

Alliance to End Homelessness in Suburban Cook County  
Minutes of the Board of Directors Meeting  
Bethel Community Facility  
1250 Portland Ave., Chicago Heights  
August 22<sup>nd</sup>, 10am to 12pm

- I. Welcome; meeting called to order @ 10:04am by Sue Shimon
  - A. Introduction of new Board members. Jennifer reported that a Board orientation would immediately follow meeting for new members, and current members were welcome to participate. Orientation Packets provided to all current and new Board members
- II. Mike Wasserberg motioned for a Approval of Board meetings of 7/25/08; all members approved by voice vote
- III. Treasurer's Report – Tom Galassini
  - A. Finance Committee Update
    - The committee is preparing to review and update the budget re: what is projected for fiscal year 09
    - Audit reviewed at last month's Board meeting; Tom motioned for an approval of audit and seconded by Pat Rodgers. All members approved by voice vote
  - B. Mid-year Budget Projection
    - Overall, Alliance is currently 'breaking even' as both revenue and expenses are less than projected in January
    - On budget, CDBG funds are mismarked as to which fiscal year funding the Alliance has to expend; correction to be made
    - Challenge has been identified as CDBG fiscal year 08 funds can only be expended between June 2009 and September 2009
  - C. July 31<sup>st</sup> Financials
    - Tom reported that there is nothing to compare against yet

Discussion occurred around a question as to why we have the Line of Credit and utilize the funds from it versus drawing down grant funds prior to expenditure. Jennifer explained that it is needed as the CDBG and HUD grants require spending the funds before requesting them, and the turnaround time for reimbursement by CDBG is lengthy.

- IV. Director's Report– Jennifer
  - Thanks to our host for the facility and for providing breakfast
- A. Staff Update
  - Office manager (Sharon King) has returned to work on 8/18.
  - Jeremy Heyboer (HMIS data & evaluation administrator) introduced to Board
  - Illinois State intern to begin on 9/2/08
- B. NOFA issues
  - Deferred to committee reports
- V. Committee Reports
  - A. Executive Committee-Sue Shimon
    - Minutes from last executive committee meeting of 8/11/08 in Board packets for review
    - Tom presented financial update as reviewed during today's Board meeting
    - Jennifer discussed HMIS update and training, NOFA process as to be reviewed during today's Board meeting
    - Committee reports made as to be reviewed during today's Board Meeting
  - B. HMIS – Peggy Troyer (as Ken Schmitt not present)
    - HMIS Trainings scheduled for 9/8 (user) and 9/15 (admin) at Robert Morris college in Orland Park. More trainings to be arranged for October (most likely the 30<sup>th</sup> and 31<sup>st</sup>)

- A meeting of agency administrators has been held; Peggy to provide updates via e-mail of issues/resolutions
- Peggy and Jeremy have requested that end users meetings be held in conjunction with CBSA's monthly meetings.
- Issue re: Social Security data entry as many agencies have expressed concern about reporting entire number and proposal has been to show only last 4 digits. DuPage reports that they have had the same issue and that their decision was to collect entire number, put into the system. Peggy stated that you also have to enter immediately underneath the Social Security screen whether the social security number entered is full, partial, or unknown. In order for the Alliance to have screen adjusted so that only the last 4 digits can be seen, DuPage has to agree to a change in the formatting of the program. We are awaiting word from DuPage as to their decision on our request.
- Working on resolution to backdating issue
- No resolution on how to answer HMIS questions on NOFA grant application
- Peggy stated that expectation is that agencies begin inputting data no later than September 1<sup>st</sup>. Please notify Alliance if there are issues preventing this from occurring
- Subcommittee of HMIS working on draft policy and procedure manual with plan for it to be ready for review by middle of September

Discussion raised as to impact of Chicago continuum of care joining with Bowman on the availability of their staff to assist us; Bowman reports that they will continue to be accessible. Question raised as to whether Peggy can be a System Level II rather than System Level I; however, our contract with DuPage states that she will remain at a System Level I.

#### C. Continuum of Care – Sue Shimon

- Sue will be contributing a portion of the Exhibit I application
- SuperNofa training took place

#### D. Project Review and Prioritization – Cynthia Schilsky

- Deadline for grant application submission is Thursday, August 28<sup>th</sup> @ 5pm
- There will be an orientation on the 12<sup>th</sup> of September for the reviewers; presentations for new projects to occur on the 17<sup>th</sup> in the morning (agencies to be notified of time to present) and the ranking committee will review renewal applications in the afternoon
- At the 9/22 Board Meeting, the rankings will be presented for approval. Cynthia reported that a concern is determining how the electronic process works. The ranking form has not been changed from the previous year except for date and the % of TH moving to PSH to be in accordance with HUD guidelines.

Discussion: Mike Wasserberg asked for a motion re: switch of date/time of Board meeting; Jennifer stated it was at the chair's discretion to change the meeting date/time. All Board members agreed by voice vote to a change in date/time of meeting and ranking form with noted changes.

#### E. Homeless Prevention – Dennis Condon

- Sandi Murray attended; review minutes for details of discussion and cost estimates for Emergency fund to provide a call center
- Question raised as to how many calls go into the Chicago call center; the answer was about the same as projected for our area
- Highest calls for prevention funds occur during July and October due to disconnection notices that utilities send out

Discussion: Focused on strategic planning as to why the Alliance needs a centralized intake/call strategy and the purpose of expanding in this direction. Recommendation that the Prevention Committee meeting on 9/16/08 have a brainstorming session to discuss this topic further.

#### F. Outcome Evaluation– Courtney Suchor

- Committee reviewed information gathered from Letters of Intent. Need to ask questions in another way to provide greater clarity
- G. Governance – Mark Enenbach
- Committee in process of developing a formalized process to nominate officers
  - Discussing Board training and development
- H. Chronic –
- No report
- I. Fundraising –
- No report
- VI. Regional Roundtable – Cynthia Schilisky
- No update
  - Next meeting in September to discuss NOFA
- VII. Local Council Reports
- South – Mike Wasserberg:  
Shared Draft of Research Project with Key Stakeholders and will roll out the report next month  
Discussed the impact of the addictions cuts across the state on homelessness
  - West – Lynda Schueler  
Discussed the Prevention funds and portal agencies. Members are finalizing directory of services in the area. Still need a community representative
  - North – Millicent  
No report as there wasn't a meeting
- VIII. Old Business
- Paul volunteered to chair Fundraising committee. Resource Development subcommittee needed to raise funds
- IX. New Business
- HUD Peer to Peer on September 18<sup>th</sup> and 19<sup>th</sup> in Oak Brook
  - Bridge Program update: there will be a one week window to get applications in starting next Monday
  - VA vouchers: update pending
  - Project SOAR: not being done in Illinois; please mark this on grant application
  - Joliet Housing Authority is opening their Waiting List soon
- X. Adjournment
- Motion to adjourn by Marvin; seconded by Pat at 11:44am; all Board members approved by voice vote

Voting Members Present:

Jose	Alvarez	Town of Cicero
Dennis	Condon <b>VICE CHAIR</b>	Community Representative
Theresa	Curran <b>SECRETARY</b>	Pillars
Mark	Enenbach <b>PAST CHAIR</b>	CEDA Central
Tom	Galassini <b>TREASURER</b>	United Way of Metro Chicago
Marvin	Gorss	West Suburban Landlords Assoc.
Randi	Gurian	Harbour, The
Eileen	Higgins	Catholic Charities
Debra	Howard-Frye	Thresholds
Brian	McManaman	Emergency Fund
Khen	Nickele	IDHS-DMH
Millicent	Ntiamoah <b>CBSA Co-Chair</b>	Catholic Charities
Rev. John	Rice	Bethel Community Facility
Patrick	Rodgers	Social Security Administration
Cynthia	Schilsky	Community Representative
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>CHAIR</b>	WilPower, Inc.
Courtney	Suchor	Sanctuary/SS Family Shelter
Mike	Wasserberg <b>CBSA Co-Chair</b>	South Suburban PADS

Voting Members Absent:

William	Baxter	Hines V A Hospital
Hugh	Brady	NAMI Barrington Area
Beverly	Christmon	Community Representative
Arie	Davis	IL Department of Corrections
Gerry	DuPaty	Housing Authority of Cook County
John	Fallon	Corp Supp Housing
Kyu Yup	Kim	Oak Park Family Service
Rick	Nichols	Journeys from PADS to HOPE
Heidi	Russell-Green	Safer Foundation

Other Members Present:

Jeremy	Heyboer	Alliance
Jennifer	Hill	Alliance
Ken	Keibler	Catholic Charities
Predonna	Roberts	Suburban Cook County ROE
Peggy	Troyer	Alliance
LaTonya	Walker	WINGS
Kelly	Williams	Grand Prairie Services
LaCanda	Willis	Help Indeed
Jennifer	Wood	YMCA Network