



Friday, January 27, 2011
10:00 AM-12:00 PM
United Way Metropolitan Chicago
560 W Lake Street, Chicago

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> | 10:10-10:25 |
| A. Finance Committee Update | |
| B. December 2011 Financials | |
| IV. Director's Report – <i>Jennifer Hill</i> | 10:25-10:35 |
| A. CoC Check-Up | |
| B. Hiring Status | |
| V. Committee Reports | |
| A. Executive Committee – <i>Paul Selden</i> | 10:35-10:45 |
| B. Resource Development Committee – <i>Paul Selden</i> | <i>No Report</i> |
| C. Homelessness Prevention – <i>Dennis Condon</i> | 10:45-11:00 |
| D. HMIS Committee – <i>Peggy Troyer</i> | 11:00-11:05 |
| E. Plan Committee – <i>Sue Shimon</i> | 11:05-11:15 |
| F. Project Review and Prioritization – <i>Khen Nickele</i> | <i>No Report</i> |
| G. Governance/Nominating Committee – <i>José Alvarez</i> | <i>No Report</i> |
| H. Rapid Re-Housing – <i>Mike/Paul/Lynda</i> | 11:15-11:20 |
| VI. Other Reports | |
| A. Regional Roundtable – <i>Jennifer Hill</i> | 11:20-11:25 |
| B. Discharge Planning – <i>Jennifer Hill</i> | <i>No Report</i> |
| C. Cook County – <i>Ericka Robinson/Laura Carroll</i> | 11:25-11:30 |
| VII. Local Council Reports | 11:30-12:00 |
| A. South – <i>Robert Moore</i> | |
| B. West – <i>Lynda Schueler/Brian McManaman</i> | |
| C. North – <i>Sonia Ivanov</i> | |
| VIII. Old Business | |
| IX. New Business | |
| X. Adjournment | |

The next Board of Directors meeting is scheduled for Friday, February 24, 2012, location TBD in the North.

Alliance to End Homelessness in Suburban Cook County
Board Meeting Minutes
12-16-11

- I. Welcome and Introductions
- II. Minutes: The minutes were revised to reflect that Khen Nicole was in attendance, a typo was correct (Treasurer versus Treasure), Lynda Schuler's name was corrected from a misspelling of Linda, and Gianna's name was also corrected in the same section. Under New Business there was an incomplete section where there should have been an update on the consolidation of the Emergency Fund and the Chicago Alliance to End Homelessness. Kathleen will add this to the minutes.
- III. Treasurer's Report
 - A. Finance Committee Update: Mike Wasserberg discussed the large negative figures on the state of financial position due to HPRP. Advance requests have been submitted and are still pending. There was a question about how long we can manage without the money being sent by the County. Per Mike we can manage through December but will have to consider using a line of credit in January if we are not paid by then. There was a question about how the fundraising campaign is going. Per Jennifer we have received \$4,115 in donations since the flip book has been mailed out. Board donations are at \$1,785. Member contributions are just under \$7,000. Reminders have been sent out to member agencies and Board members who have not yet contributed. Despite the issues with HPRP funds we will end the year in the black.
 - B. 2012 Budget: We discussed the budget for 2012 which assumes a modest 2% increase. HPRP will end mid-2012. The report and budget were accepted.
- IV. Executive Director's Report
 - A. Hiring Update: Jennifer thanked the Board members who have helped her review resumes. She's aiming for a 2/1/11 start date for the new Program Coordinator.
 - B. Strategic Plan: Earlier this week a draft was sent out to everyone to review. Last week a group met to start the discussion about the desired mix of housing and services (goal 1 of the plan) and they will meet again in February.
 - C. CoC check-up: About 20 people have been asked to complete parts of a survey that looks at the work of the continuum. It's due by 1/13/12 so please be sure to complete it soon if you're one of the participants.
- V. Committee Reports
 - A. Executive Committee: Per Paul there's now an interim rule on ESG and the comment period runs until 2/3/12. HMIS regulations were issued last week and should be reviewed. Some HEARTH regulations have been released and there's also room for comment.
 - B. Resource Development Committee: Nothing new to report other than what has come in (see III A) and the already noted \$20,000 gap in foundation funding. We are still waiting to receive contributions from 9 agencies.
 - C. Homelessness Prevention: At the 11/11 meeting the HPCC was asked to bring some ideas to the 1/12 meeting about what to do when the funding for it is gone.
 - D. HMIS Committee: There's no requirement for IDHS prevention funded services to be entered into HMIS so this was discussed. They're planning to talk to the Prevention group about how to address this. Lynda brought up a concern that the IDHS prevention report isn't working correctly. Peggy said that she needs people to collect and enter the data so she can figure out what isn't working properly. She will be working on the report this afternoon. The current policy is up for review and will potentially be presented for approval at the 1/12 Board meeting.
 - E. Plan Committee: Sue thanked everyone for their participation in developing the Strategic Plan. Lynda asked everyone to recognize the huge amount of work that Sue

has done to guide this lengthy process. Sue reviewed the plan's guiding principles and the 14 goals. Mike asked who is charged with keeping track of the dashboard (see goal 5). Paul asked about what kind of thought has been given to the goal (#13) of having a "diverse board". Per Sue the plan is to look at how to diversify the board in a way that helps us meet our other goals. Hugh asked about some of the specific objectives of goal #8-mainly engaging a marketing consultant via Taproot Foundation. He also asked about how to report on legislative visits and contacts. Once a new Program Coordinator is hired he/she will be the contact for such things. The Strategic Plan was adopted via a voice vote. There was a question about the next plan-will we use a consultant again? Jennifer said that this plan commits us to spending the year working on some meaty issues like unit productions goals and how to approach centralized intake. The outside expertise we need is not a facilitator (though someone who can lead the conversation so we can all participate would be good) but knowledgeable people to talk about the issues.

- F. Project Review and Prioritization: Khen reported that about 14 people came to a meeting at the Cicero Town Hall to begin the conversation on the desired mix of housing and services. The group spent 2 hours looking at information but didn't get to the real discussion. The next part of the discussion will take place on 2/15/12 at 2pm (location TBD but it will most likely be the Cicero Town Hall). Peggy is working on putting some data together to guide the next discussion.
- G. Governance: No report.
- H. Rapid Re-Housing: No report other than what was already mentioned in the budget discussion about outstanding funds.

VI. Other Reports

- A. Regional Roundtable: They met on 12/9 and will meet again in January. They talked about the CoC check-up tool and the variety of regulations that soon require a response. They also talked about the different databases that are out there (including IDCFS that Northwestern administers and the new Framework database from the State of Illinois). They discussed the HUD required count this January-it's only for sheltered people and it will be HMIS guided.
- B. Discharge Planning: There was a conference call earlier this week to discuss next steps for the group. There is a new chair: Pat Szymanski-Lamas. The group will meet in February or March once Chicago has wrapped up the meetings on developing Plan 2.0.
- C. Cook County: There are no updates on HPRP. ESG grants have been paid out for 2010. 2011 'notices to proceed' are in process. They are expecting to get a second allotment of ESG funding (50% more than the initial amount they received) but are not sure when they will receive it. There are new categories for funding (including HMIS, prevention and rapid re-housing). There will no longer be a cap on prevention. They have to revise the spending plan and get that approved before funds can be released. Mike raised the concern that the changes to ESG are supposed to bring the funding in closer coordination with HUD funds and the conversations aren't yet taking place. Jennifer used the example of coordinating between Evanston and Oak Park and the remainder of suburban Cook County on a coordinated approach to intake. The Prevention Committee will talk about this at their next meeting in January-they'll try to invite Oak Park and Evanston ESG representatives to that meeting.

VII. Local Council Reports

- A. South: Didn't meet this month.
- B. West: They talked about advocacy and their role in advocating in the state budget-especially around increasing prevention funds. They talked about prevention and what happens when people call the HPCC and are told there are no funds but funds are available. Per Jennifer funds are only available in the West-not in other areas. Lynda

said that they're talking with the HPCC about how to address this so the message they give out is clear and correct.

- C. North: They had about 30 people in attendance at their training on supported employment.

VIII. Old Business

IX. New Business

- A. The VA is releasing another SSVF grant. If you're interested please give your contact information to Tracy Banks and she will send it to you.
- B. When the additional funds for the supplemental appropriation were approved only a handful of Cook County legislators voted against it. Hugh suggested we thank our elected officials who did vote for it.

X. Adjournment

Minutes respectfully submitted by Kathleen Molnar, Acting Secretary

December 16 Board Members Present:

Hugh	Brady	NAMI Barrington Area
Dennis	Condon	Community Representative
Sol	Flores	La Casa Norte
Tom	Galassini	United Way of Metro Chicago
Marvin	Gorss	West Suburban Landlords Assoc.
Sonia	Ivanov CBSA Co-Chair AHAND	CEDA NW
Scott	Jensen	Community Representative
Kimberly	Lutz	WINGS
Brian	McManaman	Community Representative
Kathleen	Molnar Acting Secretary	Emergency Fund
Khen	Nickele	IDHS-DMH
Eric	Rubenstein	Single Room Housing Assistance Corp.
Cynthia	Schilsky	Community Representative
Lynda	Schueler CBSA Co-Chair WSCH	West Suburban PADS
Paul	Selden Chair	Connections for the Homeless
Sue	Shimon	New Foundation Center, Inc.
Angelia	Smith	Ford Heights Community Services Org.
Armando	Smith	Vital Bridges
Courtney	Suchor Vice Chair	Sanctuary/SS Family Shelter
Pamela	Ward	IL Dept of Corrections
Charles	Warner	Faith Community Homes
Mike	Wasserberg Treasurer	South Suburban PADS

Board Members Absent:

Jose	Alvarez Past Chair	Town of Cicero
Bill	Baxter	Hines V A Hospital
Theresa	Curran CBSA Co-Chair WSCH	Pillars
Eileen	Higgins	Catholic Charities
Deborah	Howard-Frye	Thresholds
Ron	Jordan	CEDA Northwest
Terry	McCullough	Thornton Township
Bobby	Moore	Salvation Army
Richard	Nichols Jr	Community Representative
Jeffrey	Rabin	Jeffrey A Rabin & Assoc
Patrick	Rodgers CBSA Co-Chair SSCH	Social Security Administration
Steve	Skilbeck	So Suburban Council on Homelessness
LaTonya	Walker	WINGS
Sue	Wiemer	HACC

All Others Present:

Tracy	Banks	Hines VA Hospital
Laura	Carroll	Cook County DP Development
Pat	Ciszewski	BEDS PLUS CARE Inc.
Gerry	DuPaty	Housing Authority of Cook County
Ken	Keibler	Catholic Charities
Annika	Pangan	Pillars
William	Scott	LePenseur Youth & Family Svcs
Jennifer	Wood	YMCA Network
Jeremy	Heyboer	Alliance to End Homelessness
Jennifer	Hill	Alliance to End Homelessness
Sharon	King	Alliance to End Homelessness
Peggy	Troyer	Alliance to End Homelessness

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Position
As of December 31, 2011

	<u>Dec 31, 11</u>	<u>Dec 31, 10</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Checking at Harris N. A.			
Unrestricted	51,938.76	34,080.54	17,858.22
Total Checking at Harris N. A.	<u>51,938.76</u>	<u>34,080.54</u>	<u>17,858.22</u>
PayPal	863.41	1,726.75	-863.34
Total Checking/Savings	<u>52,802.17</u>	<u>35,807.29</u>	<u>16,994.88</u>
Accounts Receivable			
1100 - Accounts Receivable	377,480.29	179,614.21	197,866.08
Total Accounts Receivable	<u>377,480.29</u>	<u>179,614.21</u>	<u>197,866.08</u>
Other Current Assets			
1400 - Prepaid Expenses	2,041.53	1,992.30	49.23
1440 - Security Deposit	872.29	872.29	0.00
1499 - Undeposited Funds	20,654.44	0.00	20,654.44
Total Other Current Assets	<u>23,568.26</u>	<u>2,864.59</u>	<u>20,703.67</u>
Total Current Assets	453,850.72	218,286.09	235,564.63
Fixed Assets			
1500 - Property and Equipment	29,746.85	29,746.85	0.00
1900 - Accum. Depreciation - Prop&Eq	-25,002.76	-19,882.17	-5,120.59
Total Fixed Assets	<u>4,744.09</u>	<u>9,864.68</u>	<u>-5,120.59</u>
TOTAL ASSETS	<u><u>458,594.81</u></u>	<u><u>228,150.77</u></u>	<u><u>230,444.04</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 - Accounts Payable	274,887.21	101,994.88	172,892.33
Total Accounts Payable	<u>274,887.21</u>	<u>101,994.88</u>	<u>172,892.33</u>
Credit Cards			
2020 - CitiBank	0.00	449.17	-449.17
Total Credit Cards	<u>0.00</u>	<u>449.17</u>	<u>-449.17</u>
Other Current Liabilities			
2010 - Line of Credit	42,000.00	0.00	42,000.00

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Position
As of December 31, 2011

	<u>Dec 31, 11</u>	<u>Dec 31, 10</u>	<u>\$ Change</u>
2300 - Payroll Liabilities			
Total 2300 - Payroll Liabilities	<u>-54.04</u>	<u>5,493.92</u>	<u>-5,547.96</u>
Total Other Current Liabilities	<u>41,945.96</u>	<u>5,493.92</u>	<u>36,452.04</u>
Total Current Liabilities	<u>316,833.17</u>	<u>107,937.97</u>	<u>208,895.20</u>
Total Liabilities	316,833.17	107,937.97	208,895.20
Equity			
3300 - Unrestricted Net Asset	120,212.80	109,467.28	10,745.52
Net Income	<u>21,548.84</u>	<u>10,745.52</u>	<u>10,803.32</u>
Total Equity	<u>141,761.64</u>	<u>120,212.80</u>	<u>21,548.84</u>
TOTAL LIABILITIES & EQUITY	<u><u>458,594.81</u></u>	<u><u>228,150.77</u></u>	<u><u>230,444.04</u></u>

Alliance to End Homelessness in Suburban Cook County Profit & Loss Budget vs. Actual January through December 2011

	<u>Jan - Dec 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
4010 - Grant Income			
4010-1 - CDBG 10-051	80,000.00	80,000.00	0.00
4010-20 - HPRP - Berwyn	22,381.80	21,712.24	669.56
4010-22 - HPRP - Oak Park	3,192.26	0.00	3,192.26
4010-23 - HPRP Cook Cty 09-01	836,824.51	734,539.76	102,284.75
4010-58 - SHP 2011 Admin	2,525.61	2,526.00	-0.39
4010-59 - SHP 2011 Alliance	70,157.39	70,091.00	66.39
4010-60 - SHP 2012 Admin	6,136.00	4,529.30	1,606.70
4010-61 - SHP 2012 Alliance	94,676.00	120,349.31	-25,673.31
Total 4010 - Grant Income	<u>1,115,893.57</u>	<u>1,033,747.61</u>	<u>82,145.96</u>
4011 - Donation Income			
4011-1 - Individual Giving	6,350.00	7,510.00	-1,160.00
4011-14 - Foundation & Corporate Giving			
4011-15 - Corporate Giving	0.00	1,000.00	-1,000.00
4011-16 - Foundations			
4011-17 - Chicago Community Trust	75,000.00	75,000.00	0.00
4011-19 - Chicago Area CFC	330.86	330.86	0.00
4011-16 - Foundations - Other	750.00	8,500.00	-7,750.00
Total 4011-16 - Foundations	<u>76,080.86</u>	<u>83,830.86</u>	<u>-7,750.00</u>
Total 4011-14 - Foundation & Corporate Giving	76,080.86	84,830.86	-8,750.00
4011-2 - Board Gifts	4,375.00	3,285.00	1,090.00
Total 4011 - Donation Income	<u>86,805.86</u>	<u>95,625.86</u>	<u>-8,820.00</u>
4015 - Member Contributions			
4015-1 - AHAND	1,500.00	0.00	1,500.00
4015 - Member Contributions - Other	8,450.00	10,000.00	-1,550.00
Total 4015 - Member Contributions	<u>9,950.00</u>	<u>10,000.00</u>	<u>-50.00</u>
4100 - Interest Income	0.89	1.00	-0.11
4300 - Other Income			
4300-3 - Misc Food Donation	207.50	20.00	187.50
4300 - Other Income - Other	69.69	5.00	64.69
Total 4300 - Other Income	<u>277.19</u>	<u>25.00</u>	<u>252.19</u>
Total Income	<u>1,212,927.51</u>	<u>1,139,399.47</u>	<u>73,528.04</u>
Gross Profit	1,212,927.51	1,139,399.47	73,528.04

Alliance to End Homelessness in Suburban Cook County Profit & Loss Budget vs. Actual January through December 2011

	<u>Jan - Dec 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Expense			
6001 - Payroll Expenses			
6000 - Wages Expense	240,774.03	251,239.74	-10,465.71
6025 - Flex Spending ER Contributed	18,687.28	19,501.67	-814.39
6050 - Employee Benefit Programs Exp	6,905.49	10,590.18	-3,684.69
6100 - Payroll Tax Expense	20,221.50	20,811.81	-590.31
6001 - Payroll Expenses - Other	240.62	220.00	20.62
Total 6001 - Payroll Expenses	286,828.92	302,363.40	-15,534.48
6080 - HMIS Vendor Fees	48,305.41	56,946.66	-8,641.25
6090 - Consulting & 3rd Party Fees			
6091 - Organizational Dev Consulting	3,000.00	6,000.00	-3,000.00
6090 - Consulting & 3rd Party Fees - Other	4,500.00	10,500.00	-6,000.00
Total 6090 - Consulting & 3rd Party Fees	7,500.00	16,500.00	-9,000.00
6301 - Space Costs			
6300 - Rent or Lease Expense	9,846.24	9,846.24	0.00
6400 - Utilities Expense	10,419.44	10,137.44	282.00
6550 - Other Office Expense	53.50	153.50	-100.00
Total 6301 - Space Costs	20,319.18	20,137.18	182.00
6411 - Operations			
6410 - Printing Expense	4,352.56	3,371.52	981.04
6420 - Travel & Conference Expense			
6420-1 - Travel Expense	6,723.22	7,500.00	-776.78
6420-2 - Conference Expense	8,978.01	7,900.00	1,078.01
Total 6420 - Travel & Conference Expense	15,701.23	15,400.00	301.23
6430 - Postage & Delivery	1,540.41	1,507.27	33.14
6450 - Office Supplies Expense	7,092.30	6,308.97	783.33
Total 6411 - Operations	28,686.50	26,587.76	2,098.74
6460 - Interest Expense	635.65	430.00	205.65
6500 - Equipment or Furniture	1,470.10	4,895.09	-3,424.99
6640 - HPRP Grant Distribution			
6640-1 - Connections for the Homeless	451,643.87	365,672.10	85,971.77
6640-2 - Journeys from PADS to HOPE	4,820.68	4,238.10	582.58
6640-4 - South Suburban PADS	326,080.32	321,640.08	4,440.24
Total 6640 - HPRP Grant Distribution	782,544.87	691,550.28	90,994.59
6680 - Accounting	5,780.00	7,500.00	-1,720.00

Alliance to End Homelessness in Suburban Cook County
Profit & Loss Budget vs. Actual
January through December 2011

	<u>Jan - Dec 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>
6850 - Service Charge Expense	575.68	108.37	467.31
6950 - Insurance Expense	3,611.77	3,655.30	-43.53
7050 - Depreciation Expense	5,120.59	6,000.00	-879.41
Total Expense	<u>1,191,378.67</u>	<u>1,136,674.04</u>	<u>54,704.63</u>
Net Income	<u><u>21,548.84</u></u>	<u><u>2,725.43</u></u>	<u><u>18,823.41</u></u>

HOMELESS PREVENTION COMM.

JANUARY 18, 2012

Present: Kathie Poindexter, Eileen Higgins, Mike Wasserberg, Maria Barsellotti, Sandi Murray, Millicent Ntiamoah, Tes Keffle, Carl Wolf, Laura Carroll, Kathleen Molinar, Janis Akerstrom, Ericka Robinson, Grace Murillo, Pam Reed, Mary Ellen Poole, Barbara Hyshaw, Connie Fabbrini, Dennis Condon, Jennifer Hill, Peggy Troyer, Jeremy Heyboer, and Sharon King.

Janis and Jennifer began a discussion that will have to go on for the next few months about how to configure the new ESG regs into the operations of our CoC. One item of special concern is having some form of centralized client access. Examples could include regional housing resource centers, a helpline or call center, common intake forms and shared written intake criteria, and/or a computer-based client needs assessment.

There was a very long discussion of the Call Center. It is estimated that the funds available for the suburban Call Center will be expended by mid to late Feb. The Call Center, as we know it, will end at that time. Sandi provided some options for maintaining a skeletal form of call center, none of which would involve live operators at Catholic Charities. Each CBSA is to discuss and vote, at its next meeting, on which form it thinks best to continue after Feb. Catholic Charities will fund that option until June in order for the Alliance to secure more permanent funding. If that permanent funding is not secured by June, then Catholic Charities will discontinue its "seed money". Each of the options involves provider agencies sharing the load of calls and inquiries.

Each agency present indicated whether they have prevention funds available and how much. It would seem that, with only a couple of minor exceptions, all funds have been spent or have already been committed. The future looks bleak and the thought of having to have a semi-permanent message on any form of call center that "there is no funding available" might be a real possibility.

There was an ongoing discussion on the use of Community Point, HMIS and Virtual Hubs as means to help alleviate the effects of the loss of the call center. Mike reported that the Virtual Hubs are working on a website, findhelpsouthcook.org.

The HMIS Committee recommended to the Prevention Committee that all prevention programs (including state-funded and private) start using HMIS directly and that one point person per region be charged with looking up the client in HMIS before they're assisted in order to avoid double-dipping. Portal agencies would do the data entry; the banker would mark them as funded. The committee asked each region to discuss and accept this.

HMIS Committee Meeting Minutes

January 4, 2012

Meeting via Webinar

Participants: Jeremy Heyboer, Peggy Troyer, Annika Pangan, Jennifer Wood, Mallorie Flores, Sherri Hackett, Pam Reed, Gloria Wright, Pat Ciszewski

1. Minutes from October and November meetings approved
2. Continued discussion of how to better use HMIS for IDHS prevention eligibility determination and ESG prevention
 - Representatives from committee will attend January 18 prevention meeting and make the following recommendation:
All agencies receiving state prevention money enter data into HMIS as soon as possible and a strategy should be developed to prevent double-dipping.
3. Policy Review
 - The committee began discussion of both Suburban Cook and Evanston policy; A few differences in policies need to be figured out and more editing needs to occur so the updated policy will not be presented this month to the Alliance Board; will be presented at February Alliance Board meeting for a vote.
 - Evanston grant for HMIS still separate from Alliance to End Homelessness grant; has to be merged.
4. New Proposed HMIS rule
 - The committee began reviewing and discussing this; general consensus is that HUD is too overreaching in certain areas like security; the committee plans on further reviewing and coming up with a comment to submit at February meeting.

Next Meeting:

February 1, 2012

Via webinar

Members
Alliance to End Homelessness in Suburban Cook County
HMIS Committee

January 16, 2012

Dear Committee Members,

Please accept this letter as my resignation as the chairperson of the HMIS committee. I am pursuing a new job opportunity, and unfortunately will not be able to serve on the community any longer. I have great respect for the work this committee does, and the work of the Alliance to End Homelessness in Suburban Cook County.

For the past four years, I have participated in different ways with the Alliance to End Homelessness in Suburban Cook County and have always been impressed with the commitment and dedication from the staff and members to work together to prevent and end homelessness. This work remains very close to my heart and I will continue to support the Alliance and the greater cause of ending homelessness.

I would like to thank you all for your support and cooperation during my period as chairperson of the HMIS committee. I know that you will continue to do great work in the future.

Respectfully submitted,

Jennifer Wood