



Friday, February 22, 2008
 10:00 AM-12:00 PM
 Hines VA Hospital, 5th & Roosevelt, Maywood
 Building 1, Room D-309

AGENDA

- | | | |
|--------------|---|--------------------|
| I. | Welcome & Introductions | 10:00-10:05 |
| II. | Approval of Meeting Minutes | 10:05-10:10 |
| III. | Treasurer's Report – <i>Doug Jones</i> | 10:10-10:20 |
| | A. Finance Committee Update | |
| | B. Increase Line of Credit / Cash Flow Projection | |
| | C. Jan 31 Financials | |
| IV. | Director's Report – <i>Jennifer Hill</i> | 10:20-10:30 |
| | A. HUD Debriefing, HUD feedback on swapping | |
| | B. Fundraising Update | |
| | C. Prevention Call Center / I & R | |
| | D. Discharge Planning Activities | |
| V. | Committee Reports | |
| | A. Executive Committee – <i>Mark Enenbach</i> | 10:30-10:45 |
| | i. Recommendation re: SHP Restricted Funds | |
| | B. Continuum of Care Development – <i>Sue Shimon</i> | 10:45-10:55 |
| | C. Outcome Evaluation – <i>Magalie Oscar/Courtney Suchor</i> | 10:55-11:00 |
| | D. HMIS Committee – <i>Ken Schmitt</i> | 11:00-11:10 |
| | E. Chronic Homelessness – <i>Khen Nickele</i> | 11:10-11:15 |
| | F. Project Review and Prioritization – <i>Cynthia Schilsky</i> | 11:15-11:25 |
| | G. Homelessness Prevention – <i>Mary Schurder/Dennis Condon</i> | 11:25-11:35 |
| | H. Governance – <i>Eileen Higgins</i> | <i>No report</i> |
| | I. Fundraising Committee – | <i>No report</i> |
| VI. | Other Reports | |
| | A. Regional Roundtable – <i>Cynthia Schilsky</i> | 11:35-11:40 |
| VII. | Local Council Reports | 11:40-11:55 |
| | A. South – <i>Mike Wasserberg</i> | |
| | B. West – <i>Teri Curran</i> | |
| | C. North – <i>Sue Shimon/Michael Sada</i> | |
| VIII. | Old Business | |
| IX. | New Business | |
| X. | Adjournment | |

The next meeting of the Board of Directors will be held **Friday, March 28, 2008**, 10:00 AM to 12:00 PM, at United Way of Metropolitan Chicago, 560 W. Lake St., Chicago.

01/24/2008 Minutes of the
Meeting of the Board of Directors of
The Alliance to End Homelessness in
Suburban Cook County

Meeting called to order by the Chair at 10:12 a.m. at the offices of the United Way of Metro Chicago.

Minutes of the 11/30/2007 and 12/28/2007 meetings were approved with amendments.

Treasurer's Report: Tom Galassini reported on the Finance Committee meeting- they sent the recommended budget to the Executive Committee. The Audit will be going out for bid. Quickbooks for Non-Profits was purchased. Policy guidance is being worked on. The 2005 CDBG funds have been exhausted.

Director's Report: Sharon King has been hired as new Office Manager. Mike Wasserberg moved that the "Registered Agent" be changed to reflect Jennifer Hill. This was approved by voice vote. A request was made that everyone give something during the Annual Board Appeal. Jennifer explained an agreement with HUD regarding SHP funds received from the YMCA for HMIS purposes. These funds would have been used for software vendor fees and now are being allocated to other HMIS eligible expenses. Whether a separate account should be maintained for these funds was referred to the Finance Committee.

Executive Committee: The Lease on the Alliance Office is coming due. The landlord offered a discount if a 3 year renewal was signed. If only a 1 year renewal was signed then there would be a 3% increase. Mike Wasserberg moved to renew for 1 year as there was no escape clause in the 3 year lease. This motion failed on voice vote. Richard Grove moved to sign a 3 year lease with best effort made to include favorable language in the lease if the Alliance desires to expand office space. This motion was approved. Tom Galassini moved (Cynthia Schilsky seconded) to approve the 2008 Organizational Budget. This was approved by voice vote.

Continuum of Care: Distributed copies of a Community Plan to End Homelessness and asked for comments before their February 19 meeting.

Outcome Evaluation: A survey was sent out with the Letter of Intent form.

HMIS: The Committee visited DuPage County PADS and observed how they use HMIS. They were favorably impressed. The committee requested that the Board do a Letter of Intent to DuPage County for us to partner with them for use of its HMIS. This was approved by voice vote.

Chronic Homeless: Analyzing Count Data from 2005 and 2007.

Project Review: Held a roundtable meeting of grantees. Another will be held on 2/27.

Prevention: Based on past problems and input from IDHS Dennis Condon moved to make changes in the Exception/Appeal language in the policy to be approved by IDHS for the prevention money. This was approved by voice vote.

Governance: No Report

Fund Raising: No Report

Ad Hoc HMIS: The Committee submitted its report. Mike Wasserberg moved that the Board accept the report. This was approved by voice vote.

Regional Roundtable: There was a conference call with HUD discussing 2007 SuperNOFA. The 2008 SuperNOFA will be electronic, and the process will be pushed out two months or more.

CBSA: South-Discussed Prevention Exception Language
West- Discussed Prevention Exception Language
North-Discussed Prevention Exception Language

At 12:15 Mike Wasserberg moved to adjourn the meeting. This was approved by voice vote.

Submitted by Patrick Rodgers
Secretary of the Board

Voting Members Present:

Jose	Alvarez	Town of Cicero
William	Baxter	Hines V A Hospital
Beverly	Christmon	IL DCFS
Dennis	Condon	Community Representative
Theresa	Curran CBSA Co-Chair	Pillars
Gerry	DuPaty	Housing Authority of Cook County
Mark	Enenbach CHAIR	CEDA Central
Tom	Galassini	United Way of Metro Chicago
Marvin	Gorss	West Suburban Landlords Assoc.
Richard	Grove	Community Representative
Eileen	Higgins PAST CHAIR	Catholic Charities
Kyu Yup	Kim	Oak Park Family Service
Khen	Nickele	IDHS-DMH
Patrick	Rodgers SECRETARY	Social Security Administration
Cynthia	Schilsky	Community Representative
Mary	Schurder	Center of Concern, The
Susan	Shimon VICE CHAIR	WilPower, Inc.
Courtney	Suchor	Sanctuary/SS Family Shelter
Mike	Wasserberg CBSA Chair	South Suburban PADS
Sandy	Williams	Journeys from PADS to HOPE

Voting Members Absent

Sue	Augustus	Corporation for Supportive Housing
Arie	Davis	IL Department of Corrections

Debra	Howard-Frye	Thresholds
Doug	Jones TREASURER	Michael Joseph Foundation
Christine	Klepper	HCP of Illinois
Sharmili	Majmudar CBSA Co-Chair	Sarah's Inn
Rev. John	Rice	Bethel Community Facility
Heidi	Russell-Green	Safer Foundation
Michael	Sada CBSA Co-Chair	Kenneth Young Center
David	Tracy	Habitat for Humanity - Chicago S. Sub.

Other Members Present:

Hugh	Brady	NAMI Barrington
Nate	Gilham	Catholic Charities
Tom	Hinchy	Cook County DPDevelopment
Ken	Keibler	Catholic Charities
Lenoris	Perkins	Bethel Human Resources
Ken	Schmitt	YMCA Network
Lynda	Schueler	West Suburban PADS
William L	Scott III	Le Penseur Youth Services
Paul	Selden	Connections for the Homeless
Tahtia K.	Smalling	IL DHS/DMH PATH Program
Sharrone	Ward	Grand Prairie Services
Jennifer Connors	Hill	Alliance to End Homelessness
Sharon	King	Alliance to End Homelessness

Alliance to End Homelessness
Treasurer's Report to Board of Directors
February 22, 2008

Priority actions for February 2008

1. Complete procedural use of QuickBooks for not-for-profit.
2. Prepare a request for proposal for several audit firms to bid on the audit of the 2007 Alliance financial statements. *carry over*
3. Prepare February financial statements in budget v. actual format, year-to-date using QuickBooks Not-for-Profit.
4. Review draft of policies and procedures for accounting and administration. If appropriate, coordinate with the Governance Committee.
5. Obtain an increase in the Alliance line of credit from \$75K to \$100K.

Accomplished

1. Tom Galassini completed a written analysis of the HMIS funds received through the YMCA. Jennifer received a recommendation on this from the HUD representative to keep in the bank account the remaining balance of funds received. This will require an extension of the line of credit.
2. Tom and Sharon completed a draft of procedures.
3. QuickBooks has been installed. Tom, Sharon and Jennifer are working on the accounting issues in converting from for-profit to not-for-profit.

Doug Jones, Treasurer

The Finance Committee is composed of Paul Selden and Tom Galassini

Cash Flow Projection

	2008	January	February	March	April	May	June	July
<u>Checking Acct:</u>								
Beginning Balance			2500	20500	35500	21500	10300	5100
<u>Cash In:</u>								
CDBG Received			0	39000	40000	0	9000	12000
SHP Received			0	8000	50000	50000	50000	20000
Other receipts (CCT)			15000	0	0	15000	0	0
<u>Cash Out:</u>								
Expenses (to bill to CDBG)			12000	12000	12000	12000	12000	12000
Expenses (to bill to SHP)			7000	43000	50000	50000	50000	20000
Other expenses			10000	2000	2000	4200	4200	1500
<u>Checking Acct:</u>								
Ending Balance		2500	20500	35500	21500	10300	5100	5100
<u>Line of Credit = \$75,000 max</u>								
Beginning balance			-43000	-75000	-100000	-60000	-50000	-52000
Pay to (or Draw from)			-32000	-25000	40000	10000	-2000	-1500
Ending Balance		-43000	-75000	-100000	-60000	-50000	-52000	-53500
<u>YMCA SHP Funds</u>								
Beginning balance			42000	35000	0	0	0	0
(Draw from)			-7000	-35000				
Ending Balance		42000	35000	0	0	0	0	0
Is Checking>YMCA?		no	no	yes	yes	yes	yes	yes

Notes/Assumptions:

LOC increase to \$100K max will be requested in February and approved by bank in March.
 Before the end of March, the balance of YMCA SHP funds will be in a cash account.
 LOC Balance assumes all income comes in before all expenses. If not, figure in another \$30,000 on top of LOC balance in March & April especially.
 Assumes a best case scenario of receiving CDBG payments four months after billing for them.

Alliance to End Homelessness in Suburban Cook County
Balance Sheet
As of January 31, 2008

	<u>Jan 31, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking at Harris N. A.	3,885.24
PayPal	578.09
Total Checking/Savings	<u>4,463.33</u>
Accounts Receivable	115,229.29
Other Current Assets	
1400 - Prepaid Expenses	11,740.94
1440 - Security Deposit	872.29
Total Other Current Assets	<u>12,613.23</u>
Total Current Assets	132,305.85
Fixed Assets	
1500 - Property and Equipment	23,793.85
1900 - Accum. Depreciation - Prop&Eq	-4,425.56
Total Fixed Assets	<u>19,368.29</u>
TOTAL ASSETS	<u><u>151,674.14</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	1,716.35
Credit Cards	1,370.45
Other Current Liabilities	
Payroll Liabilities	
2330 - Federal Payroll Taxes Payable	2,796.24
2350 - State Payroll Taxes Payable	286.26
2360 - SUTA Payable	330.08
Total Payroll Liabilities	<u>3,412.58</u>
2010 - Line of Credit	43,000.00
Total Other Current Liabilities	<u>46,412.58</u>
Total Current Liabilities	<u>49,499.38</u>
Total Liabilities	49,499.38
Equity	
Retained Earnings	107,258.62
Net Income	-5,083.86
Total Equity	<u>102,174.76</u>
TOTAL LIABILITIES & EQUITY	<u><u>151,674.14</u></u>

Alliance to End Homelessness in Suburban Cook County
Profit & Loss
January 2008

	<u>Jan 08</u>
Income	
4010 - Grant Income	
CDBG 06-062	13,747.87
Total 4010 - Grant Income	<u>13,747.87</u>
4011 - Donation Income	
Individual Giving	
Java Fund	10.13
Individual Giving - Other	100.00
Total Individual Giving	<u>110.13</u>
4014 - Foundation & Corporate Giving	
CEDA, Inc.	500.00
Total 4014 - Foundation & Corporate Giving	<u>500.00</u>
Total 4011 - Donation Income	<u>610.13</u>
Total Income	<u>14,358.00</u>
Gross Profit	14,358.00
Expense	
Payroll Expenses	10,791.07
6010 - Non-Employee Compensation	3,990.00
6050 - Employee Benefit Programs Exp	774.71
6300 - Rent or Lease Expense	948.09
6400 - Utilities Expense	1,042.50
6420 - Travel Expense	245.63
6430 - Postage & Delivery	8.81
6450 - Office Supplies Expense	669.46
6460 - Interest Expense	456.95
6550 - Other Office Expense	5.00
6680 - Accounting	509.64
Total Expense	<u>19,441.86</u>
Net Income	<u><u>-5,083.86</u></u>

Alliance to End Homelessness in
Suburban Cook County
Executive Committee Minutes of
02/11/08 Meeting

In attendance: Mark Enenbach, Eileen Higgins, Doug Jones. Teri Curran, Mike Wasserberg, Tom Hinchy, Jennifer Hill, Tom Galassini, and Patrick Rodgers.

Meeting held at the conference room of the Alliance Office.

Meeting called to order at 1:38 p.m.

Minutes of the previous meeting were approved.

Financial Update: There was a report and a discussion of the problem with the HMIS funds drawn down from the YMCA's SHP grant. Tom Galassini presented a written summary of what action had been taken and needs to be taken.

Director's Report: Jennifer met with HUD representatives and discussed the ideas from the Renewal Roundtable meetings. IDHS has problems with the exception language approved at the last Board Meeting. We should consider requesting a MOD grant from Chicago Community Trust to work on our organizational development. Jennifer is taking suggestions of consultants to work with.

C of C: Discussed suggestions made for the PLAN.

Discussions were held in Executive Session.

After the Executive Session, Doug Jones moved that Jennifer talk to the bank about our LOC and its possible expansion. This was approved by voice vote.

Meeting adjourned at 3:55 p.m.

Submitted by Patrick Rodgers
Secretary of the Board

**Alliance to End Homelessness in Suburban Cook County, YMCA
of Metropolitan Chicago, and Softscape**

This memo is to describe and make recommendations regarding The Alliance to End Homelessness in Suburban Cook County (ATEH) SHP funds and timing issues with the withdrawal and expenditures of HMIS funds.

Initially, ATEH's HMIS grants were attached to other agency grants. (ATEH Board of Directors had knowledge of and approved this approach.) ATEH spread the HMIS grant amount among 3 agencies, one being the YMCA of Metropolitan Chicago (YMCA). ATEH would then "invoice" an agency for HMIS bills; the agency would draw down the funds from HUD and remit them to ATEH. Separate MOUs were signed with each agency regarding this practice. HUD was aware of this situation. (NOTE: This practice no longer occurs as ATEH invoices and draws down funds on its own for the HMIS project.)

In August 2006, ATEH submitted an invoice to YMCA for \$86,833 for Softscape payments for Milestones 12 - 17 in its contract for HMIS software. Although ATEH had not yet received the actual invoice from Softscape, there had been conversations with Softscape that billing was imminent. (Softscape had insinuated that failure to remit timely payment would delay the product launch.) At the Y's request, the ATEH's early invoice was an attempt to allow the YMCA ample time to process and remit payment to ATEH. ATEH received payment from YMCA in early October 2006. Amount is included in ATEH's 2006 year end audit.

However, ATEH did not receive Softscape's invoices until later.

In November 2006, ATEH received an invoice from and paid Softscape for Milestone 14 in the amount of \$6,500.

ATEH received Softscape invoice for Milestones 10, 11, 12, 15, 16 and 17 on December 29, 2006. NOTE: There was no invoice for Milestone 13 in the amount of \$13,000, although these funds had been drawn down. Invoices are entered into ATEH's accounting system and are included in 2006 year end audit.

During the early part of 2007 (in February and April), ATEH paid Softscape for Milestones 10, 11, 15 and 17.

Milestones 12 and 16 were not paid; these amounts total \$37,375. Combined with Milestone 13 (\$13,000) which was never billed, ATEH had drawn down \$50,375 (of the \$86,333) beyond its actual expenditures. Subsequently, ATEH and Softscape terminated their contract, rendering these invoices moot. The invoices are now removed from ATEH's accounts payable.

In fall 2007, ATEH's Executive Director Jennifer Hill successfully negotiated with HUD to allow ATEH to allocate these funds for other HMIS expenses. Expenses must be used before ATEH's SHP grant ends June 30, 2008. Unused funds will be recaptured by HUD at that time. It is projected that there may be up to \$50,000 of recaptured funds from the Alliance's SHP Grant covering July 2007-June 2008.

Observations:

- This was a very unique situation as it included a third party (YMCA). This variable has been removed from future grants. Thus, timing and receipt of payments is better controlled.
- In nearly all cases, agencies draw down HUD funds shortly after expenses are incurred. That was not the case in this situation. Funds were drawn down prior to invoices being received. (However, there was a contract to support the draw down.)
- Once received, the money was not segregated until payment was made. Funds were used to support normal, appropriate and approved operating expenditures.
- The effect of this situation was ATEH received an interest free loan. Had the funds been segregated and not touched until HUD approved, the effect would have been to force ATEH to tap more of its line of credit for its expenses. This is what will occur now unless or until significant accounts receivable payments are received.
- Although verbally presented, the lack of a proper NFP accounting system did not allow this information to be transparent in financial statement preparation and presentations.

Recommendations:

- Because of the uniqueness of the situation and because the factors no longer exist, the need to open a

separate account to hold segregated funds is negligible.

- Jennifer has had a subsequent discussion with HUD; they want ATEH to have at least the amount outstanding in ATEH's checking account. The deadline for this to occur is March 31.
- This situation must be properly documented for the auditors, HUD, ATEH Board of Directors and other interested outside parties. It may cause need for restatement of the 2006 financials.
- ATEH has purchased and is in the process of installing QuickBooks NFP accounting software.

Submitted by the Finance Committee
Doug Jones, Treasurer

YMCA funds for HMIS=\$101,683

Timeline

<u>Date:</u>	<u>Description:</u>
9/14/2005	Signed MOU between YMCA and Alliance.
9/05-1/06	Alliance (separately) invoices YMCA for several Blackwell Consulting Services bills totaling \$14,850. Payments are received.
8/28/2006	Invoice for \$86,833 submitted to YMCA for Softscape milestones associated with Production Launch, Milestones 12-17 (with one \$16,250 milestone split \$13,708 to YMCA and \$2,542 to Alliance SHP grant).
10/6/2006	Check for \$86,833 from YMCA deposited.
11/30/06	Alliance pays Softscape for Milestone 14.
12/29/06	Softscape bills Alliance for Milestones 10, 11, 12, 15, 16, 17 on last working day of 2006. (Milestone 13 was never billed, and Milestone 14 was already paid.) Alliance withholds payment of the bills because milestones are not delivered.
2/27/07	Alliance pays Softscape for Milestone 11.
4/12/07	Alliance pays Softscape for Milestone 10 and 15.
4/13/07	Alliance pays Softscape for Milestone 17.
9/14/07	Jennifer Hill asks Darrel Bugajsky (HUD) if remaining YMCA funds should be repaid now or re-allocated to other HMIS expenses. Darrel indicates the funds can be used for HMIS expenses that occur before Alliance's SHP grant end date of June 30, 2008. Any remaining funds will be recaptured at that time.
9/28/07	Alliance and Softscape terminate the contract.
12/1/07	Milestones 12 and 16 are removed from Accounts Payable. Per HUD instructions, \$50,375 is treated as temporarily restricted funds, and Alliance begins allocating eligible HMIS expenses against this total. Jan. 11 email from Darrel confirms this understanding as documented in JCH letter of Jan. 8.
2/7/08	Darrel further clarifies that Alliance checking account should reflect a balance equal to or greater than the outstanding balance of YMCA funds. Before the end of March, we must be able to show that this is the case.

Outcome and Evaluation Committee

Monday February 4, 2008
Journeys from PADS to Hope
1140 E. Northwest Hwy., Palatine, IL 60074

Present:

Magalie Oscar, Co-Chair-Catholic Charities
Courtney Suchor, Co-Chair-The Sanctuary
Kathie Cunningham-Catholic Charities
Todd Stull- Journeys from PADS to Hope
Sandy Williams- Journeys from PADS to Hope
Kelli Moore-LATH/Pillars

At this meeting, the committee continued revising our Outcome and Evaluation Tool.

At our next meeting, we will review the LOI surveys that we receive from the Alliance. We will also discuss the point values for each question/section in the larger tool. We will begin discussing a draft introductory letter and instructions for the tool.

Many thanks to Todd and Sandy for hosting and for the delicious lunch!

Timeline for our work over the course of this year.

January 2008: Present LOI survey to Alliance Board

February: LOI surveys submitted, given to Outcome and Evaluation Committee for review

March: Finalize tool

April to May: Final tool presented to Alliance Board, collect names of 10 projects who volunteer to be a part of pilot testing for the tool.

June: Alliance Board gives approval of Outcome and Evaluation Tool

July: Provide training on the tool to pilot projects

August: Pilot program begins

October: Pilot program ends

November to December: Evaluate pilot project and revise tool accordingly

2009: Implement tool for all HUD funded projects

Next Meeting is:

Monday, March 3, 1:30 PM at the Alliance Office at 1107 S. Mannheim Road in Westchester.



MARK ENENBACH • CHAIR
SUSAN SHIMON • VICE CHAIR
EILEEN HIGGINS • PAST CHAIR
PATRICK RODGERS • SECRETARY
DOUG JONES • TREASURER

JENNIFER C. HILL • EXECUTIVE DIRECTOR

February 5, 2008

Dear Project Applicants:

We need your help in reaching our goal of creating more Permanent Supportive Housing (PSH) within suburban Cook County. We set a goal in our Strategic Plan of creating 20 new PSH beds for chronically homeless individuals in each year of the five-year plan, and Cook County echoed this goal in its Consolidated Plan. We have further identified a need for more PSH for families and individuals, in addition to the chronic homeless goal. The funding streams we all depend on (SHP, ESG, etc.) are linked to carrying out these Plans, and so we all share in the accountability for our goals.

When the Samaritan Bonus project is funded each year, the resulting projects get us closer to our chronic PSH goal. Unfortunately, we can not always count on the bonus getting funded each time. Because HUD did not fund the 2007 bonus project, we need to make up this year for some lost ground.

In running the numbers for the 2008 SuperNOFA, it is clear that in order to catch up with our PSH goals, the Alliance will face the choice of 4-5% cuts across all renewal projects unless we can find other creative ways to meet our targets.

Several of you have participated in this year's Renewal Roundtable discussions, yielding some innovative approaches to create more PSH. Some of these ideas include:

- Swapping a current Transitional Housing (TH) project for a new PSH project of the same scale;
- Several projects contributing 2-3 units to an "amalgam" PSH project with several partners;
- Moving service dollars into operations;
- Offering voluntary cuts of 2-5%;
- Combining separate projects to create operating efficiencies to free up dollars;
- Reducing the number of units in your scattered-site TH project, and reducing your budget proportionately; or
- Expanding current PSH projects by a number of units.

It will take a variety of these approaches to meet our PSH targets for 2008. In 2008, we seek to fund 28 new PSH beds for chronically homeless individuals and another 20-25 PSH beds for families or other individuals. To give an example, if we are able to fund a bonus project for 20 chronically homeless individuals, swap three transitional projects for permanent projects (for 20-25 beds), and come up with enough renewal cuts to fund one other brand new PSH project (\$150-300K) and a couple expansion projects (5-10 beds, \$70-100K), we can create 55-60 beds with an average renewal cut of 4-5%.

Here is where we need your help. If you have not already done so, please seriously consider which of the above changes you would be willing to make in 2008.

Letter of Intent: When you submit your Letter of Intent (due February 22), indicate any budget cuts or other changes you would be willing to make. Letters of Intent are required for any new, renewal, or expansion project you hope to submit this year. However, the cuts or changes you include in your Letter of Intent are NOT binding. The Letter of Intent form is available on the **SuperNOFA** page of www.suburbancook.org.

Renewal Roundtable: Come to the next Renewal Roundtable discussion on Wednesday, February 27, 10am to noon, at YMCA Network, 3801 W 127th Street, Alsip, to get specific about the partnerships and strategies you will employ in your project applications this year. If helpful, use the "Homework" sheet listed under the February 1 meeting on the **Calendar** page at www.suburbancook.org to map out any changes to your project.

Thank you for your unwavering commitment to housing the homeless in suburban Cook County. If you have any questions, you can bring them to the February 27 meeting, or just call or email me before then.

Sincerely,

Jennifer C. Hill
Executive Director

ALLIANCE PREVENTION COMMITTEE
MEETING MINUTES
February 13, 2008

Attendees: Brian McManaman, Bryan Dunlap, Sheri Hackett, Loretta Norton, Sylvia Jean-Pierre, Melissa Marie, Viru Joshi, Jennifer Hill, Dennis Condon & Mary Schurder, chairs. Held at Alliance office building, Westchester IL.

Brenda Hanbury's office has reviewed our amended cap policy and will not approve a mandatory 10% contribution from the client. They are also concerned that the \$2000 maximum amount needs an appeal process. After discussion, the committee recommends changing the wording to accommodate their concerns. Jennifer will edit our policy adopted in January and speak to Brenda about the new verbiage. Another amendment will be presented to the Alliance Board at the Feb. 22, 2008 meeting.

The FY2009 Homeless Prevention Funding proposal packet has been issued. The amount of funding for the Alliance Continuum (\$1,349,700) is the same as last year. The Continuum and each banker applicant must complete a new narrative outlining their homeless prevention strategy. A new projection for mortgage assistance is requested.

Jennifer confirmed that the current fiscal agents would continue to serve:

- Catholic Charities (West CBSA), South Suburban Council on Homelessness (South CBSA), The Center of Concern & Connections for the Homeless (North CBSA). No other agencies have indicated a willingness to serve as fiscal agents; however, 3 additional portals have been added. The committee recommends maintaining the same funding allocation formula to the CBSAs (36% south, 29% west, 35% north).
- All portals are reminded that households can only receive assistance once every 24 months. Each banker has an in-house data base to track clients that is shared with their portals. When the HMIS system is operational, it will make it much easier to address the problem of "double dipping" by clients going from one area to another.

The committee reviewed Section I of the IDHS application which is prepared by the Continuum, adjusting the verbiage as needed. Some additional information is needed from the 4 bankers along with their completed Section 2 by March 3, 2008.

Brian McManaman of the Emergency Fund said there is a \$1500 cap for prevention assistance in Chicago. To contact the Chicago intake from a suburban location, use 312/744-5000. (Chicago residents can call 311 from their home phone) The Fund also has agreements with several suburban agencies to work on prevention services.

Next committee meeting is scheduled for Wed. March 19, 10 a.m. at the Alliance office

Mary Schurder
Co-chair

**ALLIANCE TO END HOMELESSNESS IN SUBURBAN COOK COUNTY
HOMELESS PREVENTION POLICY**

THE FOLLOWING FUNDING GUIDELINES AND CAPS ARE TO BE USED UNIFORMLY THROUGHOUT THE SUBURBAN COOK COUNTY CONTINUUM OF CARE. INDIVIDUAL PORTALS OR GROUPING OF PORTALS ARE NOT TO SET UP THEIR OWN GUIDELINES. PREVENTION FUND BANKERS ARE CHARGED WITH ENFORCING THESE GUIDELINES.

A household meeting the IDHS eligibility requirements can receive up to \$1,000 one time in a 2-year period for security deposit, rent, mortgage or utility assistance from IDHS Prevention funds. Each household will be encouraged to make a contribution from other resources toward the amount owed (e.g., at least 10% of the amount owed).

While it is understood that, in some cases, portals might want to exceed the above cap, exceptions should only be made in very rare situations. A maximum amount of \$1,000 over the above cap can be permitted provided that the intake person, his/her director and the local CBSA Banker ALL concur. If these three individuals are not all in agreement, or if there is a recommendation to exceed \$2,000 in total assistance, the case will be referred to the Alliance Prevention Committee Co-Chairs for a final decision. It should be understood that these guidelines supersede the State's three-month limit.

No exception to the 2-year rule can be made without authorization from the IDHS Springfield office.

Last revised: February 18, 2008.

Adopted by board resolution on _____, 2008.