



Friday, July 25, 2008
10:00 AM-12:00 PM
United Way of Metropolitan Chicago
560 W Lake St., Chicago

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> | 10:10-10:35 |
| A. 2007 Audit Presentation – <i>Elizabeth Blayer, Ahlbeck & Co.</i> | |
| B. Finance Committee Update | |
| C. June 30 Financials | |
| IV. Director's Report – <i>Jennifer Hill</i> | 10:30-10:50 |
| A. Staff Update | |
| B. Discharge Planning Report | |
| V. Committee Reports | |
| A. Executive Committee – <i>Sue Shimon</i> | 10:50-10:55 |
| B. HMIS Committee – <i>Ken Schmitt</i> | 10:55-11:05 |
| C. Continuum of Care Development – <i>Sue Shimon</i> | 11:05-11:10 |
| D. Project Review and Prioritization – <i>Cynthia Schilsky</i> | 11:10-11:20 |
| E. Homelessness Prevention – <i>Mary Schurder/Dennis Condon</i> | 11:20-11:25 |
| F. Outcome Evaluation – <i>Magalie Oscar/Courtney Suchor</i> | 11:25-11:35 |
| G. Governance – <i>Eileen Higgins</i> | 11:35-11:40 |
| H. Chronic Homelessness – | <i>No report</i> |
| I. Fundraising Committee – | <i>No report</i> |
| VI. Other Reports | |
| A. Regional Roundtable – <i>Cynthia Schilsky</i> | 11:40-11:45 |
| VII. Local Council Reports | 11:45-11:50 |
| A. South – <i>Mike Wasserberg/Carl Wolf</i> | |
| B. West – <i>Teri Curran/Lynda Schueler</i> | |
| C. North – <i>Millicent Ntiamoah/Michael Sada</i> | |
| VIII. Old Business | |
| A. Officer Elections | 11:50-12:00 |
| IX. New Business | |
| X. Adjournment | |

The next meeting of the Board of Directors will be held **Friday, August 22, 2008**, 10:00 AM to 12:00 PM, at a **south** suburban location TBD.

**Alliance to End Homelessness in Suburban Cook County
Board of Directors Meeting Minutes
June 27, 2008 at United Way of Metropolitan Chicago**

The meeting was called to order at 10:15am by Mark Enenbach, Board Chairperson. The minutes of the previous meeting were approved as written.

Treasurer's Report – Doug Jones reported that all the funds from the 2005 SHP-YMCA grant have now been expended. Documentation was included in board packet to show how the funds were spent.

Executive Director's Report – Jennifer Hill

- Introduced Peggy Troyer, Manager of Information Systems
- Announced that Office Manager, Sharon broke her leg and it is uncertain how long she be out of the office
- HMIS – the training went well – facility was great – trained all but 1 of the agencies that receive ESG funds so reached that training goal – continue to send updates on progress to HUD and the County weekly
- Grant Management – Funding from Cook County CDBG funds reduced to \$40,000 for the time period of June to September of 2009 since we have not yet spent any of our current funds (\$147,000). Discussion about need for alternative sources of funding for the Alliance and what that might look like. CDBG money is used as match for the HMIS SuperNOFA grant and we will have to have an alternative. This was referred to the Finance Committee to work on developing a plan.
- Axelson – Boot Camp Training – Jennifer attended. Discussion of how the Alliance is not a typical non-profit in that it doesn't provide direct service but serves more as a membership organization. M. Schurder pointed out that most of the Alliance's expenses are administrative and not programmatic which presents some fundraising challenges. E. Higgins stated that the Alliance could further develop its advocacy role. S. Shimon said we needed to know our purpose and indicated that HUD may be looking at some changes in how the Alliance will operate if the HUD grant process is going to be administered in a different way. J. Hill stated that delineation of roles for board and staff is important and that board and staff development had been suggested. She requested recommendations of board consultants if anyone knows people who would be helpful in this regard.

Committee Reports

Executive Committee – Mark Enenbach

- Minutes included in board packet – no action items
- Letter from Ray Willis from HUD that they are appreciative of the HMIS updates and conditions on funding have been lifted.
- Evanston Continuum of Care has indicated an interest in a possible merger with the Alliance but conversations will not begin until late 2008.

Continuum of Care – Sue Shimon

- Meeting set for July 1 at 9:30am at the Alliance office
- Presentations of the Plan to End Homelessness done at south and west CBSA's.

Project Review and Prioritization – Cynthia Schilsky

- SuperNOFA supposed to be released on or about July 1 and then trainings and a meeting will be set up to discuss review process.
- M. Wasserberg asked if there were any guidelines that had come from the renewal meetings about the funding of renewals. A motion that had been withdrawn at the March board meeting was reintroduced and determined to be in order.
- **Motion:** New projects that submit applications for SuperNOFA 2008 must be either bonus eligible or reallocation eligible. All renewals will be prioritized. (Schilsky/Condon) Motion approved.

HMIS – Ken Schmitt

- The committee recommends hiring a consultant for guidance in making the system work in the start-up phase. Staff will work with the committee to make this happen.
- P. Troyer has come on staff and in 3 weeks has started the training process and now is ready to get the system operational.
- C. Suchor raised an issue about consent forms and Notification of Privacy Practice documentation. This issue will be addressed as will the many other concerns that will be raised as the Alliance implements the HMIS.

Prevention – Dennis Condon

- Meeting set for July 22 at 10am at the Alliance office.
- Hope to have information on call volume count at that meeting.

Outcome Evaluation – Courtney Suchor

- Committee is working on the eligibility criteria information collected with the LOI.

Governance – Eileen Higgins

No report

Regional Round Table – Cynthia Schilsky

- Reminder about Countywide Forum on Discharge Planning scheduled for July 14. Everyone is urged to attend.

Local Council Reports

South – Mike Wasserberg

- Creating an action plan in response to the south homeless study
- Elections held

West – Cynthia Schilsky

- Plan to End Homelessness Presentation done
- Elections held

North – Sue Shimon

- Held 2 trainings on harm reduction
- Elections held

Old Business

Board Elections – Eileen Higgins for the Nominating Committee

The following persons are nominated as Directors on the Board

- Countywide Representatives: Sue Shimon–WilPower, Mark Enenbach–CEDA, William Baxter–Hines VA Hospital, Heidi Russell-Green–Safer Foundation, Khen Nickele–IDHS-DMH, Arie Davis–IL. Dept. of Corrections, Tom Galassini-United Way, Brian McManaman–Emergency Fund, Eileen Higgins–Catholic Charities
- AHAND – Co-Presidents – Michael Sada–Kenneth Young Center and Millicent Ntiamoah–Catholic Charities, Mary Schurder–Center of Concern, Paul Selden–Connections for the Homeless, Randi Gurian–The Harbour, Hugh Brady–NAMI – 2 vacancies remaining
- WSCH – Co-Presidents – Teri Curran–Pillars and Lynda Schueler–W. Suburban PADS, Kyu Yup Kim–Oak Park Family Services, Marvin Gorss–West Suburban Landlords Assoc., Cynthia Schilsky–community, Jose Alvarez–Town of Cicero, Debra Howard Frye–Thresholds – 1 vacancy
- SSCH –Co-President – Mike Wasserberg–S. Suburban PADS, Rev. John Rice–Bethel Community Facility, Courtney Suchor–SS Family Shelter, Beverly Christmon–community, Dennis Condon–community, Pat Rodgers–Social Security Administration, David Tracy–Habitat for Humanity-Chicago S. Suburban – 1 vacancy

The above slate was nominated as the Alliance Board of Directors. (Higgins/Wasserberg)
Slate was approved

New Business

- M. Enenbach reported that IHDA has announced that the Rental Housing Support money will be delayed until at least August. No money has yet been distributed for the program.
- Officers for the Alliance Board will be elected in July. The slate will be presented at the July meeting and there can be nominations from the floor.
- B. McManaman reported that the Com Ed/Emergency Fund utility assistance program spent the \$200,000 allocated in 1 month and is closed for now.
- M. Enenbach reported that the LIHEAP cooling program will begin on July 7 – but the money goes fast.

The meeting was adjourned at 12 noon. (Wasserberg/Higgins)

Respectfully submitted,
Cynthia Schilsky
Secretary Pro Tem

Voting Members Present -

Jose	Alvarez	Town of Cicero
Beverly	Christmon	IL DCFS
Dennis	Condon	Community Representative
Arie	Davis	IL Department of Corrections
Gerry	DuPaty	Housing Authority of Cook County
Mark	Enenbach CHAIR	CEDA Central
Eileen	Higgins PAST CHAIR	Catholic Charities
Doug	Jones TREASURER	Michael Joseph Foundation
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 -

John	Fallon	Corporation for Supportive Housing
William	Baxter	Hines V A Hospital
Theresa	Curran CBSA Co-Chair	Pillars
Tom	Galassini	United Way of Metro Chicago
Marvin	Gorss	West Suburban Landlords Assoc.
Richard	Grove	Community Representative
Debra	Howard-Frye	Thresholds
Kyu Yup	Kim	Oak Park Family Service
Christine	Klepper	HCP of Illinois
Khen	Nickele	IDHS-DMH
Maryrose	Peters	NAMI - Barrington
Rev. John	Rice	Bethel Community Facility
Patrick	Rodgers SECRETARY	Social Security Administration
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
Tom	Hinchy	Cook County DPDevelopment
Ken	Keibler	Catholic Charities
Brian	McManaman	Emergency Fund
Ken	Schmitt	YMCA Network
Paul	Selden	Connections for the Homeless
Joanne	Wilson	CEDA
Jennifer	Wood	YMCA Network
Jennifer Connors	Hill	Alliance
Peggy	Troyer	Alliance

Alliance to End Homelessness
Treasurer's Report to Board of Directors
July 25, 2008

Priority actions for new Treasurer

1. Complete Fiscal Policies and Procedures for Board approval.
2. Establish a final reporting format for monthly reports to include statement captions, comparative statements and format for summary explanation of monthly activity.

Accomplished

1. Established a Finance Committee composed of experts to provide both special counsel to the Executive Director as well as review financial operations and reporting.
2. Financial statements prepared in compliance with GAAP on appropriate software.
3. Internal controls acceptable to audit standards were verified.
4. Established written Treasurer's report.
5. Final accounting and resolution of fiscal problems related to failure of HMIS software vendor.

Doug Jones, Treasurer

The Finance Committee is composed of Paul Selden, Tom Galassini and Cynthia Schilsky. Special Advisor to the Committee is Beth Seaman.

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Position
As of June 30, 2008

	<u>Jun 30, 08</u>	<u>Jun 30, 07</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Harris N. A.	28,733.92	16,520.36	12,213.56	73.93%
PayPal	578.09	578.09	0.00	0.0%
Total Checking/Savings	<u>29,312.01</u>	<u>17,098.45</u>	<u>12,213.56</u>	<u>71.43%</u>
Total Accounts Receivable	82,663.64	10,067.78	72,595.86	721.07%
Other Current Assets				
1400 - Prepaid Expenses	8,545.48	0.00	8,545.48	100.0%
1440 - Security Deposit	872.29	872.29	0.00	0.0%
Total Other Current Assets	<u>9,417.77</u>	<u>872.29</u>	<u>8,545.48</u>	<u>979.66%</u>
Total Current Assets	<u>121,393.42</u>	<u>28,038.52</u>	<u>93,354.90</u>	<u>332.95%</u>
Fixed Assets				
1500 - Property and Equipment	23,793.85	10,230.85	13,563.00	132.57%
1900 - Accum. Depreciation - Prop&Eq	-4,425.56	-1,023.09	-3,402.47	332.57%
Total Fixed Assets	<u>19,368.29</u>	<u>9,207.76</u>	<u>10,160.53</u>	<u>110.35%</u>
TOTAL ASSETS	<u>140,761.71</u>	<u>37,246.28</u>	<u>103,515.43</u>	<u>277.92%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	57,917.94	37,642.47	20,275.47	53.86%
Credit Cards				
2020 - CitiBank	335.38	838.93	-503.55	-60.02%
2030 - Advanta Bank Corp	791.73	0.00	791.73	100.0%
Total Credit Cards	<u>1,127.11</u>	<u>838.93</u>	<u>288.18</u>	<u>34.35%</u>
Other Current Liabilities				
Payroll Liabilities				
2330 - Federal Payroll Taxes Payable	3,188.50	1,841.74	1,346.76	73.12%
2350 - State Payroll Taxes Payable	364.26	1,253.78	-889.52	-70.95%
2360 - SUTA Payable	366.85	448.50	-81.65	-18.21%
Total Payroll Liabilities	<u>3,919.61</u>	<u>3,544.02</u>	<u>375.59</u>	<u>10.6%</u>
2010 - Line of Credit	0.00	29,000.00	-29,000.00	-100.0%
Total Other Current Liabilities	<u>3,919.61</u>	<u>32,544.02</u>	<u>-28,624.41</u>	<u>-87.96%</u>
Total Current Liabilities	<u>62,964.66</u>	<u>71,025.42</u>	<u>-8,060.76</u>	<u>-11.35%</u>
Total Liabilities	<u>62,964.66</u>	<u>71,025.42</u>	<u>-8,060.76</u>	<u>-11.35%</u>
Equity				
Unrestricted Net Asset	53,059.08	12,507.21	40,551.87	324.23%
Net Income	24,737.97	-46,286.35	71,024.32	-153.45%
Total Equity	<u>77,797.05</u>	<u>-33,779.14</u>	<u>111,576.19</u>	<u>-330.31%</u>
TOTAL LIABILITIES & EQUITY	<u>140,761.71</u>	<u>37,246.28</u>	<u>103,515.43</u>	<u>277.92%</u>

Alliance to End Homelessness in Suburban Cook County
Profit & Loss Budget vs. Actual
January through June 2008

	<u>Jan - Jun 08</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
4010 - Grant Income			
CDBG 06-062	55,093.32	55,093.32	100.0%
CDBG 07-046	9,365.34	36,986.02	25.32%
SHP 2005 YMCA	46,173.03	46,173.02	100.0%
SHP 2008 ADMIN	1,303.88	8,651.00	15.07%
SHP 2008 Alliance	8,322.12	173,938.98	4.79%
Total 4010 - Grant Income	<u>120,257.69</u>	<u>320,842.34</u>	<u>37.48%</u>
4011 - Donation Income			
401101 - Individual Giving	100.00	1,580.02	6.33%
401102 - Board Gifts	325.00	1,500.00	21.67%
401114 - Foundation & Corporate Giving			
AHAND	1,500.00	0.00	100.0%
CEDA, Inc.	500.00	0.00	100.0%
Chicago Community Trust	30,000.00	25,000.00	120.0%
401114 - Foundation & Corporate Giving - Other	0.00	5,000.02	0.0%
Total 401114 - Foundation & Corporate Giving	<u>32,000.00</u>	<u>30,000.02</u>	<u>106.67%</u>
Total 4011 - Donation Income	<u>32,425.00</u>	<u>33,080.04</u>	<u>98.02%</u>
4300 - Other Income	969.07	0.00	100.0%
4999 - Uncategorized Income	1.00		
Total Income	<u>153,652.76</u>	<u>353,922.38</u>	<u>43.41%</u>
Gross Profit	153,652.76	353,922.38	43.41%
Expense			
6000 - Wages Expense	65,939.54	106,604.98	61.85%
6010 - Non-Employee Compensation	5,830.00	5,830.00	100.0%
6050 - Employee Benefit Programs Exp	4,847.24	8,757.90	55.35%
6080 - HMIS Vendor Fees	22,869.99	120,000.00	19.06%
6085 - HMIS Security Expense	0.00	15,000.00	0.0%
6087 - HMIS Contingency	450.00	33,750.00	1.33%
6090 - Consultant Fees	835.00	45,000.00	1.86%
6100 - Payroll Tax Expense	6,496.10	10,952.10	59.31%
6300 - Rent or Lease Expense	4,994.74	6,249.98	79.92%
6400 - Utilities Expense	6,222.66	3,245.02	191.76%
6410 - Printing Expense	263.84	1,200.00	21.99%
6420 - Travel Expense	1,919.14	3,552.00	54.03%
6430 - Postage & Delivery	140.56	600.00	23.43%
6450 - Office Supplies Expense	2,596.46	1,728.00	150.26%
6460 - Interest Expense	1,123.64	2,079.98	54.02%
6500 - Equipment or Furniture	258.97	3,750.00	6.91%
6550 - Other Office Expense	189.00	300.00	63.0%
6680 - Accounting	919.64	3,750.00	24.52%
6850 - Service Charge Expense	90.70	0.00	100.0%
6950 - Insurance Expense	2,351.83	2,250.00	104.53%
6999 - Uncategorized Expenses	575.74	0.00	100.0%
Total Expense	<u>128,914.79</u>	<u>374,599.96</u>	<u>34.41%</u>
Net Income	<u>24,737.97</u>	<u>-20,677.58</u>	<u>-119.64%</u>

Experts Say Better Reentry Planning Can Reduce Homelessness

(CHICAGO, July 14, 2008) Mental health, corrections, and homelessness experts from several agencies and nonprofits joined officials from Cook County and the federal and state governments here today to push action to help those discharged from hospitals, jails and prisons avoid homelessness.

The "Countywide Forum on Discharge Planning and Homelessness" focused on current discharge procedures and ways to improve them and ease reentry into community life, with a special emphasis on new solutions and collaborations that will prevent homelessness, recidivism or re-institutionalization.

"Today we are bringing together representatives from federal, state, county and local government with nonprofits, advocates and consumers of homeless services to talk about how we can work together to prevent homelessness for people who have been discharged from institutions," said Congresswoman Jan Schakowsky (IL-9) in her keynote remarks to participants. "It is this type of collaboration that is absolutely necessary to create new initiatives and more effective policies so that people move out of systems and into safe, decent, affordable housing"

Advocates have long maintained that stable housing is one of the most important ingredients in successful reentry programs.

"In these times of diminishing resources and increasing needs, it's essential that collaboration occur at all levels to ensure people stay housed with the necessary supports, and that transitions from institutions to the community are planned correctly," noted Katrina Van Valkenburgh, Director of Illinois and Indiana Program for the Corporation for Supportive Housing. "110,000 people will leave Cook County Jail or Illinois Prisons in the next year returning back to their original home communities in Cook County. Many will likely end up homeless if we do not work together to prepare for their release and create alternatives."

Those who attended today's forum pointed to the number of different populations throughout the community that are in need of more effective attention and assistance during reentry.

"Through Chicago's Plan to End Homelessness, we are making progress in ending homelessness for thousands of people," said Nancy Radner, Chief Executive Officer, Chicago Alliance to End Homelessness. "But we are finding that people who leave other systems - from mental health, from corrections, from child welfare - can end up in the homeless system. This forum highlights how effective planning and coordination among these systems is the key to preventing homelessness for so many people."

Representatives of nonprofits from areas outside of Chicago say the issue of reentry goes beyond the City's borders and must be addressed through a regional approach.

"When we looked at how to prevent homelessness for people leaving hospitals, jails, and other public institutions, it just made sense to work together at a countywide level," said Jennifer Hill, Executive Director of the Alliance to End Homelessness in Suburban Cook County. "Some critical institutions operate at the county level, like the county hospital and county jail. Even when we're talking about the people coming from state-level systems, like mental health and foster care, we knew that Cook County numbers make up a large proportion of the state's numbers."

The forum, which was hosted at Loyola University Chicago's Kasbeer Hall, placed a heavy emphasis on efforts to build cooperative links and relationships between agencies and every level of government.

Organizers took time from their brain-storming sessions to honor Congresswoman Schakowsky and Cook County Commissioner Earleen Collins, also a speaker at the forum, for "Their Leadership and Contributions to the Collaborative Effort to Prevent and End Homelessness."

Participants received added insights from an expert panel featuring Cook County Sheriff Tom Dart; Theodora Binion Taylor, Director, Illinois Division of Alcoholism and Substance Abuse; David R. Buchanan, M.D., M.S., Chief Medical Officer Erie Family Health Center; Dan Wasmer, Regional Director, Illinois Division of Mental Health; Eugene Herskovic, Homeless Coordinator, U.S. Department of Veterans Affairs; John Cheney Egan, Head of the Office of Housing and Cash Assistance, Illinois Department of Children & Family Services; and Roberta Fewes, Deputy Director, Office of Programs & Support Services, Illinois Department of Corrections.

A resource table with materials was available to assist providers working with undocumented persons facing reentry and other issues.

The forum was sponsored by the Chicago Alliance to End Homelessness, the Corporation for Supportive Housing, the Alliance to End Homelessness in Suburban Cook County, Evanston Alliance on Homelessness, Treatment Alternatives for Safe Communities (TASC, Inc.), and Loyola University Chicago Center for Urban Research and Learning.

For more information, visit www.thechicagoalliance.org

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Alliance to End Homelessness in Suburban Cook County
Executive Committee

July 7, 2008, 1:30pm – 3:00pm

1. Welcome; in-person meeting called to order on July 7, 2008 @ 1:57pm by Mark Enenbach (also members present via telephone conference call)
 - Present in-person: Sue Shimon, Eileen Higgins, Mark Enenbach, Doug Jones, Jennifer Hill, Theresa Curran, Millicent Ntiamoah
 - Present during telephone conference call: Mike Wasserberg
2. Approval of Minutes
 - voice vote accepted minutes with no changes
3. Financial Update – Doug
 - Stated committee report the same as presentation during June Board meeting
 - This is Doug's last meeting as new treasurer to attend next month's executive committee meeting
4. Director's Report – Jennifer
 - HMIS
 1. See attached letter sent to Cook Country re: status of HMIS training
 2. Peggy in process of finalizing registration for July training dates. Currently, end user training slots are full but a few openings still available for admin users slots
 3. Peggy receiving training from consultant today
 - Hiring Status
 1. interviews scheduled for this week for 2nd HMIS position
 2. Although the office manager (Sharon) has broken her leg, a temporary person is assisting with responsibilities
5. Committee/Issues:
 - A. HMIS
 - HMIS meeting on 7/8/08; on agenda is a discussion regarding the consent form and the development of a process for committee to review/approve forms adopted by each agency in Alliance
 - B. Continuum of Care Development – Sue
 - Committee discussed plans re: next presentation steps which includes the NW Municipal Conference and to establish appointments with select Boards
 - Planning for a strategic plan retreat in the fall on November 14
 - Planning for the January homeless count
 - C. Project Review
 - No new information
 - D. Chronic Homelessness
 - No new information
 - E. Homeless Prevention
 - Next meeting July 22nd at 10am at the Alliance office. Discussed the feasibility of joining with the Division of Mental health (if there is a committee involved) as new initiatives are forthcoming including the Bridge program (permanent supportive housing voucher program) and the possibility of a call center (to provide information on available housing units). Teri reported that she is attending training this Thursday and will attempt to obtain additional information.
 - F. Governance
 - No new information

G. Outcome Evaluation

- No new information

H. Fundraising

- No new information

6. Other Business

- Nominating committee still in process of nominating Countywide reps and also to finalize an officer slate for the July Board meeting along with presentation of the slates from each CBSA at that time.
- Discussion re: benefit of having CBSA chairs meet to identify how each CBSA currently operates and to identify mutual goals for the CBSA meetings, agreed to hold discussion during executive committee meeting in September (in-person meeting).

7. Adjournment

- Motion to adjourn by Mike; seconded by Millicent at 3:15pm

Respectfully submitted,

Theresa Curran

Alliance to End Homelessness - HMIS Committee Meeting Minutes
Alliance Office
July 8, 2008 10:00 a.m.

Participants: Marvin Gorss; Pam Reed; Connie Fabbrini; Ken Schmitt; Peggy Troyer;
Jennifer Hill; Lynda Schueler; Mark Enenbach

- I. Previous minutes of HMIS approved by consent
- II. Alliance HMIS positions - Data and Evaluation Administrator
Interviewing for Data & Evaluation Administrator position begins today and should be completed tomorrow. Interviewing will be done by Jennifer, Peggy and Ken
- III. Implementation of HMIS – Status Report
 - A. Training 7/15 – End Users training at Robert Morris College in Bensenville.
 - B. Training 7/16 & 7/17 - Agency Administrators Training also scheduled at Robert Morris College in Bensenville.
 - C. Training – Further End User training and possibly Agency Administrator training will be scheduled for September if possible
 - D. Training – Peggy Troyer has been getting training/consultation from DuPage County; Bowman and Pam Kostecki. She reported to the committee that she will seek out further training from Bowman as she determines what she needs training in beyond what she is getting from DuPage County and Pam Kostecki.
 - E. Agency Programs and Services – Those receiving Agency Administrator training will be able to add/modify their agency programs and services beyond that which has already been inputted in ServicePoint.
 - F. Minimum Data Requirements (MDR) – The Alliance priority for HMIS is being given to inputting the HUD universal requirements for MDR so that we can meet the 75% requirement for HUD before SuperNOFA submission.
- IV. HMIS Client Consent and HMIS Notice of Privacy Practices – An HMIS Client Consent form and HMIS Notice of Privacy Practices have been emailed to Alliance members who will be participating in HMIS. For now, member agencies are being asked to utilize these two forms to cover the liability of the Alliance and individual agencies. Suggested modifications for the future included: 1) larger print for Consent form; 2) lumping together the exceptions to sharing; 3) reducing and/or eliminating case management and supportive services information not needed by most agencies such as HIV/AIDS status.
- V. HMIS Memo to Alliance members – It was recommended that Peggy and Jennifer prepare a memo to Alliance members clarifying the status of HMIS; what forms and procedures should be in place; and what will be required of

agencies as we prepare to meet the HUD requirements for HMIS participation before SuperNOFA submission

- VI. Other Business – 1) Committee members discussed the issue of configuring HMIS for multiple providers providing services for same program to see if that is possible. Peggy will be investigating this. 2) Committee members discussed how to best prepare for and organize HMIS committees to deal with common problems/issues and training in the future. It was recommended that there be subcommittees (user meetings) meeting separately for shelters; prevention; agency administrators; and transitional and permanent housing providers.
- VII. Next Committee meeting – The next committee meeting is scheduled for Tuesday August 12th at the Alliance office at 10:00 a.m.

**Continuum of Care Development Committee Meeting
May 27, 2008**

Present: Lynda Schueler, Cynthia Schilsky, Jennifer Hill, Susan Shimon, Mark Enenbach

The committee reviewed the recommendations made by Alliance board members following the plan's presentation in their May meeting.

Each committee member will work on a portion and send finished edits to Sue for compilation to be ready for the plan presentation in the South Suburban Council meeting.

**Continuum of Care Development Committee Meeting
July 1, 2008**

Present: Lynda Schueler, Jennifer Hill, Mark Enenbach, Sue Shimon

- I. The committee checked CBSA presentations off of its presentation list, and discussed next steps. Mark will pursue an appointment with the Cook County Commissioners. On the horizon:

Presentation to the West Suburban PADS board of directors – September 18

Presentation to the Northwest Municipal Conference - September 24

- II. The committee planned upcoming work projects:

- SuperNOFA – once issued, dates for Alliance orientation and training will be set and announced
- ISU student – starts in September. CoCD will start Point in Time Count activities then.
- Strategic Plan Retreat – November 14th is the tentative date for board/CBSA plan review and progress reporting.

Next Meeting: Thursday, July 24, 2008 – to coincide with the esnaps webcast of the SuperNOFA. 1pm-4pm with discussion after.