



Friday, July 27, 2007  
10:00 AM-12:00 PM

United Way of Metropolitan Chicago ▪ 560 West Lake Street ▪ Chicago, IL

## AGENDA

- I. Welcome & Introductions**
- II. Approval of Meeting Minutes**
- III. Treasurer's Report – *Doug Jones***
  - A. Audit Update
  - B. Financial Statements of 6/30/07
- IV. Director's Report – *Jennifer Hill***
- V. Committee Reports**
  - A. Executive Committee – *Eileen Higgins*
  - 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 – *Ken Schmitt*
  - J. Rental Support Workgroup – *Eileen Higgins*
- VI. Other Reports**
  - A. Regional Roundtable – *Cynthia Schilsky*
  - B. Mainstream Resources – *Mary Ann Romeo*
- VII. Board Elections**
  - A. CBSA Nominations – update
  - B. Alliance Nominating Cmte.
  - C. Officers/Countywides
- VIII. CBSA Reports**
  - D. South – *Fred Shannon*
  - E. West – *Sharmili Majmudar*
  - F. North – *Sue Shimon*
- IX. Old Business**
- X. New Business**
- XI. Adjournment**

The next meeting of the Board of Directors will be held **Friday, August 24, 2007**, 10:00 AM to 12:00 PM, in a NORTH suburban location TBD.

**Treasurer’s Report for the Alliance to End Homelessness in Suburban Cook County  
For the Board of Directors Meeting in July 2007  
By Doug Jones, Treasurer**

Financial Audit for 2006 by Independent Public Accounting Firm

Fiscal 2006 financial statements were audited more extensively because incoming cash flow from federal grants exceeded the \$500,000 threshold which triggers a requirement for such an audit. The result of that audit was a “clean” opinion; that is, the financial statements fairly represent the results of operations (see quote below from auditors).

Audit Results

“In our opinion, the financial statements, referred to above present fairly, in all material respects, the financial position of ALLIANCE TO END HOMELESSNESS IN SUBURBAN COOK COUNTY as of December 31, 2006 and 2005, and the changes in its net assets and its cash flows for the years then ended in conformity with U.S. generally accepted accounting principals.”

Internal Controls

As a normal part of an audit, the auditors review the accounting procedures. They do so in order to determine the extent that sample transactions can be relied upon and to determine what protections are present against both error and misappropriation. These internal controls were found sufficient in the prior audit, but recommendations for improvement were made. The current audit noted that those recommendations had been installed. This year’s exception to good practice was that Board approval should be documented for opening a PayPal account. Recommendations for this year involved expanding the manual of accounting policies and procedures.

Board Inquiry Regarding May 2007 Utilities

At the June board meeting, the Treasurer’s Report referenced the high utility costs (\$18K) due to upfront costs associated with a mobile training lab for HMIS. The board requested more detail outlining these costs. The following chart separates regular monthly utility expenses from upfront costs paid in May.

**6400 · Utilities Expense**

**Regular monthly utility expenses:**

AT&T	phone, DSL, web, email	277.03
Save On Conferences	conference calls	56.14
ComEd	electric bill	73.44
Expense reports	employee cell phone reimbursements	<u>131.74</u>
		538.35

**Upfront utility expenses:**

GoDaddy.com	2-yr web domain renewal	36.76
Just Service, Inc.	3 yrs. web hosting & office network back-up/storage	4,320.00
Verizon Wireless	2 yrs. broadband wireless cards (7)	<u>13,275.00</u>
		17,631.76

Total 6400 · Utilities Expense 18,170.11

**Alliance to End Homelessness in Suburban Cook County**  
**Balance Sheet**  
As of June 30, 2007

	<u>Jun 30, 07</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking at Harris N. A.	10,617.85
PayPal	<u>578.09</u>
<b>Total Checking/Savings</b>	<u>11,195.94</u>
<b>Accounts Receivable</b>	
1100 - Accounts Receivable	<u>10,067.78</u>
<b>Total Accounts Receivable</b>	<u>10,067.78</u>
<b>Other Current Assets</b>	
1440 - Security Deposit	<u>872.29</u>
<b>Total Other Current Assets</b>	<u>872.29</u>
<b>Total Current Assets</b>	<u>22,136.01</u>
<b>TOTAL ASSETS</b>	<u><u>22,136.01</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 - Accounts Payable	<u>37,577.82</u>
<b>Total Accounts Payable</b>	<u>37,577.82</u>
<b>Credit Cards</b>	
2020 - CitiBank	<u>191.77</u>
<b>Total Credit Cards</b>	<u>191.77</u>
<b>Other Current Liabilities</b>	
<b>Payroll Liabilities</b>	
2330 - Federal Payroll Taxes Payable	
2335 - Medicare Payable EE	94.56
2336 - Medicare Payable ER	94.61
2337 - FICA Payable EE	402.94
2338 - FICA Payable ER	404.30
2330 - Federal Payroll Taxes Payable - Other	<u>845.33</u>
<b>Total 2330 - Federal Payroll Taxes Payable</b>	<u>1,841.74</u>
2350 - State Payroll Taxes Payable	1,253.78
2360 - SUTA Payable	<u>299.62</u>
<b>Total Payroll Liabilities</b>	<u>3,395.14</u>
2010 - Line of Credit	<u>24,000.00</u>
<b>Total Other Current Liabilities</b>	<u>27,395.14</u>
<b>Total Current Liabilities</b>	<u>65,164.73</u>
<b>Total Liabilities</b>	65,164.73
<b>Equity</b>	
Retained Earnings	3,448.33
Net Income	<u>-46,477.05</u>
<b>Total Equity</b>	<u>-43,028.72</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>22,136.01</u></u>

1:53 PM  
07/06/07  
Accrual Basis

**Alliance to End Homelessness in Suburban Cook County**  
**Profit & Loss**  
June 2007

	<u>Jun 07</u>
<b>Income</b>	
<b>4010 - Grant Income</b>	
SHP 2007 ADMIN	1,181.00
<b>Total 4010 - Grant Income</b>	<u>1,181.00</u>
<b>4300 - Other Income</b>	2.46
<b>Total Income</b>	<u>1,183.46</u>
<b>Gross Profit</b>	1,183.46
<b>Expense</b>	
<b>Payroll Expenses</b>	14,179.33
<b>6010 - Non-Employee Compensation</b>	3,528.70
<b>6050 - Employee Benefit Programs Exp</b>	692.59
<b>6300 - Rent or Lease Expense</b>	921.14
<b>6400 - Utilities Expense</b>	569.55
<b>6420 - Travel Expense</b>	621.07
<b>6430 - Postage &amp; Delivery</b>	26.80
<b>6450 - Office Supplies Expense</b>	46.15
<b>6460 - Interest Expense</b>	392.93
<b>6500 - Equipment or Furniture</b>	195.84
<b>6600 - Advertising Expense</b>	100.00
<b>6850 - Service Charge Expense</b>	0.00
<b>Total Expense</b>	<u>21,274.10</u>
<b>Net Income</b>	<u><u>-20,090.64</u></u>



## HMIS Committee Report July 27, 2007

### ***Softscape Update***

The Alliance continues to work diligently to try to move the implementation forward although there continues to be many issues. The Alliance continues to identify and test application fixes and is working on identifying questionable fields on the reports and assessing if the data is taken from the appropriate places in accordance to Alliance technical specifications.

Per the board's instruction, the Alliance has also begun to do research/inquiries of other possible options regarding HMIS. We have learned the following so far:

- Overall most of Illinois is using Bowman Systems - Service Point for their HMIS systems. Three CoC/Agencies are using MetSys or Rosie.
- Spoken with several CoC's: Evanston, DuPage, Joliet/Will, Lake, and McHenry County regarding their systems. Everyone that we spoke with is pretty happy with the system since they added several new features to software application especially the Advance Reporting Tool (ART).

#### Next Steps:

- Continue to address implementation issues with Softscape.
- Set-up meetings with DuPage & Lake County to have more in-depth discussions.
- Reconvene the HMIS Committee
- Research other top HMIS vendors around the country.
- Set-up demos with Service Point, Adsystem, etc., when appropriate.

**Minutes from the ATEHSCC's Fundraising and Marketing Committee**  
**June 29, 2007 8:30 a.m.**  
**Offices of United Way of Metropolitan Chicago**

In attendance: Sandy Williams, Co-Chair  
Thomas Galassini, Co-Chair  
Richard Grove  
Lenoris Perkins  
Jennifer Hill, Staff

The committee discussed the following items:

1. Missed opportunity to publicize SuperNofa results – lag in reporting time would not be effective. Make this a priority next year.
2. Use the Images and Themes created at the November 2006 retreat to create PR materials for communication and distribution. Goal is not only fundraising, but also education. Work with the Continuum of Care Development Committee to coordinate (PowerPoint, DVD, etc.).
3. Develop a policy to be delivered to the Board about philanthropic expectations.
4. The Board has approved a fundraising goal (part of the approved budget) for the year of \$68,000 with current YTD amounts received over \$50,000, primarily through the Chicago Community Trust grant. Thus, there is a commitment to raise these funds.
5. Following up on Ken Schmitt's recommendation, investigate a "Shake the Can" day. Best time may be in November in conjunction with Affordable Housing Month activities. Focus on commuter train stations. Need for volunteers. Front end funding for materials (brochures, cans, etc.) would require Board approval.

Next meeting will be on Friday, July 27, 2007 at 8:30 a.m. at the offices of United Way of Metropolitan Chicago.