



Friday, June 25, 2010
10:00 AM-12:00 PM
United Way Metro Chicago
560 W Lake Street, Chicago 60661

AGENDA

- | | |
|--|--------------------|
| I. Welcome & Introductions | 10:00-10:05 |
| II. Approval of Meeting Minutes | 10:05-10:10 |
| III. Treasurer's Report – Tom Galassini | 10:10-10:20 |
| A. Finance Cmte. Update | |
| B. May 2010 Financials | |
| IV. Director's Report – Jennifer Hill | 10:20-10:40 |
| A. New Project Review (Bonus/Reallocation) | |
| B. Hiring and Fundraising Status | |
| V. Committee Reports | |
| A. Executive Committee – Dennis Condon | 10:40-10:50 |
| B. Resource Development Committee – Paul Selden | 10:50-10:55 |
| C. Homelessness Prevention – Mary Schurder/Dennis Condon | 10:55-11:00 |
| D. HMIS Committee – Ken Schmitt | <i>No report</i> |
| E. Continuum of Care Development – Sue Shimon | 11:00-11:05 |
| F. Project Review and Prioritization – B. McManaman/K. Nickele | <i>No report</i> |
| G. Outcome Evaluation – Magalie Oscar/Courtney Suchor | <i>No report</i> |
| H. Governance – Sue Shimon | <i>No report</i> |
| I. Nominating/Elections – Sue Shimon | 11:05-11:25 |
| J. Chronic Homelessness – Khen Nickele | 11:25-11:30 |
| VI. Other Reports | |
| A. Regional Roundtable – Jennifer Hill | <i>No report</i> |
| B. Discharge Planning – John Fallon | 11:30-11:35 |
| VII. Local Council Reports | 11:35-11:50 |
| A. South – Courtney Suchor/Carl Wolf | |
| B. West – Teri Curran/Lynda Schueler | |
| C. North – Millicent Ntiamoah/Todd Stull | |
| VIII. Old Business | 11:50-12:00 |
| A. Tabled: New Project Review if 2009 not announced | |
| IX. New Business | |
| X. Adjournment | |

The next meeting of the Board of Directors is scheduled for **Friday, July 23, 2010**.
United Way Metro Chicago, 560 W Lake Street, Chicago 60661

Alliance to End Homelessness in Suburban Cook County
Meeting of the Board of Directors
April 23, 2010

The meeting was called to order at 10 AM.

Hugh Brady moved to accept the February minutes. This was seconded and approved unanimously.

Finance Report

Tom Galassini reported on the agency finances. Cash flow continues to be strong. Expenses are in line. A question was asked about the high receivables. Tom reported that the agency is waiting on CDBG and HPRP.

A question was asked about why payroll expense was below budget. Tom explained that the budget anticipated hiring a program coordinator in January, and that did not happen. Hence there were fewer payroll expenses than anticipated.

Tom also reported on the audit: field work went quickly; there were no findings or adjustments. The opinion was unqualified. All in all, this was an excellent audit.

Mike asked about the additional \$1000 budgeted for completing the A133 portion of the audit when in fact this year we did not need to do an A133. Jennifer said that she would check with the auditors.

Marvin wanted to know why fundraising expenses seemed so high when we had only netted \$20,000. Jennifer said that the Community Trust funding should be included in the total private revenue raised, and with that counted, the expenses are not high.

Mike moved to accept the audit. This was seconded and approved unanimously.

Directors Report

In her Director's Report, Jennifer said that she would be uploading the HUD renewal grant inventory to ESNAPS in June and expected the NOFA to be released in July.

There was a general discussion of the changing definition of homelessness under the Hearth Act. The new definition includes families with children, or unaccompanied youth, who are couch surfing and have not had a lease in 3 months and have barriers to self-sufficiency.

Eileen asked if the draft rule redefined "chronic homelessness." Jennifer indicated that the legislation indicates that families will be included in this definition, but the draft rule does not address this issue.

Jennifer indicated that if the merger with the Evanston Alliance was going to take place in time for this year's NOFA, it would have to be completed by the end of May, and so this will not happen. She reported that there were several letters of intent submitted for new projects this year.

Executive Committee: No Report

Resource Development:

Paul reported that Daria Zvetina completed the McCormick proposal, but canceled her contract with the Alliance in order to take a full-time job. Jennifer reported that she was in the process of looking at other candidates to finish out the development work.

Prevention:

Jennifer reported that we are having trouble spending re-housing funds—and that there is a need to ramp up to spending \$130k to \$180k per quarter in order to meet HUD's benchmarks.

Lynda noted that some of the problem was the difficulty of finding qualified candidates for the money who were likely to be able to take over their expenses in 6 months.

Ken suggested that the Prevention Committee meet and provide recommendations about how to spend the dollars. The next prevention meeting is 5/19/2010.

HMIS

Peggy reported that Call Point has been initiated. Agencies that want to use it should contact her.

A question was raised why the paper reports do not agree with the HMIS. Peggy indicated that the HMIS only pulls from what is put in. If the data is incomplete, or incorrectly entered, it will not agree with hand tallies. Typical problems she is seeing include: not all family members are entered; there is confusion about when an HPRP client officially becomes an HPRP client. She reported that the next quarterly report needs to match what is taken from the HMIS.

Governance

Sue proposed that rather than continuing the current system of co-chairs, she proposed we revert to a system of chair, vice chair, and past chair. There was considerable discussion and then a vote was taken to repeal the current system. 19 Y, 2 N, 1 A. The motion carried.

Continuum of Care

No report. Next month the committee will present an update on strategic plan.

Project Review: No report.

Outcomes: No report.

Chronic Homelessness: No report.

South CBSA

Courtney reported that the Responsible Budget Coalition presented at their last meeting, as well as Sandi Murray from the Homelessness Prevention Call Center.

West CBSA

Linda reported that Housing Action Illinois presented at their last meeting.

North AHAND:

Todd reported that Housing Action Illinois also presented.

Other Business:

Sue reported that a Nominating Committee had been formed and will meet at 3:00 on May 5th to discuss nominations for Secretary, Vice Chair and Treasurer.

Respectfully submitted,

Paul Selden

April 23, 2010 Board Meeting

Voting Members Present:

| | | |
|-----------|-------------------------------|----------------------------------|
| Jose | Alvarez Vice Chair | Town of Cicero |
| Bill | Baxter | Hines V A Hospital |
| Hugh | Brady | NAMI Barrington Area |
| Beverly | Christmon | Community Representative |
| Dennis | Condon Board Chair | Community Representative |
| Marvin | Gorss | West Suburban Landlords Assoc. |
| Eileen | Higgins | Catholic Charities |
| Scott | Jensen | Community Representative |
| Brian | McManaman | Emergency Fund |
| Khen | Nickele | IDHS-DMH |
| Millicent | Ntiamoah CBSA Co-Chair | Catholic Charities |
| Debbie | Pavick | Thresholds |
| Rev. John | Rice | Bethel Community Facility |
| Cynthia | Schilsky | Community Representative |
| Ken | Schmitt | YMCA Network |
| Lynda | Schueler CBSA Co-Chair | West Suburban PADS |
| Mary | Schurder | Center of Concern, The |
| Paul | Selden | Connections for the Homeless |
| Susan | Shimon Past Chair | New Foundation Center |
| Todd | Stull | Journeys from PADS to HOPE |
| Courtney | Suchor CBSA Co-Chair | Sanctuary/SS Family Shelter |
| Mike | Wasserberg | South Suburban PADS |
| Diane | Wolak-Green | Housing Authority of Cook County |

Voting Members Absent:

| | | |
|---------|--------------------------------|---------------------------------------|
| Theresa | Pillars | Curran Secretary/CBSA Co-Chair |
| Arie | IL Department of Corrections | Davis |
| John | Corp Supp Housing | Fallon |
| Tom | United Way of Metro Chicago | Galassini Treasurer |
| Rick | Community Representative | Nichols |
| Jackee | PLCCA | Pruitt |
| Patrick | Social Security Administration | Rodgers |
| Brenda | Blue Island IDHS Office | Tobuch |

All Others Present:

| | | |
|----------|---------------------------|--------------------------------------|
| Kamar | Beaco | CEDA Bloom-Rich |
| Ken | Keibler | Catholic Charities |
| Terry | McCullough | Thornton Township |
| Sheri | Pantell | CEDA Northwest |
| Eric | Rubenstein | Single Room Housing Assistance Corp. |
| Armando | Smith | Vital Bridges |
| Carl | Wolf CBSA Co-Chair | Respond Now |
| Jennifer | Wood | YMCA Network |
| Gloria | Wright | Catholic Charities |
| Jeremy | Heyboer | Alliance |
| Jennifer | Hill | Alliance |
| Peggy | Troyer | Alliance |

Alliance to End Homelessness in Suburban Cook County
May 28th
10am to 12pm
Cicero Community Center
2250 South 49th Street, Cicero, IL

- I: Welcome & Introductions
- Start at 10:10 by Dennis
- II: Approval of minutes: Moved by Mary, seconded by Hugh; Cynthia requested following clarifications—under Governance report that nomination committee is separate from Governance, that under Chronic Homelessness that the no fee is for the State ID, and that under New Business that the Planning Board is Arlington Heights. All in favor with information as noted.
- III. Financial (Tom):
- 1) Finance Committee Update
 - Tom clarified how budget this year will be met since one position was budgeted as being hired in Jan but has not yet been filled
 - Hugh raised a question – Tom to clarify
 - 2) Audit fees
 - Per the discussion raised in last month's board meeting, Jennifer has clarified with auditors and received a reduction in the fee
- IV. Director's Report (Jennifer)
- Provided an update on hiring status, in process of reviewing resumes and will begin the interviewing in June
- 1) NOFA UPDATE
 - To be released after July 1
 - Alliance has confirmed with HUD all current project budgets
 - Alliance has been entering information into the data exchange system for the sheltered count results from January 2010.
 - Khen brought up the concern about how to proceed if the Alliance does not hear about last year's bonus project prior to the release of this year's grant process – tabled discussion to next month's Board meeting
 - Cynthia brought up the ranking system – discussion that even if not required by HUD, that there are benefits to having a ranking system for the Alliance for various reasons, i.e., determining which projects fall under a set threshold
 - Discussion around a project that never was implemented and HUD funds were recaptured. Teri raised several concerns about the communication around this as it was never brought to the Boards' attention as an issue.
 - Eileen moved that the CBSAs report monthly on project status; Sue seconded – discussion on concerns about utilizing this mechanism for reporting this information versus the information being reported/monitored by the Alliance. Eileen withdrew motion. Courtney moved that projects in development will have to complete a report at the time of the Letter Of Intent/Outcome Evaluation Tool deadline which will include status of implementation process, and that it goes to

the co-chairs of the Project Review and Prioritization committee (motion has several modifications); Sue seconded. Discussion ensued as how this will happen and the format for it occurring – motion passed as all in favor.

V. Committee/Issues:

1. Executive Committee

- Minutes in Board packet
- Cook County has allocated additional funds to the Alliance for the administration of the HPRP funds; discussion to occur with 3 shelter agencies as to how the funds will be allocated

2. Resource Development Committee -Paul

- No report

3. Homelessness Prevention - Dennis

- Please refer to minutes
- Dennis motioned that the restrictions placed on the expenditure of funds by the Rapid Re-Housing agencies be lifted and that clients can access the funds in accordance with HUD funds (go to 18 months of funding versus Alliance current cap of 6 months of funding); Sue seconded. Discussion ensued on the changes to current policy. Ken opposed to lifting the restrictions; all other Board members in favor. Motion passed.
- Dennis reported that not all jurisdictions (Cicero, Oak Park and Berwyn were identified) for Homeless prevention that received funds through HPRP are adhering to the \$3,000/3-month gap set by the Alliance—awaiting a ruling from HUD as to whether all entities in a continuum have to abide by the same rules set by the continuum. Jose requested that minutes of Prevention committee should be clarified to reflect that the Cicero, Oak Park and Berwyn are complying with HUD requirements. [NOTE: Subsequent clarification by HUD helpdesk affirms that Cicero, Oak Park and Berwyn may have their own criteria/caps that do not match the rest of the Continuum.]
- Discussion on how agencies can report on their expenditures on a monthly basis to the Homelessness prevention committee- to be discussed at the committee level.

CALL CENTER presentation:

- 877-4 Cook 15 (426-6515)
- Information on call volume data distributed. Total of 9,360 calls since November 13th 2009 through April 30th 2010.
- Information on call outcomes reported for the time period of January 1 through March 31st 2010; data broken down in several manners.
- Utilizing CallPoint to make automatic referrals – will be checking to make sure that the function is working. Had confirmation from WS PADs that it is working.
- Discussion on why clients are being turned away at the point of call (in regards to whether they have resources to keep housing after receiving funds); referred back to committee for further clarification.

4. HMIS -Ken

- Ken reported that committee meeting will be next month; user group meeting was yesterday

5. Continuum of Care -Sue

- Working on a strategic planning retreat
- 6. Project Review and Prioritization
 - No report
- 7. Outcome Evaluation
 - No report; change in meeting date
- 8. Governance
 - No report
- 9. Nomination
 - Committee has met and will present slate next month
- 10. Chronic Homelessness
 - Met and presented information to CoCD committee in reference to strategic plan
 - Next meeting by telephone conference call

VI. Other Reports

A. Regional Roundtable

- Discussion on Hearth act –the homeless definition draft is out for public comment

B. Discharge Planning

- Refer to minutes
- Introduction of Pamela Ward who is with IDOC; she reported on her role as a housing advocate

VII. Local Council Reports

A. South – Courtney

- Discussed report from the Southtown on township reserves for General Assistance
- Will discuss nominations next month

B. West – Teri

- Will discuss nominations next month
- Met at IDHS and will have a new rep as Zona Smith has retired

C. North - Millicent

- Nominations discussed

VIII. Old Business

- Todd discussed concerns about the shelter agencies having to advance HPRP funds and then await reimbursement from the county – to be discussed at the next Rapid Re-Housing meeting

IX. New Business

- June 8th will be a north human services summit sponsored by United Way and CEDA.
- Hugh reported that a housing proposal was voted down by Arlington Heights; discussed on how to advocate with the city

Adjournment at 12:05pm. Moved by Todd, seconded by Teri. All in favor!

Next Meeting: June 25, 10am-noon, United Way Metro, 560 W Lake Street, Chicago

Respectfully submitted,
Theresa Curran, Secretary

May 28, 2010 Voting Members Present:

| | | |
|-----------|---------------------------------------|--------------------------------|
| Jose | Alvarez Vice Chair | Town of Cicero |
| Bill | Baxter | Hines V A Hospital |
| Hugh | Brady | NAMI Barrington Area |
| Dennis | Condon Board Chair | Community Representative |
| Theresa | Curran Secretary/CBSA Co-Chair | Pillars |
| Tom | Galassini Treasurer | United Way of Metro Chicago |
| Marvin | Gorss | West Suburban Landlords Assoc. |
| Eileen | Higgins | Catholic Charities |
| Brian | McManaman | Emergency Fund |
| Khen | Nickele | IDHS-DMH |
| Millicent | Ntiamoah CBSA Co-Chair | Catholic Charities |
| Debbie | Pavick | Thresholds |
| Cynthia | Schilsky | Community Representative |
| Ken | Schmitt | YMCA Network |
| Lynda | Schueler CBSA Co-Chair | West Suburban PADS |
| Mary | Schurder | Center of Concern, The |
| Paul | Selden | Connections for the Homeless |
| Susan | Shimon Past Chair | New Foundation Center |
| Todd | Stull | Journeys from PADS to HOPE |
| Courtney | Suchor CBSA Co-Chair | Sanctuary/SS Family Shelter |

Voting Members Absent:

| | | |
|-----------|-------------|----------------------------------|
| Beverly | Christmon | Community Representative |
| Arie | Davis | IL Department of Corrections |
| John | Fallon | Corp Supp Housing |
| Scott | Jensen | Community Representative |
| Rick | Nichols | 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 |
| Diane | Wolak-Green | Housing Authority of Cook County |

Other Members Present:

| | | |
|-----------|------------|--|
| Bob | Dwan | City of Berwyn |
| Elisabeth | Houston | Heartland Int'l Healthcare Cntr/Adler School |
| Ron | Jordan | CEDA Northwest |
| Ken | Keibler | Catholic Charities |
| Sandra | Murray | Homelessness Prevention Call Center |
| Eric | Rubenstein | Single Room Housing Assistance Corp. |
| Pamela | Ward | IL Department of Corrections |
| Jeremy | Heyboer | Alliance |
| Jennifer | Hill | Alliance |
| Sharon | King | Alliance |
| Peggy | Troyer | Alliance |

ATEHSCC
Finance Committee Report
June 18, 2010

In attendance:

Tom Galassini, Chair
Cynthia Schilsky
Mike Wasserberg (joined at 4:15)
Jennifer Hill, Executive Director
Sharon King, Office Manager

The meeting began at 3:10 p.m.

The committee discussed the following topics:

1. May 2010 Financial Statements - no flags.
 - a. Variances are HPRP Pass Through to Agencies (not yet occurred) and non-hiring of Program Coordinator position (in process).
 - b. Accounts Receivables consist of SHP for May 2010 and Cook County CDBG and HPRP fund reimbursements. An amended budget will be submitted to Cook County for CDBG because they no longer allow fringe benefits other than payroll taxes to be included in the budget.
 - c. Fundraising needs to pick up in the last half of the year.
2. Call Center Payment - discussed way to minimize paperwork yet still have trail to reimburse Call Center for data collection staff expense.
3. Next month's meeting - ½ year analysis with projections through year end.

The committee adjourned at 4:20 p.m.

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

As of May 31, 2010

| | <u>May 31, 10</u> | <u>May 31, 09</u> | <u>\$ Change</u> |
|--|--------------------------|--------------------------|-------------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| Checking at Harris N. A. | | | |
| Unrestricted | 7,164.54 | 35,567.05 | -28,402.51 |
| Total Checking at Harris N. A. | <u>7,164.54</u> | <u>35,567.05</u> | <u>-28,402.51</u> |
| PayPal | 1,050.09 | 660.36 | 389.73 |
| Total Checking/Savings | <u>8,214.63</u> | <u>36,227.41</u> | <u>-28,012.78</u> |
| Accounts Receivable | | | |
| 1100 - Accounts Receivable | 120,124.84 | 72,768.26 | 47,356.58 |
| Total Accounts Receivable | <u>120,124.84</u> | <u>72,768.26</u> | <u>47,356.58</u> |
| Other Current Assets | | | |
| 1400 - Prepaid Expenses | 120.00 | 2,043.60 | -1,923.60 |
| 1440 - Security Deposit | 872.29 | 872.29 | 0.00 |
| Total Other Current Assets | <u>992.29</u> | <u>2,915.89</u> | <u>-1,923.60</u> |
| Total Current Assets | 129,331.76 | 111,911.56 | 17,420.20 |
| Fixed Assets | | | |
| 1500 - Property and Equipment | 26,718.85 | 23,793.85 | 2,925.00 |
| 1900 - Accum. Depreciation - Prop&Eq | -14,235.60 | -9,184.33 | -5,051.27 |
| Total Fixed Assets | <u>12,483.25</u> | <u>14,609.52</u> | <u>-2,126.27</u> |
| TOTAL ASSETS | <u><u>141,815.01</u></u> | <u><u>126,521.08</u></u> | <u><u>15,293.93</u></u> |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 2000 - Accounts Payable | 3,015.00 | 6,357.00 | -3,342.00 |
| Total Accounts Payable | <u>3,015.00</u> | <u>6,357.00</u> | <u>-3,342.00</u> |
| Credit Cards | | | |
| 2020 - CitiBank | 1,415.50 | 841.98 | 573.52 |
| 2030 - Advanta Bank Corp | 0.00 | 5,916.39 | -5,916.39 |
| Total Credit Cards | <u>1,415.50</u> | <u>6,758.37</u> | <u>-5,342.87</u> |
| Other Current Liabilities | | | |
| Payroll Liabilities | | | |
| Total Payroll Liabilities | <u>4,369.17</u> | <u>4,204.04</u> | <u>165.13</u> |
| Total Other Current Liabilities | <u>4,369.17</u> | <u>4,204.04</u> | <u>165.13</u> |
| Total Current Liabilities | <u>8,799.67</u> | <u>17,319.41</u> | <u>-8,519.74</u> |
| Total Liabilities | 8,799.67 | 17,319.41 | -8,519.74 |

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

| | <u>May 31, 10</u> | <u>May 31, 09</u> | <u>\$ Change</u> |
|---------------------------------------|--------------------------|--------------------------|-------------------------|
| Equity | | | |
| Unrestricted Net Asset | 109,467.28 | 99,860.57 | 9,606.71 |
| Net Income | <u>23,548.06</u> | <u>9,341.10</u> | <u>14,206.96</u> |
| Total Equity | <u>133,015.34</u> | <u>109,201.67</u> | <u>23,813.67</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>141,815.01</u></u> | <u><u>126,521.08</u></u> | <u><u>15,293.93</u></u> |

Alliance to End Homelessness in Suburban Cook County

Profit & Loss Budget vs. Actual

January through May 2010

| | <u>Jan - May 10</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|---------------------|-------------------|-----------------------|--------------------|
| Income | | | | |
| 4010 - Grant Income | | | | |
| CDBG 09-034 | 35,665.93 | 45,833.35 | -10,167.42 | 77.82% |
| HPRP - Oak Park | 8,735.78 | 10,000.00 | -1,264.22 | 87.36% |
| HPRP Cook Cty 09-01 | 20,592.09 | 28,087.20 | -7,495.11 | 73.32% |
| HPRP Pass-through 09-10 | 0.00 | 247,891.10 | -247,891.10 | 0.0% |
| SHP 2010 ADMIN | 3,059.00 | 1,583.33 | 1,475.67 | 193.2% |
| SHP 2010 Alliance | 61,178.00 | 90,386.67 | -29,208.67 | 67.69% |
| Total 4010 - Grant Income | <u>129,230.80</u> | <u>423,781.65</u> | <u>-294,550.85</u> | <u>30.5%</u> |
| 4011 - Donation Income | | | | |
| 401101 - Individual Giving | 446.00 | 1,666.65 | -1,220.65 | 26.76% |
| 401102 - Board Gifts | 0.00 | 1,250.00 | -1,250.00 | 0.0% |
| 401105 - Promotions | 30.00 | 0.00 | 30.00 | 100.0% |
| 401114 - Foundation & Corporate Giving | | | | |
| Chicago Community Trust | 35,000.00 | 35,000.00 | 0.00 | 100.0% |
| Total 401114 - Foundation & Corporate Giving | <u>35,000.00</u> | <u>35,000.00</u> | <u>0.00</u> | <u>100.0%</u> |
| Total 4011 - Donation Income | 35,476.00 | 37,916.65 | -2,440.65 | 93.56% |
| 4015 - Member Contributions | 3,350.00 | 2,937.50 | 412.50 | 114.04% |
| 4100 - Interest Income | 0.29 | 0.00 | 0.29 | 100.0% |
| 4300 - Other Income | | | | |
| 430001 - Java Fund | 8.25 | | | |
| 430003 - Misc Food Donation | 51.00 | | | |
| 4300 - Other Income - Other | 17.20 | 0.00 | 17.20 | 100.0% |
| Total 4300 - Other Income | <u>76.45</u> | <u>0.00</u> | <u>76.45</u> | <u>100.0%</u> |
| Total Income | <u>168,133.54</u> | <u>464,635.80</u> | <u>-296,502.26</u> | <u>36.19%</u> |
| Gross Profit | 168,133.54 | 464,635.80 | -296,502.26 | 36.19% |
| Expense | | | | |
| 6001 - Payroll Expenses | | | | |
| 6000 - Wages Expense | 85,731.33 | 104,797.50 | -19,066.17 | 81.81% |
| 6050 - Employee Benefit Programs Exp | 9,734.58 | 15,719.60 | -5,985.02 | 61.93% |
| 6100 - Payroll Tax Expense | 8,837.09 | 9,431.65 | -594.56 | 93.7% |
| 6001 - Payroll Expenses - Other | 72.00 | 100.00 | -28.00 | 72.0% |
| Total 6001 - Payroll Expenses | <u>104,375.00</u> | <u>130,048.75</u> | <u>-25,673.75</u> | <u>80.26%</u> |
| 6080 - HMIS Vendor Fees | 6,624.86 | 5,909.08 | 715.78 | 112.11% |
| 6090 - Consulting & 3rd Party Fees | 9,755.00 | 32,083.35 | -22,328.35 | 30.41% |
| 6301 - Space Costs | | | | |
| 6300 - Rent or Lease Expense | 4,200.74 | 4,383.75 | -183.01 | 95.83% |
| 6400 - Utilities Expense | 3,938.64 | 5,208.35 | -1,269.71 | 75.62% |
| 6550 - Other Office Expense | 103.50 | 208.35 | -104.85 | 49.68% |
| Total 6301 - Space Costs | <u>8,242.88</u> | <u>9,800.45</u> | <u>-1,557.57</u> | <u>84.11%</u> |
| 6411 - Operations | | | | |

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

| | <u>Jan - May 10</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|-------------------------|-------------------------|-------------------------|----------------------|
| 6410 - Printing Expense | 661.99 | 916.65 | -254.66 | 72.22% |
| 6420 - Travel Expense | 3,969.85 | 6,215.40 | -2,245.55 | 63.87% |
| 6430 - Postage & Delivery | 492.78 | 604.15 | -111.37 | 81.57% |
| 6450 - Office Supplies Expense | 2,781.42 | 3,458.35 | -676.93 | 80.43% |
| Total 6411 - Operations | <u>7,906.04</u> | <u>11,194.55</u> | <u>-3,288.51</u> | <u>70.62%</u> |
| 6500 - Equipment or Furniture | 0.00 | 3,250.00 | -3,250.00 | 0.0% |
| 6640 - HPRP Grant Distribution | | | | |
| Journeys from PADS to HOPE | 0.00 | 84,375.44 | -84,375.44 | 0.0% |
| Options for Housing-Call Center | 0.00 | 7,755.25 | -7,755.25 | 0.0% |
| South Suburban PADS | 0.00 | 88,815.85 | -88,815.85 | 0.0% |
| West Suburban PADS | 0.00 | 48,848.75 | -48,848.75 | 0.0% |
| Total 6640 - HPRP Grant Distribution | <u>0.00</u> | <u>229,795.29</u> | <u>-229,795.29</u> | <u>0.0%</u> |
| 6680 - Accounting | 4,810.00 | 7,800.00 | -2,990.00 | 61.67% |
| 6850 - Service Charge Expense | 0.47 | 275.00 | -274.53 | 0.17% |
| 6950 - Insurance Expense | 2,873.34 | 2,594.00 | 279.34 | 110.77% |
| Total Expense | <u>144,587.59</u> | <u>432,750.47</u> | <u>-288,162.88</u> | <u>33.41%</u> |
| Net Income | <u><u>23,545.95</u></u> | <u><u>31,885.33</u></u> | <u><u>-8,339.38</u></u> | <u><u>73.85%</u></u> |

HOMELESS PREVENTION COMM. MINUTES JUNE 16, 2010

Present: Sandra Murray, Mary Schurder, Todd Stull, Paul Selden, Mike Wasserberg, Sue Haze, Millicent Ntiamoah, Lynda Schueler, Dennis Condon, Jennifer Hill and Peggy Troyer

There was a lengthy discussion about the effects of switching the funding for DV agencies from HP to RP. One result will be a partial reduction of funds coming to the Alliance but overall the total funding coming to our clients will remain the same. Amended contracts have been sent out to all the affected agencies.

Oak Park has opened its funding to residents outside of Oak Park (all west townships except Cicero and Berwyn) so that spending the funds will be easier.

Sandra gave us the latest statistical report from the Call Center. The number of calls remains very high. This report led to an animated discussion about the 80% call rejection level. Sandra said that the Call Center is following the guidelines set by the State and the Alliance. Next month, the Comm. will look closely at the number of conditions under which a client would be rejected. It was generally felt that the Call Center should not be making this high number of initial rejections, but that we wanted to be careful not to open the floodgates with little or no screening by the call center. Committee members were asked to come to the next meeting with an example of who HPRP is NOT meant to serve.

The final subject to be discussed was the reimbursement lag situation being felt by many agencies. On the one hand they are being urged to spend the HP and RP funds beyond the original advance allotment but this requires an outlay of money from an agency's coffers and then a long wait before the County makes a repayment. Most agencies do not have enough surplus funds in their coffers to front several months of these expenditures and wait for County's repayment. It was finally decided to request a meeting with William Moore to explain this dilemma.

Next meeting: July 21, 10am

JESSE WHITE

SECRETARY OF STATE

213 Capitol Building • Springfield, Illinois 62756

June 2010

Dear Homeless Advocate:

Effective July 1, 2010, pursuant to Public Act 96-0183, the Illinois Secretary of State's Office will begin issuing state identification cards to qualified homeless individuals, free of charge, at our facilities.

A person qualifies for the free identification card if he or she is considered homeless, as defined by the federal McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11302 or 42 U.S.C. 11434a(2).

The Secretary of State's Office has a strict policy regarding proof of identity when issuing a state identification card to any individual, including a homeless person. The applicant must provide proof of the following:

- (1) Legal Name
- (2) Date of Birth
- (3) Social Security Number
- (4) Legal residence
- (5) Signature verification

The Secretary of State's Office accepts a variety of documents in each of these categories. A copy of the acceptable documents list is enclosed with this letter. This list can also be found on the Secretary of State's web site at www.cyberdriveillinois.com/departments/drivers/drivers_license/acceptable_id.html.

A homeless applicant seeking a free identification card must submit a document entitled "Homeless Status Certification" which certifies the applicant's lack of a current legal residence. A sample of this form is enclosed with this letter and is also available on the Secretary of State's web site at www.cyberdriveillinois.com.

The Homeless Status Certification must be completed in its entirety, which includes notarized signatures by the homeless applicant and a representative of an agency that provides services to the homeless. Within 90 days of executing the Homeless Status Certification document, the original must be submitted by the qualified homeless individual to a Secretary of State facility (along with the other original documents showing proof of legal name, signature, social security number and date of birth) during the application process. If all documents are accepted by Secretary of State personnel, an identification card will be issued to the individual. The address that appears on the Homeless Status Certification form completed by your personnel will serve as the address for the homeless applicant and will appear on the identification card.

If you have any questions concerning this program, please call 1-800-252-8980.

Sincerely,



Jesse White
Secretary of State



OFFICE OF THE SECRETARY OF STATE
DRIVER SERVICES DEPARTMENT

2701 S. DIRKSEN PKWY.
SPRINGFIELD, IL 62723
800-252-8980
www.cyberdriveillinois.com

Homeless Status Certification

The Homeless Status Certification is provided for the listed agent or agency to affirm to the named individual's homelessness at the time this certification is completed. It must be received by the Secretary of State's office at the time of application no later than 90 days from date notarized. This certification entitles the individual to a free standard State of Illinois ID Card.

This form does not establish proof of the applicant's name, date of birth or Social Security number's as required by Illinois law to obtain a State ID Card. The applicant must provide separate documentation from the list of approved documents by the Secretary of State at the time of application.

Homeless Status Certification

I, _____
(Printed Name of Representative)

certify that _____
(Printed Name of Applicant)

is a homeless individual as defined by 42 United States Code Section 11302 or 11434a (2), and that this name is the name by which (s)he is commonly known and that (s)he currently resides at the address indicated below. Under penalties of perjury, I swear or affirm that all information contained in this certification is true.

Applicant's Address: _____
Street City ZIP County

Signature of Applicant: _____ Date: _____

Signature of Individual Making Certification: _____

Printed Name of Agency, Religious Organization or
Affiliation of Person Making Certification: _____

Agency's Telephone Number: _____

Agency's Address: _____
Street City ZIP County

Attorney's Registration Number or Agency Federal Tax ID Number: _____

State of Illinois County of: _____

Subscribed and sworn to before me this _____ day of _____, 20 _____.

Notary Public

(Place Notary Stamp Here)

Making any false statement on this certification is punishable by law.

ACCEPTABLE IDENTIFICATION DOCUMENTS

(PHOTOCOPIES WILL NOT BE ACCEPTED)

All acceptable documents presented for verification or proof must be valid (current and not expired).

| GROUP A Written Signature | GROUP B Proof of Date of Birth ** | GROUP C Social Security Number | GROUP D Residency (Two Documents Required) **** |
|---|--|---|---|
| <p>Canceled Check (w/in 90 days) CDTF Certification Form Court Order Credit Card- Major Brand * Driver Education Certificate (BlueSlip) Government Drivers License Government ID Card Illinois Drivers License - current Illinois Identification Card - current Medicare Card -with suffix A, J, H, M or T Military Drivers License - U.S. Military Identification Card - U.S. Military Service Record - DD214 Mortgage or Installment Loan Document Out-Of-State Drivers License - current Out of State ID Card - current Passport - Valid US or Foreign Social Security Card U.S. Citizenship and Immigration Services (USCIS) forms: - I-551 (Alien Registration Card) - I-766 (Employment Authorization Card) - I-94 (Arrival/Departure Record) With Valid Passport</p> | <p>Adoption Records Birth Certificate *** Court Order - Change of Birth Date Official Grade/High School Transcript Illinois Drivers License - current Illinois Identification Card - current Military Drivers License - US Military Identification Card- US Military Service Record - DD214 Naturalization Certificate Passport- Valid with complete Date of Birth Social Security Award Letter (Primary Beneficiary Only) U.S. Citizenship and Immigration Services (USCIS) forms: - I-551 (Alien Registration Card) - I-571 (Refugee Travel Document) - I-766 (Employment Authorization Card) - I-797A (Notice of Action Status Change) - I-94 (Arrival/Departure Record) With Valid Passport U.S. Passport Card- Valid with complete Date of Birth U.S. Visa</p> | <p>Illinois Drivers License Record Illinois Identification Record Military Drivers License - US Military Identification Card - US Military Service Record - DD214 Social Security Award Letter (Primary Beneficiary Only) Social Security Card - issued by Social Security Administration</p> <p style="text-align: center;">Note: Documents must contain the applicant's name and full SS#.</p> <p style="text-align: center;">If using an IL DL or ID record the SS# must have been previously verified with SSA.</p> | <p>Affidavit - Certificate of Residency Credit Report issued by Experian, Equifax or TransUnion - dated within 12 month's of application Deed/Title, Mortgage, Rental/Lease agreement Insurance Policy (Homeowner's or Renter's) Medical claim or statement of benefits from private insurance company or public (government) agency, dated within 90 days of application Official mail received from a State, County, City or Village or a Federal Government agency that includes first and last name of the applicant and complete current address. This may include, but is not limited to: - Homestead Exemption Receipt - Illinois FOID card - Jury Duty Notice issued within 90 days of application - Selective Service Card - Social Security Annual Statement - Social Security Disability Insurance (SSDI) statement - Supplemental Security Income (SSI) benefits statement - Voter Registration Card Pension or Retirement Statement Phone Book, produced by a phone book publisher Tuition invoice or other official mail from college or university dated within the 12 months prior to application Vehicle Registration Card Utility Bill - Electric, water, refuse, telephone (land or cell), cable or gas, issued within 90 days of application</p> <p>Documents listed in Groups A, B or C, that contain the full residence address may also be used for Group D (Residency)</p> <p style="text-align: center;">Note: Documents must contain the applicant's full residence address.</p> |

After review of all identification presented, Secretary of State management has the right to accept or refuse any document.

Note: For a name change, the identification must be a document that provides a link to the established DL/ID file.

* **GROUP A:** Acceptable Major Brand Credit Cards are (American Express, Diners Club, Discover, Master Card & Visa)

** **GROUP B:** Documents must contain the applicant's full name and complete date of birth and must be verifiable. To be verifiable, it must be possible to contact the regulatory authority to confirm the authenticity of the document.

*** Original or certified by a Board of Health or Bureau of Vital Statistics within the U.S. or by the U.S. State Department, U.S. territories or Canada. A certified copy produced by the issuing jurisdiction which has an embossed seal or an original stamped impression.

Foreign passports and foreign birth certificates are accepted as "proof" if accompanied by any other item listed in Group B.

**** **GROUP D:** Only 1 document is required for applicants under the age of 5 years old applying for an identification card or anyone applying for a no-fee identification card presenting a "Homeless Status Certification".

UNACCEPTABLE IDENTIFICATION DOCUMENTS

Bond Receipt or Bond Card
 Business Cards
 Check Cashing Cards
 Club or Fraternal Membership Cards
 College or University Identification Cards
 Commercially produced (non-State or unofficial) ID Cards
 Fishing License
 HFS (Healthcare and Family Services) Cards
 Handwritten ID or Employment Cards
 Hunting License

Instruction Permit/Receipts
 Insurance and/or Bail Bond Cards
 Library Card
 Personal Mail
 Temporary Drivers License
 Traffic Citation (Arrest Ticket)
 Video Club Membership Cards
 Wallet ID's
 Unlicensed Financial Institution Loan Papers

Illinois Secretary of State Document Requirements to Obtain A Driver's License or Identification Card

The "Acceptable Identification Document" chart lists various acceptable forms of identification that may be used to provide proof of identity for the following: Name, Date of Birth, Social Security Number and Residency. Signature is listed and required for comparison in the verification process. The number of documents required is dependent on whether you are a first time applicant or requesting a duplicate or corrected Driver's License or Identification Card. One document may meet more than one "Group" requirement.

An applicant applying for a first time Driver's License or Identification Card or changing information must present the appropriate documents to prove or verify the person's identity. Review the list below for requirements for the document that you are applying for. New residents must surrender any out of state licenses or identification cards issued prior to the issuance of an Illinois Driver's License or Identification Card.

1. First Time Illinois Drivers License or Identification Card:

If applying for a License or Identification Card for the first time in the state of Illinois you must present:

- 1 form of identification that covers Group A, Group B and Group C
- 2 forms of identification from Group D

Note: Only 1 form from Group D is required for applicants under the age of 5 years old applying for an identification card or anyone applying for a no-fee identification card presenting a "Homeless Status Certification".

* [see exception below for Temporary Visitor's Driver's License]

2. Duplicate/Corrected Illinois Drivers License or Identification Card:

If a valid License or Identification Card has been lost or stolen and you need a duplicate card created, or if you want to make a change to an existing card being surrendered such as name, address, classification etc., you must present:

- 1 form of identification from Group A
- 1 form of identification from Group B, C or D

Note: 2 forms from Group D will be required if requesting an address change to appear on the document unless under the age of 5 years old applying for an identification card or anyone applying for a no-fee identification card presenting a "Homeless Status Certification".

* [see exception below for Temporary Visitor's Driver's License]

All applicants who request a change in Name, Date of Birth, Social Security Number or Gender must provide acceptable identification to create a link pertaining to the change between the previous information and the new information.

3. Renew Illinois Drivers License or Identification Card:

If renewing a License or Identification Card and no changes are required you need only present the current License or Identification Card. If you do not have the current License or Identification card to surrender you must present:

- 1 form of identification from Group A
- 1 form of identification from Group B, C or D

Note: 2 forms from Group D will be required if requesting an address change to appear on the document unless renewing a no-fee identification card presenting a "Homeless Status Certification".

* [see exception below for Temporary Visitor's Driver's License]

* [Applicants for **Temporary Visitor's Driver's License** are not required to present documents from Group C. Instead, every transaction must be accompanied by a letter on Social Security Administration letterhead, issued within 90 days prior to the date of application, verifying their ineligibility for a social security number.]