



Friday, September 28, 2007
10:00 AM-12:00 PM

United Way Metro Chicago ▪ 560 Lake Street ▪ Chicago, IL

AGENDA

- I. Welcome & Introductions**
- II. Approval of Meeting Minutes**
- III. Treasurer's Report – *Doug Jones***
Financial Statements of 8/31/07
- IV. Director's Report – *Cynthia Schilsky***
 - A. Staffing Update
 - B. Committee Sign-Up
- V. Committee Reports**
 - A. Executive Committee – *Eileen Higgins/Mark Enenbach*
 - B. HMIS Committee – *Doug Jones*
 - C. Fundraising Committee – *Tom Galassini & Sandy Williams*
 - D. Continuum of Care Development – *Sue Shimon*
 - E. Chronic Homelessness – *Khen Nickele*
 - F. Project Review and Prioritization – *Cynthia Schilsky*
 - G. Outcome Evaluation Committee – *Magalie Oscar & Courtney Suchor*
 - H. Homelessness Prevention – *Fred Shannon & Mary Schurder*
 - I. Governance – *Eileen Higgins*
 - J. Rental Support Workgroup – *Eileen Higgins*
- VI. Other Reports**
 - A. Regional Roundtable – *Cynthia Schilsky*
- VII. CBSA Reports**
 - A. South – *Mike Wasserberg*
 - B. West – *Sharmili Majmudar/Teri Curran*
 - C. North – *Sue Shimon/Michael Sada*
- VIII. Old Business**
- IX. New Business**
- X. Adjournment**

The next meeting of the Board of Directors will be held **Friday, October 26, 2007**, 10:00 AM to 12:00 PM, at United Way of Metropolitan Chicago, 560 W. Lake St., Chicago.

**Alliance to End Homelessness in Suburban Cook County
Board of Directors Meeting
August 24, 2007 – Catholic Charities, 1717 Rand Rd., Des Plaines**

The meeting was called to order at 10:10am by Mark Enenbach, Alliance Chairperson. He acknowledged and thanked Eileen Higgins for her year of service as chairperson. Minutes of the 7/27/07 meeting were approved as written.

Treasurer's Report – Doug Jones

- Clarified information about distinction between employees and independent contractors – with a contractor the scope of work is managed, not the individual.
- The Personnel Policy may need to be updated to include information about consultants and this issue was referred to the Ex. Comm. which acts to oversee personnel concerns.
- Financial statements were reviewed

Director's Report – Jennifer Hill

- Welcome to the New Board Term - Following the meeting the new officers will go to the bank to change the signatories on the account. Signatories will be Jennifer Hill, Doug Jones, Mark Enenbach, Eileen Higgins, and Sue Shimon. Cynthia Schilsky will also be added since she will be Interim Ex. Dir. while Jennifer is on maternity leave. New board members had an orientation prior to the meeting and packets were distributed to all board members containing pertinent board information.
- Committee Sign-Up - The committees were reviewed and all board members were encouraged to sign-up for at least one committee. The sign-up list was circulated.
- Staffing Update – Sharon King has been hired from a temp agency as the Office Manager. Carolyn Smith has resigned as the HMIS Technical Administrator. This position will remain vacant for now until future direction with HMIS is determined. Jennifer will be going on maternity leave in September and taking 2 months off after the baby is born – returning sometime in November. Cynthia Schilsky will be part-time Interim ED in her absence.
- Discharge Planning – Representatives from Chicago, Cook County and Evanston Continuuua met to again address the issues of housing for persons being discharged from foster care, the mental health system, the health care system, and jails and prisons. The Chicago Alliance is staffing this Committee and the tentative plan is to have a summit type meeting in November to develop definite action steps that will address the concerns/issues involved.

Committee Reports

Executive Committee – Mark Enenbach/Eileen Higgins

The HMIS System is at a point where a decision needs to be made as the staff has been working towards a resolution with Softscape. Since we may be moving towards contract termination, Jennifer will be contacting HUD to discuss that possibility. If termination occurs we have to be planning for what happens next. Our SuperNOFA has lost points in the last few years for not having an operational system. David Tracy of Habitat stated that someone needs to have a sense of urgency about this issue. Doug Jones stated that there

are 2 issues – one is dealing with the contractual issues, and the other is looking forward to what comes next. A key person needs to be empowered to act and that person should be the Executive Director.

HMIS Report – see above

Fundraising Committee – Tom Galassini

Next meeting is Wednesday, Aug. 29 at 8:30am by conference call.

Continuum of Care Development – Jennifer Hill

A timeline was drawn up last month and a draft of the Plan to End Homelessness should be ready by December. The plan will have specific strategies for ending homelessness. Liz Drapa of CSH is using our data from the January count to project the number of units of PSH we will need as well as the cost of those units to help inform our plan.

Chronic Homelessness – No report

Project Review – No report

Outcome Evaluation Committee – Courtney Suchor

The committee is developing a tool for evaluation of project outcomes. It will most likely be done as a self-evaluation for initial testing of the tool. Next meeting is Sept. 10 at 1:30pm at Catholic Charities in Worth.

Homeless Prevention – Mary Schurder

Our continuum did receive half of the money from the state. A meeting will be held soon and hopefully include representatives from all the portal agencies.

Governance – No report

Rental Support – Eileen Higgins

The Workgroup met to determine what they will do next. Two possible applicants from the group have been identified who are expected to submit proposals in November for the RFP. There were some continuing issues with IHDA on set asides and there was some investigation of fair housing laws ongoing. The workgroup will probably not meet again but the applicants may want to come to the Alliance to give a report on their proposals. Marvin Gorss stated that Drexel Horizon from Cicero may also be a part of the development portion of this RFP.

Regional Roundtable – no report

CBSA Reports

South – Co-sponsoring a Poverty Forum with Heartland Alliance on October 17. They are also planning their retreat for October.

West – Discussed SuperNOFA Exhibit 1 APR results at last meeting.

North – Discussed SuperNOFA Performance Achievement Chart at last meeting.

Old Business – none

New Business – none

Adjournment at 11:45am

Respectfully submitted,
Cynthia Schilsky
Secretary pro tem

Voting Members Present:

Condon	Dennis
Enenbach CHAIR	Mark
Galassini	Tom
Gorss	Marvin
Grove	Richard
Higgins PAST CHAIR	Eileen
Howard-Frye	Debra
Jones TREASURER	Doug
Kim	Kyu Yup
Majmudar CBSA Co-Chair	Sharmili
Schilsky	Cynthia
Schurder	Mary
Suchor	Courtney
Tracy	David
Wasserberg CBSA Chair	Mike
Williams	Sandy

Other Members Present:

Nate Gilham,	Catholic Charities
Nick Kuscevich,	Community Representative
Lenoris Perkins,	Bethel Human Resources
Sylvia Robertson,	Center of Concern
Molly Salisbury,	BEDS, Inc.
Julie Savastid,	NAMI-Cook Cty No Suburban
Ken Schmitt,	YMCA Network
Lynda Schueler,	West Suburban PADS
Jennifer Connors Hill,	Alliance

Voting Members Absent:

Alvarez	Jose
Augustus	Sue
Baxter	William
Christmon	Beverly
Curran CBSA Co-Chair	Theresa
Davis	Arie
DuPaty	Gerry
Klepper	Christine
Nickele	Khen
Peters	Maryrose
Rice	Rev. John
Rodgers SECRETARY	Patrick
Russell-Green	Heidi
Sada CBSA Co-Chair	Michael
Shimon VICE CHAIR	Susan

Alliance to End Homelessness in Suburban Cook County
Balance Sheet
As of August 31, 2007

	Aug 31, 07
ASSETS	
Current Assets	
Checking/Savings	
Checking at Harris N. A.	7,653.75
PayPal	578.09
Total Checking/Savings	8,231.84
Accounts Receivable	
1100 - Accounts Receivable	12,869.78
Total Accounts Receivable	12,869.78
Other Current Assets	
1440 - Security Deposit	872.29
Total Other Current Assets	872.29
Total Current Assets	21,973.91
TOTAL ASSETS	21,973.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	44,010.35
Total Accounts Payable	44,010.35
Credit Cards	
2020 - CitiBank	1,657.96
Total Credit Cards	1,657.96
Other Current Liabilities	
Payroll Liabilities	
2330 - Federal Payroll Taxes Payable	
2336 - Medicare Payable ER	0.05
2337 - FICA Payable EE	-1.34
2338 - FICA Payable ER	0.02
2330 - Federal Payroll Taxes Payable - Other	0.33
Total 2330 - Federal Payroll Taxes Payable	-0.94
2350 - State Payroll Taxes Payable	726.29
2360 - SUTA Payable	4,860.25
Payroll Liabilities - Other	56.00
Total Payroll Liabilities	5,641.60
2010 - Line of Credit	31,000.00
Total Other Current Liabilities	36,641.60

Total Current Liabilities	<u>82,309.91</u>
Total Liabilities	82,309.91
Equity	
Retained Earnings	3,448.33
Net Income	-63,784.33
Total Equity	<u>-60,336.00</u>
TOTAL LIABILITIES & EQUITY	<u><u>21,973.91</u></u>

Alliance to End Homelessness in Suburban Cook County

Profit & Loss

August 2007

Alliance to End Homelessness in Suburban Cook County
Profit and Loss
Aug-07

	<u>Aug 07</u>
Income	
4010 - Grant Income	
SHP 2007 Alliance	<u>2,802.00</u>
Total 4010 - Grant Income	<u>2,802.00</u>
4011 - Donation Income	
4014 - Foundation & Corporate Giving	
Chicago Community Trust	<u>25,000.00</u>
Total 4014 - Foundation & Corporate Giving	<u>25,000.00</u>
Total 4011 - Donation Income	<u>25,000.00</u>
Total Income	<u>27,802.00</u>
Gross Profit	27,802.00
Expense	
Payroll Expenses	12,749.11
6010 - Non-Employee Compensation	2,404.20
6050 - Employee Benefit Programs Exp	785.14
6300 - Rent or Lease Expense	921.14
6400 - Utilities Expense	473.21
6410 - Printing Expense	5.45
6420 - Travel Expense	391.10
6430 - Postage & Delivery	43.99
6450 - Office Supplies Expense	99.38
6460 - Interest Expense	297.83
6550 - Other Office Expense	15.00
6680 - Accounting	<u>6,700.00</u>
Total Expense	<u>24,885.55</u>
Net Income	<u><u>2,916.45</u></u>



HMIS Report September 20, 2007

Part 1

HUD HMIS Training - held in Minneapolis, MN, September 16 – 18, 2007 Attended by Renae Wilson for the Alliance

The following is information that Renae learned at the training.

HUD continues to increase emphasis on HMIS

- New ***congressional directive*** tying future HUD funding to HMIS and AHAR participation.
- Increased scoring emphasis on SuperNOFA Exhibit 1
- One of HUD's Government Performance Results Act goals

HUD is assuming that most Continua should have implemented an HMIS system and now they are looking for the data.

In Exhibit 1 HUD is relying more on quantifiable measures and less on narrative which makes HMIS data necessary for CoC-wide reporting. Examples include:

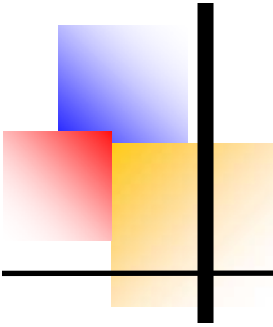
- Chart K: Using HMIS for Point-in-time and subpopulations count.
 - Extrapolating for providers that do not participate in HMIS
- Chart M: 4: CoC Client records, data completion chart/ data quality
- Chart N: Using HMIS data to measure CoC performance goals (10-Year Plan, Objectives, and Action Steps)
- Chart U: CoC Achievements – Measuring performance goals at baseline and over the last 12 months

HUD also indicates that the time for new HMIS development is over. HUD funds can now only be used in conjunction with existing systems.

Part 2 Update on Alliance HMIS

Some Facts:

1. The Alliance has been unable to obtain a working Homeless Management Information System and as a result is working to dissolve the relationship with the software vendor.
2. The Alliance has contacted other Continua of Care in the Chicagoland area to discuss HMIS systems as well as contacted other HMIS vendors.



Alliance to End Homelessness
in Suburban Cook County



3. HUD directors have emphasized that HUD is progressing in its commitment to collaboration among agencies with integrated information systems.

Discovery Process:

Renae has done some preliminary investigation of alternative solutions and inquiries into the experience of other continua.

1. One application that has received favorable reviews is Adsystem. Renae has scheduled a demonstration available by Web-Ex. and will be available on **Thursday, September 27, 2007 from 10:00 to 11:30am.**
2. Another popular system, Service Point has been chosen by the majority of Illinois CoC's. Early reports are favorable. A demonstration of Service Point software will be available after the Alliance Board meeting, at **1:00pm on Friday, September 28, 2007** and available by Web-Ex.

Web-Ex login instructions will be forwarded to those expressing an interest in participating. **Request should be forward via email to renae@suburbancook.org by no later than noon on Wednesday, September 26, 2007.** After the demos there will be an opportunity for discussion on reactions to product potentials via the Alliance conference call in number 1-888-296-6500 with guest code: 333924.

The intent of making the demos available is to allow anyone interested to get the "look and feel" of systems that others are using. This is not a rigorous evaluation, but rather an exposure to some of the possible systems

New Commitment:

1. The Alliance is composed of many, independent agencies, each with varying budgets, diverse information systems and interest. That does not lend itself to a simple implementation. It will be essential to have representation from each to explore opportunities to choose an effective system.
2. A comprehensive system will be selected with a long term commitment. The path will, no doubt, be established with many compromises.

New Start:

An HMIS meeting for those representatives of agencies committed to this process will be held on **Tuesday, October 16, 2007 from 1:30 to 3:30pm at the Alliance Conference Room (Lower Level) at 1107 S. Mannheim, Westchester, IL 60154.** This will be an opportunity to discuss lessons learned and begin the process to move HMIS forward in our Continuum.

Continuum of Care Development Committee
August 21, 2007

Present: Ken Schmitt, Courtney Suchor, Cynthia Schilsky, Millicent Ntiamoah, Jennifer Hill, Sue Shimon, Mike Wasserberg, Liz Drapa, guest

Community Plan to End Homelessness

The committee reviewed and discussed items on its August task list.

1. Gaps analysis of Alliance 2007 count data: Liz Drapa led us through the data tables generated by the CSH Production Program Modeling software. One table calculates the permanent supportive housing unit goal, and a second table projects an annual estimate of people experiencing homelessness, extrapolated from our point in time numbers.

Issues that arose from our discussion include:

- Who in our continuum, and in what numbers, needs permanent supportive housing (vs. other housing models)?
- How do we define long term homelessness?

Liz will run our numbers again with full data for review in our next meeting.

2. January 2007 count data sorting by region: Jennifer completed this work and has a report available to interested members.

3. NAEH paper "A New Vision, What is in Community Plans to End Homelessness?": The committee discussed this summary of plans from around the country and agreed to include all relevant essentials (of the Ten Essentials); to emphasize our action plans, and methods; and to draft a narrative that clearly states that our priorities are based on gaps analysis, inventory, and ongoing study and quantification of the conditions within our continuum. Jennifer gave an overview of the power point outline she used in Florida to inform the community about next steps to end homelessness. The committee agreed to use the Ten Essentials to provide the report framework. Courtney added that the Outcome Evaluation Committee is drafting its assessment document, another measurement tool to help with the plan.

CoCD members will re-read the 2005 Alliance strategic plan meeting handout that contains a status report on Alliance progress in each of the Ten Essential areas, "next step" suggestions, and Exhibit I goals and objectives. This may serve as a format model for the forthcoming Community Plan.

4. We reviewed the data we've discussed as cornerstones to the Plan (count data, pipeline project lists, housing model reference, development financing reference, list of "lost" housing, and project mapping) and talked more about the project mapping task. The PTEH had a map – we will follow up there and elsewhere to learn how best to depict our inventory.

Next Meeting: Tuesday, September 18 at 9:30 at the Alliance (This is not the usual date).

Outcome and Evaluation Committee

Monday September 10, 2007

Catholic Charities

7000 W. 111th

Worth, IL

Present:

Magalie Oscar, Chair-Catholic Charities

Courtney Suchor, Co-Chair-The Sanctuary

Cynthia Shilsky-The Alliance

Kathie Cunningham, Catholic Charities

Ken Schmitt, YMCA Network

Todd Stull, Journeys from PADS to Hope

Kelli Moore, LATH/Pillars

During this meeting, we began editing and refining the rough draft of our self evaluation tool. We completed half of the document and will continue the editing process for the next meeting.

It is our hope to present a draft copy of the tool to the Alliance Board at the November meeting.

Next Meeting is:

Monday, October 1, 1:30 PM at LATH in LaGrange Park. The address is 333 N. LaGrange Rd. in the Village Market Shopping Center. Please join us.



**HOUSING FIRST AND HARM REDUCTION:
CONTINUING THE DIALOGUE**

WEDNESDAY, NOVEMBER 7, 2007

REGISTRATION: 7:30 A.M. WORKSHOP: 8 A.M. – 11 A.M.

WESTLAKE HOSPITAL
1225 WEST LAKE STREET
MELROSE PARK

PRESENTER:
ED STELLON, MS, CADC

CO-SPONSOR:
THE ALLIANCE TO END HOMELESSNESS IN
SUBURBAN COOK COUNTY

The presenter will describe the process, challenges, and advantages of creating housing programs that embrace harm reduction—that is, housing that does not require abstinence as the ticket for admission. This training will explore pragmatic applications of harm reduction within a supportive housing setting, and is aimed at people who work with consumers with mental illness who use substances and who are not ready for (or reject) abstinence-based treatment programs. Because the focus will be on tools and techniques for applying harm reduction, attendees should already be familiar with the basic principles of harm reduction.

DEADLINE TO REGISTER IS FRIDAY, NOVEMBER 2, 2007

REGISTRATION

There is a charge of \$40 for the workshop, payable to Heartland Health Outreach. No refunds, but you may send a substitute.

PLEASE PRINT CLEARLY.

Name _____

Agency _____

Address _____

E-mail _____

Phone _____ Fax _____

NOTE: Registration is not complete until payment or copy of purchase order has been received. If your supervisor is sending in the registration and payment, it is a good idea to check with Megan LaFrombois to make sure she has received them, and that you are registered, as **pre-registration is required.**

I need certification of CEUs (3 awarded) for:

- IAODAPCA
- LCSW/LSW
- LCPC/LPC
- No CEUs required

Method of payment:

- Check
- Money order
- Copy of agency purchase order

Send registration and payment to:

Megan LaFrombois
Heartland Health Outreach
1207 W. Leland Avenue
Chicago, IL 60640
Phone: 773.334.7117 ext. 1006
Fax: 773.334.7277

Email: mmlafrombois@heartlandalliance.org