



Friday, June 27, 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 – Doug Jones | 10:10-10:30 |
| A. Finance Committee Update | |
| B. May 31 Financials | |
| IV. Director's Report – Jennifer Hill | 10:30-10:45 |
| A. Staff Update | |
| B. HMIS / Grant Management Update | |
| C. Axelson Ctr. Training | |
| V. Committee Reports | |
| A. Executive Committee – Mark Enenbach | 10:45-10:55 |
| B. Continuum of Care Development – Sue Shimon | 10:55-11:00 |
| C. HMIS Committee – Ken Schmitt | 11:00-11:10 |
| D. Project Review and Prioritization – Cynthia Schilsky | 11:10-11:15 |
| E. Homelessness Prevention – Mary Schurder/Dennis Condon | 11:15-11:20 |
| F. Outcome Evaluation – Magalie Oscar/Courtney Suchor | 11:25-11:35 |
| G. Governance – Eileen Higgins | 11:35-11:40 |
| H. Chronic Homelessness – | <i>No report</i> |
| I. Fundraising Committee – | <i>No report</i> |
| VI. Other Reports | |
| A. Regional Roundtable – Cynthia Schilsky | 11:40-11:45 |
| VII. Local Council Reports | 11:45-11:50 |
| A. South – Mike Wasserberg | |
| B. West – Teri Curran | |
| C. North – Sue Shimon/Michael Sada | |
| VIII. Old Business | |
| A. Board Elections (June) | 11:50-12:00 |
| IX. New Business | |
| A. Officer Elections (July) – assign to Nominating Committee | <i>No report</i> |
| X. Adjournment | |

The next meeting of the Board of Directors will be held **Friday, July 25, 2008**,
10:00 AM to 12:00 PM, at United Way, 560 W Lake St, Chicago.

Alliance to End Homelessness in Suburban Cook County
Executive Committee

June 16, 2008, 1:30pm – 3:00pm

1. Welcome; meeting called to order on June 16, 2008 @ 1:49pm by Mark Enenbach (via telephone conference call)
 - Present during telephone conference: Sue Shimon, Eileen Higgins, Mark Enenbach, Doug Jones, Jennifer Hill, Theresa Curran
2. Approval of Minutes
 - Sue approved, Eileen seconded; voice vote accepted minutes with no changes
3. Financial Update – Doug
 - Next Finance Committee call on the 20th @ 3pm; reviewing financial statements and continuing the review and development of financial policies and procedures prior to audit's completion. Doug reported that the finance committee has wrapped up YMCA situation.
4. Director's Report – Jennifer
 - Attended director boot camp last week
 - Reported that she obtained great information on Board development
 - Jennifer reflected on how we differ from other organizations in terms of staff size (7 versus 3-4) and board size (14 versus 35) and that our budget is large for the amount of staff employed
 - Sarbanes-Oxley is very specific about Board accountability and transparency
 - Jennifer suggested that we investigate consultants for Board development and executive coaching via utilization of funds from Chicago Community Trust (\$60,000 received this year in the grant)
 - Have Governance committee address this need and whether funds should be utilized for this purpose
 - Possibility of merging continuums (with Evanston)
5. Committee/Issues:
 - A. HMIS
 - Peggy ensuring that agencies are registered for training next week (esp. those agencies who receive ESG funds)
 - Client consent forms to be distributed to agencies for review

- Peggy entering program, service, and user info; Kyu Yup Kim has expressed his availability to assist with this data entry
- Jennifer reported that the Alliance received a letter from HUD (Ray Willis) that the HMIS weekly updates are appreciated and that the contingency on SHP has been lifted by HUD
- Informal e-mails from Tom Hinchy that HMIS weekly updates are also appreciated by Cook County
- Scope of work for consultant (attached); questions were raised during the HMIS committee and Jennifer researched them:
 1. conversations with HUD and Cook County as to whether there are any conflicts of interest or need for RFPs; both HUD and Cook County report that there wouldn't be any need
 2. DuPage does not want to be the 'middle-man' between the Alliance and the consultant
 3. Web training for Peggy on system administration has been set up with Bowman
 4. Jennifer elaborated on the needs that the consultant would assist with (esp. re: Alliance staff and provider agencies)
 5. Executive committee defers to the HMIS committee to provide a recommendation to the Board as to whether we should now proceed with the hiring and utilization of the consultation
 6. Teleconference on the 26th for the next HMIS mtg: Jennifer will provide details to executive committee members who wish to join

B. Continuum of Care Development – Sue

- Plan was presented at the WSCH and planning to present to SSCH this Thursday

C. Project Review

- No new information

D. Chronic Homelessness

- No new information

E. Homeless Prevention

- No new information

F. Governance – Eileen

- No new information

G. Outcome Evaluation

- No new information

H. Fundraising

- No new information

6. Other Business

- 7/7/08 for next executive committee meeting at 1:30pm (in person) at Alliance office; coincides with Outcome Evaluation meeting
- Nominating committee has a teleconference call set up; will nominate Countywide reps for the June board meeting and will nominate an officer slate for the July meeting of the Board. The slate from each area will be voted on during the June Board meeting.

7. Adjournment

- Motion to adjourn by Eileen; seconded by Doug at 2:37pm

Respectfully submitted,

Theresa Curran

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Position

As of May 31, 2008

	<u>May 31, 08</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking at Harris N. A.	
Restricted	24,555.14
Unrestricted	22,552.20
Total Checking at Harris N. A.	<u>47,107.34</u>
PayPal	578.09
Total Checking/Savings	<u>47,685.43</u>
Accounts Receivable	30,469.04
Other Current Assets	
1400 · Prepaid Expenses	9,181.17
1440 · Security Deposit	872.29
Total Other Current Assets	<u>10,053.46</u>
Total Current Assets	88,207.93
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>107,576.22</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	42,100.00
Credit Cards Payable	832.35
Other Current Liabilities	
Payroll Liabilities	
2330 · Federal Payroll Taxes Payable	2,347.06
2350 · State Payroll Taxes Payable	264.95
2360 · SUTA Payable	213.85
Total Payroll Liabilities	<u>2,825.86</u>
2010 · Line of Credit	4,355.00
2099 · Refundable Advance	24,712.72
Total Other Current Liabilities	<u>31,893.58</u>
Total Current Liabilities	<u>74,825.93</u>
Total Liabilities	74,825.93
Equity	
Unrestricted Net Asset	53,059.08
Net Income	-20,308.79
Total Equity	<u>32,750.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>107,576.22</u></u>

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

	<u>Jan - May 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	0.00	21,639.69	0.0%
SHP 2005 YMCA	21,460.31	38,477.50	55.77%
SHP 2007 ADMIN	0.00	6,920.80	0.0%
SHP 2007 Alliance	0.00	144,949.15	0.0%
Total 4010 · Grant Income	<u>76,553.63</u>	<u>267,080.46</u>	<u>28.66%</u>
4011 · Donation Income			
401101 · Individual Giving	100.00	1,316.69	7.6%
401102 · Board Gifts	75.00	1,250.00	6.0%
401114 · Foundation & Corporate Giving	<u>32,000.00</u>	<u>29,166.69</u>	<u>109.71%</u>
Total 4011 · Donation Income	<u>32,175.00</u>	<u>31,733.38</u>	<u>101.39%</u>
4300 · Other Income	<u>969.07</u>	<u>0.00</u>	<u>100.0%</u>
Total Income	<u>109,697.70</u>	<u>298,813.84</u>	<u>36.71%</u>
Gross Profit	109,697.70	298,813.84	36.71%
Expense			
6000 · Wages Expense	53,464.71	87,865.81	60.85%
6010 · Non-Employee Compensation	5,830.00	5,830.00	100.0%
6050 · Employee Benefit Programs Exp	4,331.00	7,298.25	59.34%
6080 · HMIS Vendor Fees	42,100.00	120,000.00	35.08%
6085 · HMIS Security Expense	0.00	15,000.00	0.0%
6087 · HMIS Contingency	0.00	33,750.00	0.0%
6090 · Consultant Fees	660.00	30,000.00	2.2%
6100 · Payroll Tax Expense	5,388.78	9,126.74	59.04%
6300 · Rent or Lease Expense	4,122.98	5,208.31	79.16%
6400 · Utilities Expense	5,175.30	2,704.19	191.38%
6410 · Printing Expense	263.84	1,000.00	26.38%
6420 · Travel Expense	1,820.30	2,960.00	61.5%
6430 · Postage & Delivery	108.93	500.00	21.79%
6450 · Office Supplies Expense	1,834.16	1,440.00	127.37%
6460 · Interest Expense	1,113.29	1,733.31	64.23%
6500 · Equipment or Furniture	258.97	3,125.00	8.29%
6550 · Other Office Expense	189.00	250.00	75.6%
6680 · Accounting	919.64	3,125.00	29.43%
6850 · Service Charge Expense	73.76	0.00	100.0%
6950 · Insurance Expense	2,351.83	1,875.00	125.43%
Total Expense	<u>130,006.49</u>	<u>332,791.61</u>	<u>39.07%</u>
Net Income	<u><u>-20,308.79</u></u>	<u><u>-33,977.77</u></u>	<u><u>59.77%</u></u>

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Position
As of December 31, 2007

	<u>Dec 31, 07</u>	<u>Dec 31, 06</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Harris N. A.	1,829.94	8,147.82	-6,317.88	-77.54%
PayPal	578.09	470.70	107.39	22.82%
Total Checking/Savings	<u>2,408.03</u>	<u>8,618.52</u>	<u>-6,210.49</u>	<u>-72.06%</u>
Accounts Receivable				
1100 · Accounts Receivable	133,630.75	115,014.47	18,616.28	16.19%
Total Accounts Receivable	<u>133,630.75</u>	<u>115,014.47</u>	<u>18,616.28</u>	<u>16.19%</u>
Other Current Assets				
1400 · Prepaid Expenses	14,977.13	0.00	14,977.13	100.00%
1440 · Security Deposit	872.29	872.29	0.00	0.0%
1450 · ComEd Deposit	0.00	100.00	-100.00	-100.00%
Total Other Current Assets	<u>15,849.42</u>	<u>972.29</u>	<u>14,877.13</u>	<u>1,530.11%</u>
Total Current Assets	<u>151,888.20</u>	<u>124,605.28</u>	<u>27,282.92</u>	<u>21.9%</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><u>171,256.49</u></u>	<u><u>133,813.04</u></u>	<u><u>37,443.45</u></u>	<u><u>27.98%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	630.00	93,498.24	-92,868.24	-99.33%
Total Accounts Payable	<u>630.00</u>	<u>93,498.24</u>	<u>-92,868.24</u>	<u>-99.33%</u>
Credit Cards				
2020 · CitiBank	438.44	893.55	-455.11	-50.93%
2030 · Advanta Bank Corp	539.82	0.00	539.82	100.00%
Total Credit Cards	<u>978.26</u>	<u>893.55</u>	<u>84.71</u>	<u>9.48%</u>
Other Current Liabilities				
Payroll Liabilities				
2320 · Deductions Payable	0.00	416.66	-416.66	-100.00%
2330 · Federal Payroll Taxes Payable				
2335 · Medicare Payable EE	-2.11	486.88	-488.99	-100.43%
2336 · Medicare Payable ER	-2.06	486.95	-489.01	-100.42%
2337 · FICA Payable EE	-10.33	2,080.95	-2,091.28	-100.5%
2338 · FICA Payable ER	-8.97	2,082.38	-2,091.35	-100.43%
2330 · Federal Payroll Taxes Payable - Other	0.33	4,046.42	-4,046.09	-99.99%
Total 2330 · Federal Payroll Taxes Payable	<u>-23.14</u>	<u>9,183.58</u>	<u>-9,206.72</u>	<u>-100.25%</u>
2350 · State Payroll Taxes Payable	699.36	1,461.81	-762.45	-52.16%
2360 · SUTA Payable	118.56	1,851.99	-1,733.43	-93.6%
Total Payroll Liabilities	<u>794.78</u>	<u>12,914.04</u>	<u>-12,119.26</u>	<u>-93.85%</u>
2010 · Line of Credit	59,000.00	14,000.00	45,000.00	321.43%
2099 · Refundable Advance	56,794.37	0.00	56,794.37	100.00%
Total Other Current Liabilities	<u>116,589.15</u>	<u>26,914.04</u>	<u>89,675.11</u>	<u>333.19%</u>
Total Current Liabilities	<u>118,197.41</u>	<u>121,305.83</u>	<u>-3,108.42</u>	<u>-2.56%</u>
Total Liabilities	<u>118,197.41</u>	<u>121,305.83</u>	<u>-3,108.42</u>	<u>-2.56%</u>
Equity				
Unrestricted Net Asset	12,507.21	1,639.17	10,868.04	663.02%
Net Income	40,551.87	10,868.04	29,683.83	273.13%
Total Equity	<u>53,059.08</u>	<u>12,507.21</u>	<u>40,551.87</u>	<u>324.23%</u>
TOTAL LIABILITIES & EQUITY	<u><u>171,256.49</u></u>	<u><u>133,813.04</u></u>	<u><u>37,443.45</u></u>	<u><u>27.98%</u></u>

Alliance to End Homelessness in Suburban Cook County
Statement of Income and Expense
As of December 31, 2007

	<u>Jan - Dec 07</u>
Income	
4010 · Grant Income	
CDBG 05-051	39,089.19
CDBG 06-062	100,906.68
SHP 2005 YMCA	-46,173.03
SHP 2007 ADMIN	5,513.00
SHP 2007 Alliance	110,367.66
SHP 2008 ADMIN	1,193.84
SHP 2008 Alliance	29,846.16
Total 4010 · Grant Income	<u>240,743.50</u>
4011 · Donation Income	
401101 · Individual Giving	380.00
401102 · Board Gifts	1,305.00
401114 · Foundation & Corporate Giving	
Chicago Community Trust	50,000.00
Total 401114 · Foundation & Corporate Giving	<u>50,000.00</u>
Total 4011 · Donation Income	51,685.00
4100 · Interest Income	10.46
4300 · Other Income	274.44
Total Income	<u>292,713.40</u>
Gross Profit	292,713.40
Expense	
Payroll Expenses	-185.80
4001 · Reconciliation Discrepancies	0.00
6000 · Wages Expense	140,902.91
6010 · Non-Employee Compensation	35,607.73
6050 · Employee Benefit Programs Exp	9,651.04
6080 · HMIS Vendor Fees	-30,875.00
6085 · HMIS Security Expense	14,710.00
6090 · Consultant Fees	18,575.50
6100 · Payroll Tax Expense	7,692.99
6300 · Rent or Lease Expense	10,952.16
6400 · Utilities Expense	11,970.97
6410 · Printing Expense	894.35
6420 · Travel Expense	4,770.74
6430 · Postage & Delivery	750.85
6450 · Office Supplies Expense	3,608.45
6460 · Interest Expense	4,361.08
6500 · Equipment or Furniture	6,156.54
6550 · Other Office Expense	253.50
6600 · Advertising Expense	250.00
6680 · Accounting	7,197.52
6850 · Service Charge Expense	38.20
6900 · Purchase Disc-Expense Items	0.16
6950 · Insurance Expense	1,475.17
6999 · Uncategorized Expenses	0.00
7050 · Depreciation Expense	3,402.47
Total Expense	<u>252,161.53</u>
Net Income	<u><u>40,551.87</u></u>

Alliance to End Homelessness in Suburban Cook County Unbilled Costs by Job YMCA Reserve Transactions

Type	Date	Source Name	Memo	Account	Amount	Balance
YMCA of Metropolitan Chicago/YMCA Netwo						
Credit Card Charge	12/04/2007	Quill Corporation	Office supplies 33%	6450 · Office Supplies Expense	21.17	50,375.00
Credit Card Charge	12/04/2007	SBC	Nov07 phone bill 33%	6400 · Utilities Expense	108.28	50,353.83
Credit Card Charge	12/06/2007	SBC	webosting 33%	6400 · Utilities Expense	3.15	50,245.55
Paycheck	12/14/2007	Wilson, Renae	Direct Deposit	Payroll Expenses	1,733.34	50,242.40
Paycheck	12/14/2007	Wilson, Renae	Direct Deposit	Payroll Expenses	107.46	48,509.06
Paycheck	12/14/2007	Wilson, Renae	Direct Deposit	Payroll Expenses	107.46	48,401.60
Bill	12/17/2007	COMED-V	Dec07 Bill 33%	6400 · Utilities Expense	25.14	48,376.46
Paycheck	12/31/2007	Wilson, Renae	Direct Deposit	Payroll Expenses	13.58	48,362.88
Paycheck	12/31/2007	Wilson, Renae	Direct Deposit	Payroll Expenses	787.88	47,575.00
Paycheck	12/31/2007	Wilson, Renae	Direct Deposit	Payroll Expenses	945.46	46,629.54
Paycheck	12/31/2007	Wilson, Renae	Direct Deposit	Payroll Expenses	107.46	46,522.08
Paycheck	12/31/2007	Wilson, Renae	Direct Deposit	Payroll Expenses	25.14	46,496.94
Bill	12/31/2007	RENAE WILSON-V	RW 80% cell phone exp	6400 · Utilities Expense	36.00	46,460.94
Bill	12/31/2007	RENAE WILSON-V	RW 80% emp benefits	6050 · Employee Benefit Programs Exp	254.40	46,206.54
Bill	12/31/2007	RENAE WILSON-V	RW 80% travel exp	6420 · Travel Expense	4.98	46,201.56
Credit Card Charge	12/31/2007	SaveOnConference.com	Phone Conferences 33%	6400 · Utilities Expense	28.53	46,173.03
Credit Card Charge	01/03/2008	SBC	Webhosting 33%	6400 · Utilities Expense	3.15	46,169.88
Credit Card Charge	01/04/2008	SBC	Jan4 08 phone 33%	6400 · Utilities Expense	88.41	46,081.47
Paycheck	01/15/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	1,103.03	44,978.44
Paycheck	01/15/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	630.30	44,348.14
Paycheck	01/15/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	107.46	44,240.68
Paycheck	01/15/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	25.14	44,215.54
Paycheck	01/15/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	58.94	44,156.60
Credit Card Charge	01/15/2008	Quill Corporation	Office Supplies 33%	6450 · Office Supplies Expense	44.06	44,112.54
Credit Card Charge	01/15/2008	Quill Corporation	Office Supplies 33%	6450 · Office Supplies Expense	2.41	44,110.13
Bill	01/17/2008	Westchester Partners LP	Feb08 Rent 33%	6300 · Rent or Lease Expense	312.87	43,797.26
Bill	01/18/2008	COMED-V	Jan08 Utility Bill 33%	6400 · Utilities Expense	11.89	43,785.37
Credit Card Charge	01/21/2008	Borders	Office Supplies 33%	6450 · Office Supplies Expense	12.46	43,772.91
Credit Card Charge	01/29/2008	Quill Corporation	toner 33%	6450 · Office Supplies Expense	47.25	43,725.66
Paycheck	01/31/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	1,733.34	41,992.32
Paycheck	01/31/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	107.47	41,884.85
Paycheck	01/31/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	25.13	41,859.72
Paycheck	01/31/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	58.93	41,800.79
Bill	01/31/2008	RENAE WILSON-V	RW phone exp 80%	6400 · Utilities Expense	36.00	41,764.79
Bill	01/31/2008	RENAE WILSON-V	RW fringe benefits 80%	6050 · Employee Benefit Programs Exp	254.40	41,510.39
Bill	01/31/2008	RENAE WILSON-V	RW travel exp 80%	6420 · Travel Expense	23.50	41,486.89
Credit Card Charge	01/31/2008	SaveOnConference.com	Phone conference charges 33%	6400 · Utilities Expense	18.14	41,468.75
Credit Card Charge	02/03/2008	SBC	Webhosting 33%	6400 · Utilities Expense	3.15	41,465.60
Credit Card Charge	02/04/2008	SBC	Office phone 33%	6400 · Utilities Expense	88.34	41,377.26
Paycheck	02/15/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	1,575.76	39,801.50
Paycheck	02/15/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	107.46	39,694.04
Paycheck	02/15/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	25.14	39,668.90
Paycheck	02/15/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	58.94	39,609.96
Paycheck	02/15/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	537.50	39,072.46

Alliance to End Homelessness in Suburban Cook County Unbilled Costs by Job YMCA Reserve Transactions

1:23 PM
06/06/08
Accrual Basis

Type	Date	Source Name	Memo	Account	Amount	Balance
Paycheck	02/15/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	33.33	39,039.13
Paycheck	02/15/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	7.79	39,031.34
Paycheck	02/15/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	8.50	39,022.84
Paycheck	02/15/2008	King, Sharon L	Direct Deposit	Payroll Expenses	316.67	38,706.17
Paycheck	02/15/2008	King, Sharon L	Direct Deposit	Payroll Expenses	19.63	38,686.54
Paycheck	02/15/2008	King, Sharon L	Direct Deposit	Payroll Expenses	4.59	38,681.95
Paycheck	02/15/2008	King, Sharon L	Direct Deposit	Payroll Expenses	10.77	38,671.18
Bill	02/19/2008	Guardian Dental	JCH Dental/LTD 20%	6050 · Employee Benefit Programs Exp	17.75	38,653.43
Bill	02/22/2008	COMED-V	Feb08 Utilities 33%	6400 · Utilities Expense	16.52	38,636.91
Paycheck	02/29/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	1,560.00	37,076.91
Paycheck	02/29/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	173.33	36,903.58
Paycheck	02/29/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	107.46	36,796.12
Paycheck	02/29/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	25.14	36,770.98
Paycheck	02/29/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	58.94	36,712.04
Paycheck	02/29/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	537.50	36,174.54
Paycheck	02/29/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	33.33	36,141.21
Paycheck	02/29/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	7.79	36,133.42
Paycheck	02/29/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	8.50	36,124.92
Paycheck	02/29/2008	King, Sharon L	Direct Deposit	Payroll Expenses	316.67	35,808.25
Paycheck	02/29/2008	King, Sharon L	Direct Deposit	Payroll Expenses	19.63	35,788.62
Paycheck	02/29/2008	King, Sharon L	Direct Deposit	Payroll Expenses	4.59	35,784.03
Paycheck	02/29/2008	King, Sharon L	Direct Deposit	Payroll Expenses	10.77	35,773.26
Bill	02/29/2008	Westchester Partners LP	Mar08 Rent 33%	6300 · Rent or Lease Expense	201.34	35,571.92
Bill	02/29/2008	RENAE WILSON-V	RW travel exp 80%	6420 · Travel Expense	45.79	35,526.13
Bill	02/29/2008	RENAE WILSON-V	RW cell phone exp 80%	6400 · Utilities Expense	36.00	35,490.13
Bill	02/29/2008	RENAE WILSON-V	RW benefit exp 80%	6050 · Employee Benefit Programs Exp	254.40	35,235.73
Bill	02/29/2008	SHARON KING-V	SK benefit exp 20%	6050 · Employee Benefit Programs Exp	60.00	35,175.73
Bill	02/29/2008	JENNIFER HILL-V	JCH fringe 20%	6050 · Employee Benefit Programs Exp	60.00	35,115.73
Credit Card Charge	02/29/2008	Quill Corporation	Office Supplies 33%	6450 · Office Supplies Expense	66.53	35,049.20
Credit Card Charge	02/29/2008	SaveOnConference.com	phone exp 33%	6400 · Utilities Expense	7.00	35,042.20
Credit Card Charge	03/03/2008	SBC	webhosting 33%	6400 · Utilities Expense	3.15	35,039.05
Paycheck	03/14/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	1,733.31	33,305.74
Paycheck	03/14/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	107.47	33,198.27
Paycheck	03/14/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	25.13	33,173.14
Paycheck	03/14/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	58.93	33,114.21
Bill	03/14/2008	Westchester Partners LP	Apr08 Rent 33%	6300 · Rent or Lease Expense	270.36	32,843.85
Paycheck	03/14/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	537.50	32,306.35
Paycheck	03/14/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	33.33	32,273.02
Paycheck	03/14/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	7.79	32,265.23
Paycheck	03/14/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	8.50	32,256.73
Paycheck	03/14/2008	King, Sharon L	Direct Deposit	Payroll Expenses	316.67	31,940.06
Paycheck	03/14/2008	King, Sharon L	Direct Deposit	Payroll Expenses	19.63	31,920.43
Paycheck	03/14/2008	King, Sharon L	Direct Deposit	Payroll Expenses	4.59	31,915.84
Paycheck	03/14/2008	King, Sharon L	Direct Deposit	Payroll Expenses	10.77	31,905.07

Alliance to End Homelessness in Suburban Cook County

Unbilled Costs by Job

YMCA Reserve Transactions

1:23 PM
06/06/08
Accrual Basis

Type	Date	Source Name	Memo	Account	Amount	Balance
Bill	03/19/2008	COMED-V	Feb/Mar08 Utilities 33%	6400 · Utilities Expense	13.44	31,891.63
Credit Card Charge	03/21/2008	SupplyClub.com	Copier staples 33%	6450 · Office Supplies Expense	18.26	31,873.37
Paycheck	03/31/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	1,733.34	30,140.03
Paycheck	03/31/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	107.46	30,032.57
Paycheck	03/31/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	25.14	30,007.43
Paycheck	03/31/2008	Wilson, Renae	Direct Deposit	Payroll Expenses	31.74	29,975.69
Bill	03/31/2008	RENAE WILSON-V	RW Travel Exp 80%	6420 · Travel Expense	163.82	29,811.87
Bill	03/31/2008	RENAE WILSON-V	RW cell phone exp 80%	6400 · Utilities Expense	36.00	29,775.87
Bill	03/31/2008	RENAE WILSON-V	RW fringe benefit 80%	6050 · Employee Benefit Programs Exp	254.40	29,521.47
Bill	03/31/2008	Guardian Dental	JCH dental 20%	6050 · Employee Benefit Programs Exp	17.75	29,503.72
Bill	03/31/2008	JENNIFER HILL-V	JCH fringe benefits 20%	6050 · Employee Benefit Programs Exp	60.00	29,443.72
Credit Card Charge	03/31/2008	Quill Corporation	Office Supplies 33%	6450 · Office Supplies Expense	82.45	29,361.27
Paycheck	03/31/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	488.64	28,872.63
Paycheck	03/31/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	48.86	28,823.77
Paycheck	03/31/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	33.32	28,790.45
Paycheck	03/31/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	7.79	28,782.66
Paycheck	03/31/2008	King, Sharon L	Direct Deposit	Payroll Expenses	172.73	28,609.93
Paycheck	03/31/2008	King, Sharon L	Direct Deposit	Payroll Expenses	143.94	28,465.99
Paycheck	03/31/2008	King, Sharon L	Direct Deposit	Payroll Expenses	19.63	28,446.36
Paycheck	03/31/2008	King, Sharon L	Direct Deposit	Payroll Expenses	4.59	28,441.77
Paycheck	03/31/2008	King, Sharon L	Direct Deposit	Payroll Expenses	10.77	28,431.00
Credit Card Charge	04/01/2008	Quill Corporation	Office Supplies 33%	6450 · Office Supplies Expense	4.71	28,426.29
Credit Card Charge	04/02/2008	SBC	Feb/Mar08 phone exp	6400 · Utilities Expense	64.72	28,361.57
Credit Card Charge	04/03/2008	SBC	Webhosting 33%	6400 · Utilities Expense	3.15	28,358.42
Credit Card Charge	04/04/2008	SaveOnConference.com	Phone exp 33%	6400 · Utilities Expense	2.15	28,356.27
Credit Card Charge	04/07/2008	ACTION WITHOUT BORDERS NEW Y	Mgr of Info Job Posting	6410 · Printing Expense	60.00	28,296.27
Credit Card Charge	04/09/2008	Chicago Craigslist	Job Posting	6410 · Printing Expense	25.00	28,271.27
Paycheck	04/15/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	537.50	27,733.77
Paycheck	04/15/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	33.33	27,700.44
Paycheck	04/15/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	7.79	27,692.65
Paycheck	04/15/2008	King, Sharon L	Direct Deposit	Payroll Expenses	316.67	27,375.98
Paycheck	04/15/2008	King, Sharon L	Direct Deposit	Payroll Expenses	19.63	27,356.35
Paycheck	04/15/2008	King, Sharon L	Direct Deposit	Payroll Expenses	4.59	27,351.76
Paycheck	04/15/2008	King, Sharon L	Direct Deposit	Payroll Expenses	10.77	27,340.99
Bill	04/16/2008	Westchester Partners LP	May08 Rent 33%	6300 · Rent or Lease Expense	270.36	27,070.63
Bill	04/17/2008	COMED-V	Apr08 Utilities 33%	6400 · Utilities Expense	14.89	27,055.74
Credit Card Charge	04/17/2008	NPO.net Job Service	Data & Evaluation Job Posting	6410 · Printing Expense	50.00	27,005.74
Bill	04/18/2008	Guardian Dental	JCH premium May 08 20%	6050 · Employee Benefit Programs Exp	31.59	26,974.15
Bill	04/18/2008	Guardian Dental	SLK premium May08 20%	6050 · Employee Benefit Programs Exp	13.60	26,960.55
Credit Card Charge	04/18/2008	Chicago Craigslist	Data & Evaluation Admin job posting	6410 · Printing Expense	50.00	26,910.55
Credit Card Charge	04/18/2008	ACTION WITHOUT BORDERS NEW Y	Data & Evaluation Admin Job Posting	6410 · Printing Expense	60.00	26,850.55
Bill	04/30/2008	SHARON KING-V	SK benefits 20%	6050 · Employee Benefit Programs Exp	60.00	26,790.55
Bill	04/30/2008	JENNIFER HILL-V	JCH health benefits 20%	6050 · Employee Benefit Programs Exp	60.00	26,730.55
Paycheck	04/30/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	537.50	26,193.05

Alliance to End Homelessness in Suburban Cook County Unbilled Costs by Job YMCA Reserve Transactions

1:23 PM
06/06/08
Accrual Basis

Type	Date	Source Name	Memo	Account	Amount	Balance
Paycheck	04/30/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	33.32	26,159.73
Paycheck	04/30/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	7.79	26,151.94
Paycheck	04/30/2008	King, Sharon L	Direct Deposit	Payroll Expenses	316.67	25,835.27
Paycheck	04/30/2008	King, Sharon L	Direct Deposit	Payroll Expenses	19.63	25,815.64
Paycheck	04/30/2008	King, Sharon L	Direct Deposit	Payroll Expenses	4.59	25,811.05
Paycheck	04/30/2008	King, Sharon L	Direct Deposit	Payroll Expenses	10.77	25,800.28
Credit Card Charge	05/03/2008	SBC	webhosting 33%	6400 · Utilities Expense	3.15	25,797.13
Credit Card Charge	05/13/2008	Constant Contact	one year subscription to Constant Contact email s	6450 · Office Supplies Expense	32.35	25,764.78
Paycheck	05/15/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	491.26	25,273.52
Paycheck	05/15/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	46.24	25,227.28
Paycheck	05/15/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	33.33	25,193.95
Paycheck	05/15/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	7.79	25,186.16
Paycheck	05/15/2008	King, Sharon L	Direct Deposit	Payroll Expenses	316.67	24,869.49
Paycheck	05/15/2008	King, Sharon L	Direct Deposit	Payroll Expenses	19.63	24,849.86
Paycheck	05/15/2008	King, Sharon L	Direct Deposit	Payroll Expenses	4.59	24,845.27
Paycheck	05/15/2008	King, Sharon L	Direct Deposit	Payroll Expenses	10.77	24,834.50
Bill	05/16/2008	COMED-V	May08 Utility Exp 33%	6400 · Utilities Expense	13.86	24,820.64
Bill	05/19/2008	Westchester Partners LP	June08 Rent Exp	6300 · Rent or Lease Expense	151.57	24,669.07
Bill	05/19/2008	Westchester Partners LP	June08	6300 · Rent or Lease Expense	17.17	24,651.90
Bill	05/19/2008	Guardian Dental	JCH & SK fringe 20%	6050 · Employee Benefit Programs Exp	18.12	24,633.78
Bill	05/19/2008	Guardian Dental	Admon 50%	6050 · Employee Benefit Programs Exp	1.00	24,632.78
Paycheck	05/30/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	467.39	24,165.39
Paycheck	05/30/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	70.11	24,095.28
Paycheck	05/30/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	33.32	24,061.96
Paycheck	05/30/2008	Hill, Jennifer C.	Direct Deposit	Payroll Expenses	7.79	24,054.17
Paycheck	05/30/2008	King, Sharon L	Direct Deposit	Payroll Expenses	287.88	23,766.29
Paycheck	05/30/2008	King, Sharon L	Direct Deposit	Payroll Expenses	28.79	23,737.50
Paycheck	05/30/2008	King, Sharon L	Direct Deposit	Payroll Expenses	19.63	23,717.87
Paycheck	05/30/2008	King, Sharon L	Direct Deposit	Payroll Expenses	4.59	23,713.28
Paycheck	05/30/2008	King, Sharon L	Direct Deposit	Payroll Expenses	6.23	23,707.05
Bill	05/30/2008	JENNIFER HILL-V	JCH benefits 20%	6050 · Employee Benefit Programs Exp	60.00	23,647.05
Bill	05/30/2008	SHARON KING-V	SK travel exp 20%	6420 · Travel Expense	7.15	23,639.90
Bill	05/30/2008	SHARON KING-V	SK fringe 20%	6050 · Employee Benefit Programs Exp	60.00	23,579.90
Bill	05/30/2008	SHARON KING-V	SK postage 20%	6430 · Postage & Delivery	1.03	23,578.87
Bill	05/30/2008	SHARON KING-V	SK supplies 20%	6500 · Equipment or Furniture	17.00	23,561.87
Paycheck	05/30/2008	Troyer, Peggy L		Payroll Expenses	623.08	22,938.79
Paycheck	05/30/2008	Troyer, Peggy L		Payroll Expenses	38.63	22,900.16
Paycheck	05/30/2008	Troyer, Peggy L		Payroll Expenses	9.03	22,891.13
Paycheck	05/30/2008	Troyer, Peggy L		Payroll Expenses	21.18	22,869.95
Bill	06/01/2008	Bowman Systems	Portion of \$42,100 for licenses	HMIS Vendor Fees	22869.95	0.00
					50,375.00	0.00

Total YMCA of Metropolitan Chicago/YMCA Netwo

Alliance to End Homelessness - HMIS Committee Meeting Minutes
Alliance Office
June 3, 2008 10:00 a.m.

Attendees: Lynda Schueler; Marvin Gorss; Kim Kyu Yup; Juanita Uribe; Connie Fabbrini; Mike Wasserberg; Mark Enenbach; Ken Schmitt; Peggy Troyer; Jennifer Hill

- I. Introduction of Peggy Troyer, Manager of Information Systems
- II. Alliance HMIS positions
 - A. Data and Evaluation Administrator – Ken and Jennifer reported that while some initial interviews were done for this position it was decided to complete more interviews and not rush to hire at this point. Both Ken and Jennifer have scheduled vacations in June and the hiring decision will probably not get made until July.
 - B. Consultant – One of the applicants for the Alliance HMIS positions was Pamela Kostecki, who currently consults with DuPage County. After mutually agreement that she would not work out as a full time employee, she offered her services as a consultant to the Alliance. Ms. Kostecki has considerable expertise with Service Point and would help with implementation of the HMIS at the Alliance. To help with a speedy implementation of HMIS, Jennifer proposed that the Alliance hire Ms. Kostecki as a consultant. This was proposed to the Committee with the hope that there would be a recommendation of support to the Executive Committee, which will meet via conference call this afternoon. There was considerable discussion that focused in on these concerns;
 - 1) Concern about whether this was a conflict of interest since Ms. Kostecki consults with DuPage County and some consultation is built into the contract;
 - 2) Concern about whether this needed to go through a competitive bidding process. Even though HUD SHP funds would fund the position, Cook County funds are used for other HMIS expenses for the SHP match, and Cook County requires a competitive bidding process for hiring consultants. It was not clear whether a competitive bidding process would need to be done since HUD SHP funds are the only source for funding the position;
 - 3) Concern about the proposed training fees being proposed by Ms. Kostecki;
 - 4) Questioning about the need to rapidly implement HMIS to meet Cook County expectations; and
 - 5) Some concern about Ms. Kostecki's rapport with users during training and hands-on help at individual agencies.

After lengthy discussion, it was decided to table the proposed recommendation to hire Ms. Kostecki as a consultant.

- III. Timeframe for implementation of HMIS – Status Report
 - A. Training 6/23, 6/24, 6/25 – End Users at Robert Morris College in Orland Park and End User/System Admin on July 15, 16, and 17 at Robert Morris College in Bensenville
 - B. Data entry – Peggy Troyer will begin entering agency profile information into the DuPage HMIS system after receiving the information from Alliance member agencies regarding their programs and services. Kyu Yup Kim will assist.

- IV. Memorandum to Alliance membership
 - A. Agency Programs and Services – Peggy is following up on receiving this information from all the Alliance member agencies receiving SHP or CDBG and/or ESG funds.
 - B. HMIS Participating Agency Agreements – Peggy is following up with agencies who have not already signed Participating Agency Agreements or asking Agencies that did sign the Agreement to review the Agreement.
 - C. HMIS Client Consent, HMIS Client Revocation, HMIS Code of Ethics – Peggy will be sending out a memo to see that Agencies have these in place for the implementation of HMIS

- V. Follow-up on informational requests – No help is needed from Committee members at this time.

- VI. Other Business

- VII. Next Committee meeting – the next regularly scheduled HMIS Committee meeting will be on July 8th at 10:00 a.m. at the Alliance office. In case there is a need for a meeting before the Alliance Board meeting on the 27th, it was decided to meet via conference call on June 26th at 10:00 a.m.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Chicago Regional Office
77 W. Jackson Blvd.
Chicago, Illinois 60604-3507

OFFICE OF COMMUNITY PLANNING & DEVELOPMENT

MAY 06 2008

Ms. Jennifer Hill
Executive Director
Alliance to End Homelessness in Suburban Cook County
1107 S. Mannheim Rd., Suite 304
Westchester, IL 60154

Dear Ms Hill:

Subject: Cook County Homeless Management Information System (HMIS)
Implementation Plan

We have received your letter of April 17, 2008, outlining the Alliance to End Homelessness in Suburban Cook County's (aka the Cook County Continuum of Care) plan to implement an HMIS.

The action steps and benchmark dates presented in the plan are reasonable. Furthermore, we recognize that the Alliance is exercising due diligence by obtaining information about other HMIS vendors, should the partnership between the Alliance and the DuPage County Continuum of Care be unsuccessful.

The Alliance has chosen to provide our office with weekly HMIS implementation updates, which we appreciate.

At this time, we approve the implementation plan set forth by the Alliance, and expect that the renewal grant funding for this project (IL01B711002) will be executed prior to its July 1, 2008 start date.

Regarding the repayment associated with Grant Number IL01B511002, the amount of \$10,621.34 was recorded as a receivable in the Line of Credit Control System on April 10, 2008.

If you have any questions regarding this matter, please contact Community Planning and Development Representative Nora Lally at (312) 353-6236, ext. 2738.

Sincerely,

Ray E. Willis
Director

RECEIVED
MAY 16 2008

BY:.....