.18	14,258.51	24.72%
Total Accounts Receivable	<u>71,945.69</u>	<u>57,687.18</u>	<u>14,258.51</u>	<u>24.72%</u>
Other Current Assets				
1400 - Prepaid Expenses	600.00	4,095.43	-3,495.43	-85.35%
1440 - Security Deposit	872.29	872.29	0.00	0.0%
Total Other Current Assets	<u>1,472.29</u>	<u>4,967.72</u>	<u>-3,495.43</u>	<u>-70.36%</u>
Total Current Assets	107,247.27	88,920.42	18,326.85	20.61%
<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%
Total Fixed Assets	<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>119,730.52</b></u>	<u><b>103,529.94</b></u>	<u><b>16,200.58</b></u>	<u><b>15.65%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
2000 - Accounts Payable	4,952.76	0.00	4,952.76	100.0%
Total Accounts Payable	<u>4,952.76</u>	<u>0.00</u>	<u>4,952.76</u>	<u>100.0%</u>
Credit Cards				
2020 - CitiBank	530.48	0.00	530.48	100.0%
2030 - Advanta Bank Corp	0.00	974.66	-974.66	-100.0%
Total Credit Cards	<u>530.48</u>	<u>974.66</u>	<u>-444.18</u>	<u>-45.57%</u>
Other Current Liabilities				
Payroll Liabilities				
2330 - Federal Payroll Taxes Payable				
2335 - Medicare Payable EE	246.52	238.96	7.56	3.16%
2336 - Medicare Payable ER	246.57	239.01	7.56	3.16%
2337 - FICA Payable EE	1,052.74	1,020.42	32.32	3.17%
2338 - FICA Payable ER	1,054.10	1,021.78	32.32	3.16%
2330 - Federal Payroll Taxes Payable - Other	1,080.33	1,180.33	-100.00	-8.47%
Total 2330 - Federal Payroll Taxes Payable	<u>3,680.26</u>	<u>3,700.50</u>	<u>-20.24</u>	<u>-0.55%</u>

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

	<u>Jan 31, 10</u>	<u>Jan 31, 09</u>	<u>\$ Change</u>	<u>% Change</u>
2350 - State Payroll Taxes Payable	489.40	473.76	15.64	3.3%
2360 - SUTA Payable	780.16	1,332.56	-552.40	-41.45%
<b>Total Payroll Liabilities</b>	<u>4,949.82</u>	<u>5,506.82</u>	<u>-557.00</u>	<u>-10.12%</u>
<b>Total Other Current Liabilities</b>	<u>4,949.82</u>	<u>5,506.82</u>	<u>-557.00</u>	<u>-10.12%</u>
<b>Total Current Liabilities</b>	<u>10,433.06</u>	<u>6,481.48</u>	<u>3,951.58</u>	<u>60.97%</u>
<b>Total Liabilities</b>	10,433.06	6,481.48	3,951.58	60.97%
<b>Equity</b>				
Unrestricted Net Asset	109,467.28	99,860.57	9,606.71	9.62%
Net Income	-169.82	-2,812.11	2,642.29	-93.96%
<b>Total Equity</b>	<u>109,297.46</u>	<u>97,048.46</u>	<u>12,249.00</u>	<u>12.62%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>119,730.52</u></u>	<u><u>103,529.94</u></u>	<u><u>16,200.58</u></u>	<u><u>15.65%</u></u>

## Alliance to End Homelessness in Suburban Cook County Statement of Financial Income and Expense

January 2010

	<u>Jan 10</u>	<u>Jan 09</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>				
<b>4010 - Grant Income</b>				
CDBG 07-046	0.00	17,380.27	-17,380.27	-100.0%
CDBG 09-034	7,854.00	0.00	7,854.00	100.0%
HPRP Cook Cty 09-01	7,327.76	0.00	7,327.76	100.0%
SHP 2009 ADMIN	0.00	550.04	-550.04	-100.0%
SHP 2009 Alliance	0.00	10,989.96	-10,989.96	-100.0%
SHP 2010 ADMIN	577.00	0.00	577.00	100.0%
SHP 2010 Alliance	11,533.00	0.00	11,533.00	100.0%
<b>Total 4010 - Grant Income</b>	<u>27,291.76</u>	<u>28,920.27</u>	<u>-1,628.51</u>	<u>-5.63%</u>
<b>4011 - Donation Income</b>				
401101 - Individual Giving	46.00	0.00	46.00	100.0%
401105 - Promotions	30.00	0.00	30.00	100.0%
<b>Total 4011 - Donation Income</b>	<u>76.00</u>	<u>0.00</u>	<u>76.00</u>	<u>100.0%</u>
<b>4015 - Member Contributions</b>				
4100 - Interest Income	0.04	0.53	-0.49	-92.45%
4300 - Other Income	17.20	0.00	17.20	100.0%
<b>Total Income</b>	<u>29,985.00</u>	<u>29,420.80</u>	<u>564.20</u>	<u>1.92%</u>
<b>Gross Profit</b>	29,985.00	29,420.80	564.20	1.92%
<b>Expense</b>				
<b>6001 - Payroll Expenses</b>				
6000 - Wages Expense	17,146.28	16,624.97	521.31	3.14%
6050 - Employee Benefit Programs Exp	2,414.38	2,464.98	-50.60	-2.05%
6100 - Payroll Tax Expense	2,091.86	2,402.32	-310.46	-12.92%
6001 - Payroll Expenses - Other	14.40	13.92	0.48	3.45%
<b>Total 6001 - Payroll Expenses</b>	<u>21,666.92</u>	<u>21,506.19</u>	<u>160.73</u>	<u>0.75%</u>
<b>6010 - Non-Employee Compensation</b>				
6080 - HMIS Vendor Fees	0.00	4,202.00	-4,202.00	-100.0%
<b>6301 - Space Costs</b>				
6300 - Rent or Lease Expense	867.77	843.16	24.61	2.92%
6400 - Utilities Expense	633.72	1,254.53	-620.81	-49.49%
6550 - Other Office Expense	28.50	16.00	12.50	78.13%
<b>Total 6301 - Space Costs</b>	<u>1,529.99</u>	<u>2,113.69</u>	<u>-583.70</u>	<u>-27.62%</u>
<b>6411 - Operations</b>				
6410 - Printing Expense	0.00	64.65	-64.65	-100.0%
6420 - Travel Expense	368.35	983.40	-615.05	-62.54%
6430 - Postage & Delivery	2.10	39.04	-36.94	-94.62%
6450 - Office Supplies Expense	75.95	524.44	-448.49	-85.52%
<b>Total 6411 - Operations</b>	<u>446.40</u>	<u>1,611.53</u>	<u>-1,165.13</u>	<u>-72.3%</u>
<b>6850 - Service Charge Expense</b>				
6950 - Insurance Expense	0.47	0.00	0.47	100.0%
<b>Total Expense</b>	<u>30,154.82</u>	<u>32,232.91</u>	<u>-2,078.09</u>	<u>-6.45%</u>

**Alliance to End Homelessness in Suburban Cook County**  
**Statement of Financial Income and Expense**  
January 2010

	<u>Jan 10</u>	<u>Jan 09</u>	<u>\$ Change</u>	<u>% Change</u>
Net Income	<u>-169.82</u>	<u>-2,812.11</u>	<u>2,642.29</u>	<u>-93.96%</u>

Alliance to End Homelessness in Suburban Cook County  
Executive Committee  
February 16<sup>th</sup>, 2010, 1:30 pm – 3:00 pm  
Conference Call

1. Welcome:  
Call to order by Dennis @ 1:33pm  
Present: Dennis Condon, Sue Shimon, Lynda Schueler, Courtney Suchor, Jennifer Hill, Teri Curran, Jose Luis Alvarez  
Absent: Thomas Galassini
2. Sue motioned and Lynda seconded; executive Committee meeting minutes from December were approved as all in favor.
3. Financial Update:
  - Jennifer gave a Finance Committee update as Tom unable to be present. An additional \$1,000 to be added to the cost of the audit for the A-133 portion of the audit. A motion moved by Dennis that the Alliance be allowed to spend up to \$6,000 for the audit and 990, Sue seconded the motion. No discussion ensued. All members present approved.
4. Executive Directors report.
  - A. **NOFA report**
    - March 5<sup>th</sup> will be an all day training at Catholic Charities for a training by HUD on the APR (afternoon) and Continuum of Care orientation (morning)
    - On February 26th at 12:30pm, an outcome evaluation training will be mandatory for all project applicants after the Board meeting
    - All projects applicants will be required to run an APR by Feb. 25<sup>th</sup>
    - In April, the Alliance will be entering data on sheltered count
    - Letters of Intents will be due March 15
  - B. **Fundraising/Promotions committee update**
    - Met the Alliance's projected goal of \$20,000 for 2009.
    - Jennifer has been corresponding with consultants who are putting together proposals; identified names of several consultants that are interested in working with the Alliance.
  - C. **Prevention Funds or additional unspent funds by the State**
    - Jennifer gave update re: TANF and Title XX funds that might be available for the Alliance members to pursue.
5. Committee/Issues:
  - A. HMIS – Jennifer
    - HMIS staff submitted draft/final AHAR data as requested by HUD. Will be working on the veteran AHAR data as requested by HUD to be submitted by due dates.
  - B. Continuum of Care Development – Sue
    - No report as there was no meeting in January. Next meeting to be rescheduled for next week

C. Project Review – Jennifer

- Khen and Brian have been participating in the outcome committee to ensure that those processes are congruent

D. Housing Goals Workgroup

- Currently not meeting

E. Chronic Homelessness - Lynda

- Met this month; minutes to follow at Board meeting

F. Homeless Prevention – Dennis

- Meeting on Wed, Feb. 17<sup>th</sup> to discuss the funding that might be potential available as noted above. Will also be addressing any call center issues/updates.

G. Governance – Sue

- No report

G. Outcome Evaluation - Courtney

- The final version of the instructions and the tool have been sent to Jennifer and will be converted by Jeremy to a format for agencies to do electronically.
- Will be providing the training after the Board meeting on the 26<sup>th</sup>.

H. Finance Committee – Jennifer

- Committee to meet on the 19th

6. Other Business

- Noted how committee reports on Executive Committee agenda when not all committee chairs are represented on committee means the director does several reports. Issue referred to Governance Committee.

Mtg ended at 2:27pm; Lynda moved to adjourned and Courtney seconded. All in favor.

Next Meeting – Exec Cmte: scheduled for March 15<sup>th</sup>, 2010, 1:30pm to 3:00pm, in person at the Alliance office

Respectfully Submitted,  
Theresa A. Curran

## **Resource Development Committee Report**

**Friday, February 19<sup>th</sup>, 2010.**

The Resource Development Committee met today to discuss two issues:

1. Getting the development plan in gear. Paul will assume responsibility for dunning agencies for their member contributions. At the last board meeting Teri indicated an interest taking responsibility for the promotions. Paul urged that both strategies be put into gear quickly.
2. Jennifer has been looking at resumes and has narrowed the field of candidates for the fund raising consultant to three people. Paul suggested the following key criteria: how well do the candidates know the Chicago foundation network? How well do they know the issue of homelessness especially in Suburban Cook County? And how quickly can they get started? The assumption is that we are better off with someone who can get on the phone to program officers immediately to identify three or four potential funders than depending on research to come up with the same names. Once the grant process is started, the consultant can hand off the relationship to Jennifer. But at the moment the primary concern is to get a quick start.

The Committee also briefly discussed how to increase “individual giving”. Paul said that he thought it would be hard to count on this until we have marketed ourselves better. He suggested reaching out to the network of affordable housing developers and others who are natural allies with what the Alliance is about, and who may be partnering with Alliance members on projects currently or in the future: tax credit buyers, bankers, financiers, accountants, architects, builders, etc. There may be other natural constituencies, such as hospitals, doctors, universities, etc. Once we have created connections to these other players we can reach out to support beyond the current board and its direct contacts.

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

February 17, 2010

Held at Alliance office, Westchester IL

MEMBERS PRESENT: Tracy Banks, The Center of Concern; Bill Baxter, Hines VA; Brian McManaman, Emergency Fund; Mike Wasserberg, South Suburban PADS; Mary Schurder, Sandi Murray, Homelessness Prevention Call Center.

STAFF PRESENT: Jennifer Hill, Peggy Troyer

GUESTS: Jackee Pruitt, PLCCA; Connie Fabbrini, Connections for the Homeless; Robert Clack, Metropolitan Tenants Org

The meeting was called to order at 10am. Goals for the meeting were to discuss Call Center operations, Title XX funds, ARRA/TANF projects and FY11 DHS application details.

Illinois Title XX funds were discussed. There is \$100,000 available for the whole state that must be used by 6/30. As of now, no one has any word when, if or how much money will come to our area. Mary reported she submitted her local match information to Brenda and encouraged others to do the same. Mike reported Carl Wolf of Respond Now has been trying to get in touch with someone in Springfield and has yet to get a response with more information.

Jennifer passed out two handouts in reference to the ARRA/TANF funds available in the state. The program has three main program areas: 1. Basic Assistance/ monthly cash grants (to provide additional resources to DHS to meet increased need.) 2. Short-term, non-recurrent spending (such as basic needs that would free up family income to maintain housing) 3. Transitional Jobs/Supportive Employment.

In order to access the 80% reimbursement of increased spending in these programs you have to: (1.) Ensure spending is on TANF-eligible families (2.) Identify 20% funding to leverage 80% reimbursement in ARRA funds (3.) Formally agree to allow Illinois to count spending toward Maintenance of Effort (4.) Document all spending in all required quarters (5.) Demonstrate an *increase* in spending as compared to the corresponding quarter in the identified base year. The group agreed that it would be best for one agency to take the lead on this. The Emergency Fund is investigating. Brian reports he or another on his staff will try to set up a meeting with the City to discuss their plans. They will also try to meet with Caronina Grumble, who is in charge of this program, and join in on their meetings. All agree the program is complicated, especially determining the base year spending since our prevention funds were cut so drastically. More information is needed in order to move forward.

## ***Prevention committee/page 2***

The Call Center was represented by Sandi Murray. She reports all calls are being screened and agency numbers are not given to clients. Agency staff are e-mailed the information on eligible people referred so they can schedule interviews with them. It was noted that some people have agency phone #'s and will call directly; however, they may have not been screened for eligibility if they called before Jan. 7. Sandy passed out two charts/graphs showing that total calls for November & December 2009 were 1,603; for January 2010 it was 1,493. Many calls get turned away because funding is not available. Also there are agencies that have funding that are not accepting referrals. The number of agencies that have not responded with information for referrals to the call center went from 8 to 4.

Call point was discussed regarding how it would affect the Call Center and agencies. It was agreed that this is something that is needed and would benefit the Call Center as well as individual agencies and help with reporting. Cost would be \$5000 annually.

Tracy brought up that mortgage help needs to be screened at the Call center since they are referring for IDHS Homeless Prevention and that program allows for assistance with mortgages. Sandy referenced the city and explained they had a protocol for mortgages and she suggests that we adopt one in the suburbs. She referenced HUD certified housing counselors who can assist with much more assistance than a payment and help work with the banks to get rate changes, etc. Mike made note that the city is ahead of the suburbs and there are not that many resources for us, but acknowledged we need to get better acquainted with what there is and set a protocol. Mike volunteered to get a list of housing counseling agencies from Housing Action Illinois. The call center must receive approval from the county to screen for criteria not covered by HPRP. Ericka will be contacted about this.

Jackie from PLCCA discussed some of the programs and funding available through CEDA partners, including but not limited to: Senior relief with up to \$300 of assistance, School Relief with up to \$5,000 in assistance for individuals looking to go back to school in the area. They also have some rental assistance money. Jackie also informed that Com Ed and Nicor have a PIT program that allows clients to pay \$10 toward their bills and \$150-160 will be reimbursed by either company. This program does not preclude clients from receiving help from LIHEAP. She reported clients need a referral letter from CEDA to Nicor/ComEd to get this help.

Bill Baxter informed us that they are hoping for more HUD VASH vouchers in FY10 and clients must do an intake with their homeless program to get on the waiting list to access them. Robert from Metropolitan Tenants Organization reported that there has been a significant increase in calls for their assistance.

Because Jennifer has not yet received any information about the FY11 DHS application, discussion was deferred.

Next meeting is set for March 17 at 10am at the Alliance to End Homelessness.

**Alliance to End Homelessness - HMIS Committee Meeting**  
**February 3, 2010 9:30 a.m.**  
**HMIS Advisory Committee Minutes**

Participants: Ken Schmitt, Jeremy Heyboer, Peggy Troyer, Michael Wasserberg, Kathy Echols, Pam Reed, Lynda Schueler, Jean Stevenson

- I. Review/Approval of previous Minutes – Minutes from November 4, 2009 and January 6, 2010 were approved
- II. Overview of Partnerships – Peggy shared with Committee members a solution for projects having partners. Because we are working at lower levels within Service Point as part of our agreement with Evanston, projects with partners can be entered into HMIS as Level 3 and be able to see the data that each partner needs from the other(s). Right now West Suburban PADS and CEDA will serve as the model.
- III. HPRP Updates – There will be a training for HPRP agencies and staff on Friday, February 5. Data entry training will take place in the morning session, and reports training in the afternoon.
- IV. AHAR Update – The information needed was pulled from HMIS with final data submitted in January. Abt Associates has reviewed the data and it is anticipated that the Alliance will be included in at least three, and probably all, of the four categories of report data.
- V. Agency Partner Agreement - Peggy will be sending out a memo updating agencies of who are partner sharing agencies. She will also be sharing how data agreements should be restructured.
- VI. HMIS User Meeting – The next meeting of the HMIS Users will be on February 10, 2010 at the Westchester Municipal Building at 1:00 p.m. Peggy and Jeremy will bring a draft map of HMIS goals and activities for the upcoming year.
- VII. Training – An ART Workshop is being planned sometime this spring to help agencies with upgrading their reporting capability.
- VIII. Next Meeting – Wednesday, March 3 at 9:30 a.m.

Meeting adjourned at 11:30 a.m.

## **Project Review and Prioritization Committee Meeting**

Date: February 3<sup>rd</sup>, 11:30 a.m.

Attendance: Kyu Kim, Ken Keibler, Jeremy Heyboer, Ken Schmitt, Courtney Suchor, Khen Nickele, Ron Jordan and Brian McManaman.

The committee worked on changes for the 2010 HUD NOFA Ranking form for Renewal Projects and New Projects for 2010. We based our changes on the feedback from the 2009 Project Review committee as well as feedback from the Outcome Evaluation tool. We realized some of the criteria will change per HUD's requirements for 2010. We will make those changes as soon as they become available.

### **Highlights discussed:**

- Harm reduction, veterans, ex-felons, ex-offenders.
- Training and education.
- Support and work w/ Outcome Evaluation Committee

### **Approval from Board:**

1. Project Review Committee is making a motion to award Project WIN (NEW PROJECT for 2009) four points for question #3 on the Renewal form for 2009/2010. This is based on the complexity of the data migration of multiple agencies. The data issue has been addressed by the Alliance staff and will be fixed for the following year. This is a one-time exception.
  
2. Project Review Committee is making a motion for approval of the HUD NOFA Ranking form for Renewal Projects and New Projects for 2010. (SEE ATTACHED)

**Alliance to End Homelessness in Suburban Cook County  
2010 HUD NOFA Ranking Form  
Renewal Projects**

**Project:** \_\_\_\_\_

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Yes/No	Criteria	Comments
	Modify per HUD requirements	
	Outcome and Evaluation Tool submitted.	
	The project meets HUD NOFA eligibility criteria.	
	The project serves persons who meet HUD's NOFA definition of homeless.	
	Participates in HMIS	
	Amount of matching funds is adequate (supportive services 20% and operations 25%)	
	Amount of leveraged funds is adequate (dollar for dollar)	

Category	Points Awarded
<b>1. Project Meets Need of Continuum (Maximum of 22 points)</b>	
A. Population Served      Individuals – 6 points or      Families – 4 points or Unaccompanied Youth (ages 12-17) – 2 points	
B. Primary Sub-population Served (at least 25% of program capacity dedicated to this sub-population) Chronic Homeless – 6 points or      Mentally Ill – 4 points or      Substance Abuse – 3 points Or Domestic Violence, HIV/AIDS, or Physically Disabled – 2 points	
C. Housing Option Provided      PSH/Safe Haven/Single Room Occupancy – 6 points or TH/Rolling Stock – 4 points or      TH/Temp or Project based - 3 points or Supportive Services Only – 2 points	
D. Less Restrictive Eligibility Criteria (OET Part 1 / Question 2) Yes to 3 or more - 2 points      Yes to 1 or 2 - 1 point	
E. Low Demand Service Model (OET Part 1/Questions 4,5,6) Yes to 2 or more- 2 points      Yes to 1- 1 point	
<b>Category 1 Total Points</b>	

<b>2. Agency is an active participant in the Continuum of Care Process (Lead agency) (Maximum of 5 points)</b>	
A. Attendance at CBSA Meetings      75% or greater attendance - 2 points or 50% to 74% attendance      - 1 point or Below 50%      - 0 points	
B. Participation in CoC Activities 1. Participates in Alliance committees      2 points or 0 2. Participates in service counts/data collections      1 point or 0	
<b>Category 2 Total Points</b>	

**Alliance to End Homelessness in Suburban Cook County  
2010 HUD NOFA Ranking Form  
Renewal Projects**

**Project:** \_\_\_\_\_

<b>3. HMIS (Maximum of 5 points) Alliance staff will provide data</b>		
A.	Maintains accuracy in entering client level data into HMIS for this project as required by HUD per the Data Element Completeness Report with corrections submitted by March 15 <sup>th</sup> of data for 2/1/09 thru 1/31/10. Note: Disability Condition & Housing status EXCLUDED.	
	Average of all fields completed 95% or more	4 points or
	Average of all fields completed 90 to 94.99%	3 points or
	Average of all fields completed 85 to 89.99%	1 point or
	Average of all fields completed less than 85%	0 points
B.	All fields individually meet the 85% completed Threshold	1 point
<b>Category 3 Total Points</b>		

<b>4. Funding (Maximum of 9 points)</b>		
A.	Lead agency audit – Has current (within past 18 months) clean audit or sufficient explanation with corrective action for findings	1 point or 0
B.	Written agreements are included for matching and leveraged funds.	2 points or 0
C.	Leveraging for project exceeds dollar for dollar amount by 50% or more	3 points or
	by 20-49%	2 points or
	by 10-19%	1 point
D.	No one leveraging source provides 100% of total project leveraging.	1 point or 0
E.	Lead agency demonstrates fiscal capacity in proportion to project budget (HUD request in proportion to agency budget and length of time in operating project will be considered as well as history of recaptured funds)	
	High capacity – 2 points or Probable capacity – 1 point or Unlikely – 0 points	
<b>Category 4 Total Points</b>		

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**Alliance to End Homelessness in Suburban Cook County  
2010 HUD NOFA Ranking Form  
Renewal Projects**

**Project:** \_\_\_\_\_

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<b>5. Capacity for Project Actualization ( Maximum of 8 points)</b>	
A. Project demonstrates coordination with mainstream resources (SSI, SSDI, TANF, Medicaid, Food Stamps, All Kids, WIA, Veterans Health Care) by identifying adequate staff to provide comprehensive service linkages for clients. 2 points or 0	
B. Lead agency demonstrates ability to operate project and has staffing appropriate for the project. 2 points or 0	
<b>Project demonstrates an ongoing evaluation and quality improvement process as demonstrated by OET Part 4 Questions 3,4,5:</b>	
C. Agency conducts anonymous consumer client satisfaction survey (Q3) 1 point or 0	
D. Program provides an opportunity for feedback to all clients at exit regardless of reason for leaving (Q4) 1 point or 0	
E. Program has good example of utilizing the data (Q5) to improve agency functioning 2 points or 0	
<b>Category 5 Total Points</b>	

<b>6. Program Outcomes (from APR) ( Maximum of 23 points)</b>	
<b>A. Housing criteria(OET Part 5/Question 1-D) FOR Permanent Supportive Housing Projects</b> % of PSH clients who stayed housed 6 months or longer 81% or above - 5 points 77 to 80.99% - 3 pts Below 77% - 0 pts	
<b>FOR Transitional Housing Projects–(OET Part 5/Question 1-C)</b> % of Transitional Housing Projects clients obtained permanent housing at exit 73% or above - 5 points 65 to 72.99% - 3 pts Below 65% - 0 pts	
<b>FOR Safe Haven &amp; Supportive Service Only Projects</b> % of exiting clients that moved to permanent housing 31% or above - 5 points 25 to 30.99% - 3 pts Below 25% - 0 pts.	
<b>B. Employment Income criteria (all projects)</b> 20% or more of exiting clients had income from employment. 3 points or 0	
<b>C. Available Resources (all projects) –(OET Part 5/Question 2-D)</b> % of exiting clients with NO resources thru either employment or benefits 0 to 30.99% - 5 points 31 to 36.99% - 3 points 37% or above – 0 points	
<b>D. Average Capacity Utilization Rate during OET period</b> 90 -100% - 5pts 80-89.99% - 3 pts 70-79.99% - 1 pt Below 70% – 0 points	
<b>Category 6 Total Points</b>	

**Alliance to End Homelessness in Suburban Cook County  
2010 HUD NOFA Ranking Form  
Renewal Projects**

**Project:** \_\_\_\_\_

<b>7. Housing/Services Ratio</b> [See below for how to calculate.] (Maximum of 5 points)		
Housing/Services Ratio = 2.000 or more	5 points or	
Housing/Services Ratio = 1.000 to 1.999	4 points or	
Housing/Services Ratio = 0.500 to 0.999	3 points or	
Housing/Services Ratio = 0.001 to 0.499	2 points or	
Housing/Services Ratio = 0 (Supportive Services Only Projects)	0	
<b>Section 7 Total Points</b>		

<b>8. Special Considerations</b> (Maximum of 4 points)		
<b>A. Project has commitment to serve homeless for 20 years as result of HUD funding.</b> 3 points		
<b>B. Project has commitment to serving veterans.</b> Serves 75% or more veterans – 2 points      Serves 25-74% veterans – 1 point		
<b>Section 8 Total Points</b>		
<b>Grand Total</b> (Maximum of 76 points)		

<b>9. Tiebreaker: Housing/Services Ratio = _____</b> Housing dollars requested for operating or leasing = _____ Service dollars requested for supportive services only = _____ (Exclude HMIS and admin dollars from either side of ratio.)		
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**Alliance to End Homelessness in Suburban Cook County  
2010 HUD NOFA Ranking Form  
NEW Projects**

**Revise 2**

**Project:** \_\_\_\_\_

Yes/No	Criteria <b>Modify per HUD requirements</b>	Comments
	LOI submitted	
	The project meets HUD NOFA eligibility criteria.	
	The project serves persons who meet HUD's NOFA definition of homeless.	
	Participates in HMIS or has a plan to participate in HMIS	
	Amount of matching funds is adequate (supportive services 20% and operations 25%)	
	Amount of leveraged funds is adequate (dollar for dollar)	

Category	Points Awarded
<b>1. Project Meets Need of Continuum (Maximum of 22 points)</b>	
A. Population Served Individuals – 6 points or Families – 4 points or Unaccompanied Youth (ages 12-17) – 2 points	
B. Primary Sub-population Served (at least 25% of program capacity dedicated to this sub-population) Chronic Homeless – 6 points or Mentally Ill – 4 points or Substance Abuse – 3 points or Domestic Violence, or HIV/AIDS, or Physically Disabled – 2 points	
C. Housing Option Provided PSH/Safe Haven/Single Room Occupancy – 6 points or TH/Rolling Stock – 4 points or TH/Temp or Proj-based - 3 points or Supportive Services Only – 2 points	
<b>D. Less Restrictive Eligibility Criteria (Proposed project's narrative addresses OET Part 1 / Question 2 Yes to 3 or more - 2 points Yes to 1 to 2 - 1 point)</b>	
<b>E. Low Demand Service Model (Proposed project's narrative addresses OET Part 1/ Questions 4,5,6) Yes to 2 or more- 2 points Yes to 1- 1 point</b>	
<b>Category 1 Total Points</b>	

<b>2. Agency is an active participant in the Continuum of Care Process (Lead agency) (Maximum of 5 points)</b>	
A. Attendance at CBSA Meetings 75% or greater attendance 2 points or 50 % to 74% attendance 1 point or 49% or less 0 points	
B. Participation in CoC Activities 1. Participates in Alliance committees 2 points or 0 2. Participates in service counts/data collections 1 point or 0	
<b>Category 2 Total Points</b>	

Project: \_\_\_\_\_

<b>3. HMIS (Maximum of 5 point)</b>	
A. Demonstrates the ability to collect data electronically and has computer literate staff to participate in the Alliance HMIS system	5 points or 0
<b>Category 3 Total Points</b>	

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<b>4. Funding (Maximum of 14 points)</b>	
A. Lead agency audit – Has current (within past 18 months) clean audit or sufficient explanation with corrective action for findings	3 points or 0
B. Written agreements are included for matching and leveraged funds.	2 points or 0
C. Leveraging for project exceeds dollar for dollar amount by 50% or more	3 points or
by 20-49%	2 points or
by 10-19%	1 point
D. No one leveraging source provides 85% of total project leveraging.	2 points or 0
E. Lead agency demonstrates fiscal capacity in proportion to project budget (HUD request in proportion to agency budget and length of time in operating similar projects will be considered) High capacity – 4 points or Probable capacity – 2 points or Unlikely – 0 points	
<b>Category 4 Total Points</b>	

<b>5. Capacity for Project Actualization (Maximum of 10 points)</b>	
A. Project demonstrates capacity to coordinate with mainstream resources (SSI, SSDI, TANF, Medicaid, Food Stamps, All Kids, WIA, Veterans Health Care) by identifying adequate staff to provide comprehensive service linkages for clients.	2 points or 0
B. Lead agency demonstrates programmatic ability to implement and operate project	
Has been operating similar projects successfully	4 points or
Demonstrates programmatic knowledge and resources to operate project successfully	2 points or
Does not have programmatic knowledge and resources to operate project successfully	0 points
C. Projected staffing is appropriate for project	2 points or 0
D. There is a plan outlined for an evaluation and quality improvement process for this project.	2 points or 0
<b>Category 5 Total Points</b>	

Project: \_\_\_\_\_

<b>6. Program Outcomes</b> (Maximum of 15 points)	<b>12 points</b>
A. This project will move clients to obtain/maintain permanent housing.	5 points or 0
B. The type, frequency and duration of the supportive services proposed fit the needs of the population to be served.	5 points or 0
C. This project will increase client income thus increasing self-sufficiency for the population served.	5 points or 0
<b>Category 6 Total Points</b>	

<b>7. Housing/Services Ratio</b> [See below for how to calculate.] (Maximum of 5 points)	
Housing/Services Ratio = 2.000 or more	5 points or
Housing/Services Ratio = 1.000 to 1.999	4 points or
Housing/Services Ratio = 0.500 to 0.999	3 points or
Housing/Services Ratio = 0.001 to 0.499	2 points or
Housing/Services Ratio = 0 (Supportive Services Only Projects)	0
<b>Category 7 Total Points</b>	

<b>8. Special Considerations</b> (Maximum of 2 points)	
<b>Project has commitment to serving veterans.</b> Will serve 75% or more veterans – 2 points Will serve 25-74% veterans – 1 point	
<b>Category 8 Total Points</b>	
<b>Grand Total</b> <b>Maximum of 78 points</b>	

<b>9. Tiebreaker: Housing/Services Ratio = _____</b> Housing dollars requested for operating, leasing, constr/rehab/acquis. = _____ Service dollars requested for supportive services only = _____ (Exclude HMIS and admin dollars from either side of ratio.)	
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## **Outcome and Evaluation Committee**

Alliance Offices

1107 S. Mannheim Rd., Westchester, IL 60154

Present 2/1/2010:

Courtney Suchor, Co-Chair, The Sanctuary  
Jennifer Wood, YMCA  
Jennifer Hill, Alliance  
Jeremy Heyboer, Alliance  
Cynthia Schilsky, West Community Representative  
Khen Nickele, DMH  
Brian McManaman, Emergency Fund  
Danielle Marion, UIC  
Elizabeth Umunna, UIC  
Bob Cox, UIC

Present 2/15/10:

Courtney Suchor, Co-Chair, The Sanctuary  
Jennifer Wood, YMCA  
Jeremy Heyboer, Alliance  
Brian McManaman, Emergency Fund  
Danielle Marion, UIC  
Elizabeth Umunna, UIC  
Bob Cox, UIC

The Outcome and Evaluation Committee had two meetings in February. First was our regularly scheduled meeting on February 1. We also met on February 15<sup>th</sup>. During both of these meetings, we continued to refine the tool. We also created instructions on how to complete the tool in general as well as special instructions for the APR to be run from HMIS.

The decision was made of score many of the questions in the tool this year. Our hope is that this will provide an incentive for programs to fill out each question accurately and completely. This will also give us a baseline score for each program against which to measure subsequent years. Finally, scoring will allow us to objectively compare similar programs i.e. one project-based family transitional program vs. another.

The Project Review and Prioritization Committee have continued to be involved with the tool. They have decided to include several of the questions from the tool in the Renewal Ranking form for 2010. The points allocated to these questions will factored into the score that each renewal applicant receives in the ranking process. The overall score that a program receives on its Outcome and Evaluation Tool will not factor into the ranking score.

The committee discussed our upcoming training and divided the sections between members. We will have the tool and a PowerPoint presentation projected on a screen for all attendees to see as well as paper copies as hand outs.

As a reminder, the tool training will be 2/26/10 from 12:30 to 2:30 PM at Metropolitan Family Services: 10537 Roberts Road, Palos Hills, IL. The Outcome and Evaluation Tool and the relevant attachments are due 3/15/10 by 5:00 PM to the Alliance office via address: [nofa@suburbancook.org](mailto:nofa@suburbancook.org) .

The committee's next meeting will be Monday, March 22, 2010 at 9:30 AM at the Alliance offices in Westchester.

**Chronic Homeless Committee**

**2/2/10**

John Fallon and I were the only 2 people at the meeting (seeing as i sent the wrong code number tho i had given the correct number verbally at the Board meeting).

We reviewed last years RENEWAL Projects instrument. John believes an effort to add ex-offenders to the 'pointed population' of Q1B 'Primary Sub-Populations Served should be made. Ex-offenders is a large sub-population. He suggested a project that serves 25% ex-offenders get 4 points as a way of incenting providers to better serve this population. Ex-Offenders would thus be scored as equal to persons with a mental illness. He also thinks that the Outcome Evaluation Tool Question 2: Intake Criteria should be utilized to award an extra point to providers that state they accept persons with a criminal background as well as pointing agencies that accept other more difficult populations such as substance users or persons with mental illness or employment status.

He suggested that this same pointing modification be done for the NEW project score sheet plus a) eliminate any category other than Permanent Housing for Question 1C Housing Option Provided and B) Change the NEW Projects Ranking Form so that SAFE HAVEN is separated from regular PSH and that it (Safe Haven) receive more points than other Permanent Supportive Housing.

As for future directions of the Committee John felt we could sponsor additional training on issues as 'harm reduction' and 'housing first' but also hold a 90 minute session after the regular Board Meeting to get feedback from Council Members as to what populations ought be focused on/incented in the future.

Khen Nickele

**Discharge Planning Committee**  
**February 5, 2010**  
**Minutes**

**Present:**

- |  |   |
|--|---|
| 1. Adumila Chism, Veterans Administration    | 13. Sue Calder, Evanston Alliance         |
| 2. Erin Ryan, Lincoln Park Comm. Shelter     | 14. Susan Doig, Trilogy,                  |
| 3. Jennifer Hill, Suburban Cook Alliance     | 15. Katherine Quinn, AIDS Foundation      |
| 4. Jennifer Wood, YMCA Network               | 16. Lonnie Fulton, Consumers Commission   |
| 5. John Fallon, Corp. for Supportive Housing | 17. Randall Doubet King, Chicago Alliance |
| 6. Joseph Bazil, Veterans Administration     | 18. Robert Ivory, Volunteers of America   |
| 7. Kathleen Molnar, Emergency Fund           | 19. Amy Tarr, Trilogy                     |
| 8. Katy Kelleghan, Heartland Health Outreach | 20. Jill Valbuena, Thresholds             |
| 9. Lawrence Keillor, Social Security Admin.  | 21. John Cheney Egan, DCFS                |
| 10. Nicole Amling, Chicago Alliance          | 22. Jenny Weiser, HHS                     |
| 11. Pamela Ward, IL Dept. of Corrections     | 23. Jennifer Novak Chan, IHDA             |
| 12. Pola Jaramillo, Association House        | 24. Eileen Higgins, Catholic Charities    |

**1. Welcome and Introductions**

- We had a remarkable turn-out: **24 people** committed to improving discharge planning practices and preventing homelessness. Thank you for all the energy and attendance!

**2. 2009 Discharge Planning Re-cap**

- Erin Ryan explained the committee will no longer meet by institution sub-group but rather will meet as a whole group to tackle 2 – 3 strategic goals that impact discharge planning practices across institutions.

**3. Review 2010 Issues**

- Ensuring quality data / accurate count on the number of individuals experiencing homelessness or at risk of homelessness within institutions.
- Providing opportunities for “inreach” into institutions to connect individuals experiencing homelessness with community resources.
- Ensuring institutions retain identification cards for individuals to sue upon release.
- Improving access to entitlements (including Medicaid, SSI, and VA benefits) for individuals residing in institutions.
- Revising the timing of discharge to prevent homelessness.

**4. Possible Action Items for the Committee to Pursue to be Successful on our 2010 Issues**

- *Lawrence Keillor, SSA:* Penal institutions receive a fee for informing the Social Security Administration when benefits need to be suspended because someone has entered the system. However, there is no incentive for the jail/prison to tell SSA when the prisoner is released and the benefit should be re-instated. For example, Cook County Jail collected \$48,000 in November. We should explore whether this policy can be updated.

- *Adumila Chism, VA*: The Veteran's Administration has started a national call center to help veterans experiencing homelessness connect to the benefits they are entitled to. We should help advertise this service.
- *Tom Grippando, Cook County Public Defender (by e-mail)*: Concerned that 35% of those sent to an IDOC prison serve less than six months there. Suggested that IDOC do a cost analysis study to see how much the state would save if the short-termers were permitted to finish their sentence at the local jail. Staying in the local community would also help their re-entry.
- *John Cheney Egan, DCFS*: DCFS helps their clients apply for TANF benefits 90 days before leaving the system so their benefit check is ready when they are released. We should encourage jails and prisons to do the same thing.
- *Nicole Amling, Chicago Alliance*: Cook County Jail offered to host a meeting of the Discharge Planning Committee where providers and committee members could meet re-entry jail staff and work on coordinating resources.
- *Nicole Amling, Chicago Alliance*: Since there will soon be new leadership in Cook County government, should our committee meet with Toni Preckwinkle and the Republican candidate for Cook Co. President to share our concerns about Cook County Jail and Cook County Hospital?
- *Pam Ward, IDOC*: IDOC is working on a project to identify people who are homeless or at risk of homelessness. They are also working on a Housing Plan for the new fiscal year. They may need help identifying the right questions and accessing services.

## 5. Prioritize Issues

- Based on the discussion of possible action steps and where the committee's energy and expertise lies, the committee voted to prioritize the following two issue areas for 2010:
  - a) Ensuring quality data and accurate counts
  - b) Identification and access to entitlements
- The committee then divided into two groups to start charting next steps for the two issues.

## 6. Ensuring Quality Data

- Work with the former members of the Health Care Sub-Committee to continue their work on a legislative initiative to require hospitals to ask questions about housing status at the point of intake.
- Work with IDOC on their pilot project .
- Try to get IDOC to undertake the cost analysis project.

## 7. Identification and Access to Entitlements

- Coordinate two SOAR trainings in Cook County. Work with Kathleen Molnar and other SOAR trainees.
- Work with SSA to see if the jail/prison policy can be changed.

8. **Next Meeting:** Friday, March 5, 2:00 – 4:00 pm at Thresholds, 4101 N. Ravenswood, 3<sup>rd</sup> Floor Conference Room