



Friday, May 22, 2009
10:00 AM-12:00 PM
Charter One Bank
25 E 16th Street, Chicago Heights

AGENDA

- | | | |
|--------------|---|---------------------|
| I. | Welcome & Introductions | 10:00-10:05 |
| II. | Approval of Meeting Minutes | 10:05-10:10 |
| III. | Treasurer's Report – <i>Tom Galassini</i> | 10:10-10:15 |
| | A. April 30 Financials | |
| IV. | Director's Report – <i>Jennifer Hill</i> | 10:15-10:40 |
| | A. CDBG & Funding Projections | |
| | B. Homeless Prevention & Rapid Re-Housing Program | |
| | C. Other Updates | |
| V. | Committee Reports | |
| | A. Executive Committee – <i>Sue Shimon</i> | 10:40-10:45 |
| | B. HMIS Committee – <i>Ken Schmitt</i> | 10:45-10:50 |
| | C. Continuum of Care Development- <i>Sue Shimon</i> | 10:50-10:55 |
| | D. Project Review and Prioritization | <i>No Report</i> |
| | E. Homelessness Prevention – <i>Dennis Condon/Mary Schurder</i> | 10:55-11:00 |
| | F. Outcome Evaluation – <i>Magalie Oscar/Courtney Suchor</i> | 11:00-11:05 |
| | G. Governance – <i>Mark Enenbach</i> | 11:05-11:10 |
| | H. Chronic Homelessness – <i>Khen Nickele</i> | 11:10-11:15 |
| | I. Fundraising Committee – <i>Paul Selden</i> | 11:15-11:20 |
| | J. Housing Goals Workgroup – <i>Paul Selden/Mike Wasserberg</i> | 11:20-11:25 |
| VI. | Other Reports | |
| | A. Regional Roundtable – <i>Jennifer C Hill</i> | 11:205-11:35 |
| | B. Discharge Planning – <i>John Fallon</i> | |
| VII. | Local Council Reports | 11:35-11:45 |
| | A. South – <i>Mike Wasserberg/Carl Wolf</i> | |
| | B. West – <i>Teri Curran/Lynda Schueler</i> | |
| | C. North – <i>Millicent Ntiamoah/Todd Stull</i> | |
| VIII. | Old Business | |
| IX. | New Business | 11:45-12:00 |
| | A. CEDA Rental Support Update | |
| X. | Adjournment | |

The next meeting of the Board of Directors will be held **Friday, June 26, 2009**,
10:00 AM to 12:00 PM, **United Way Metro, 560 W Lake Street, Chicago**

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Position
As of April 30, 2009

	<u>Apr 30, 09</u>	<u>Apr 30, 08</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Harris N. A.				
Restricted	0.00	31,294.73	-31,294.73	-100.0%
Unrestricted	9,634.84	2,555.61	7,079.23	277.01%
Checking at Harris N. A. - Other	0.00	28.85	-28.85	-100.0%
Total Checking at Harris N. A.	9,634.84	33,879.19	-24,244.35	-71.56%
PayPal	660.27	592.87	67.40	11.37%
Total Checking/Savings	10,295.11	34,472.06	-24,176.95	-70.14%
Accounts Receivable				
1100 - Accounts Receivable	83,076.50	32,122.92	50,953.58	158.62%
Total Accounts Receivable	83,076.50	32,122.92	50,953.58	158.62%
Other Current Assets				
1400 - Prepaid Expenses	2,259.58	9,816.86	-7,557.28	-76.98%
1440 - Security Deposit	872.29	872.29	0.00	0.0%
Total Other Current Assets	3,131.87	10,689.15	-7,557.28	-70.7%
Total Current Assets	96,503.48	77,284.13	19,219.35	24.87%
Fixed Assets				
1500 - Property and Equipment	23,793.85	23,793.85	0.00	0.0%
1900 - Accum. Depreciation - Prop&Eq	-9,184.33	-4,425.56	-4,758.77	107.53%
Total Fixed Assets	14,609.52	19,368.29	-4,758.77	-24.57%
TOTAL ASSETS	<u>111,113.00</u>	<u>96,652.42</u>	<u>14,460.58</u>	<u>14.96%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 - Accounts Payable	0.00	125.00	-125.00	-100.0%
Total Accounts Payable	0.00	125.00	-125.00	-100.0%
Credit Cards				
2020 - CitiBank	0.00	582.41	-582.41	-100.0%
2030 - Advanta Bank Corp	0.00	302.00	-302.00	-100.0%
Total Credit Cards	0.00	884.41	-884.41	-100.0%
Other Current Liabilities				
Payroll Liabilities				
2330 - Federal Payroll Taxes Payable	3,814.20	2,251.74	1,562.46	69.39%
2350 - State Payroll Taxes Payable	489.64	246.26	243.38	98.83%
2360 - SUTA Payable	295.80	107.67	188.13	174.73%
Total Payroll Liabilities	4,599.64	2,605.67	1,993.97	76.52%
2010 - Line of Credit	0.00	6,355.00	-6,355.00	-100.0%
2099 - Refundable Advance	0.00	26,686.81	-26,686.81	-100.0%
Total Other Current Liabilities	4,599.64	35,647.48	-31,047.84	-87.1%

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Statement of Financial Position
 As of April 30, 2009

	<u>Apr 30, 09</u>	<u>Apr 30, 08</u>	<u>\$ Change</u>	<u>% Change</u>
Total Current Liabilities	<u>4,599.64</u>	<u>36,656.89</u>	<u>-32,057.25</u>	<u>-87.45%</u>
Total Liabilities	<u>4,599.64</u>	<u>36,656.89</u>	<u>-32,057.25</u>	<u>-87.45%</u>
Equity				
Unrestricted Net Asset	99,860.57	53,087.93	46,772.64	88.1%
Net Income	<u>6,652.79</u>	<u>6,907.60</u>	<u>-254.81</u>	<u>-3.69%</u>
Total Equity	<u>106,513.36</u>	<u>59,995.53</u>	<u>46,517.83</u>	<u>77.54%</u>
TOTAL LIABILITIES & EQUITY	<u>111,113.00</u>	<u>96,652.42</u>	<u>14,460.58</u>	<u>14.96%</u>

Alliance to End Homelessness in Suburban Cook County
Profit & Loss Budget vs. Actual
January through April 2009

	<u>Jan - Apr 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4010 - Grant Income				
CDBG 07-046	55,905.38	54,000.00	1,905.38	103.53%
CDBG 08-051	11,448.35	6,666.66	4,781.69	171.73%
SHP 2009 ADMIN	2,130.19	4,346.66	-2,216.47	49.01%
SHP 2009 Alliance	42,580.81	64,979.32	-22,398.51	65.53%
Total 4010 - Grant Income	<u>112,064.73</u>	<u>129,992.64</u>	<u>-17,927.91</u>	<u>86.21%</u>
4011 - Donation Income				
401101 - Individual Giving	300.00	666.68	-366.68	45.0%
401102 - Board Gifts	0.00	1,666.68	-1,666.68	0.0%
401114 - Foundation & Corporate Giving				
CEDA, Inc.	500.00	500.00	0.00	100.0%
Chicago Community Trust	17,500.00	17,500.00	0.00	100.0%
Foundation & Corporate Giving - Other	0.00	6,505.64	-6,505.64	0.0%
Total 401114 - Foundation & Corporate Giving	<u>18,000.00</u>	<u>24,505.64</u>	<u>-6,505.64</u>	<u>73.45%</u>
Total 4011 - Donation Income	<u>18,300.00</u>	<u>26,839.00</u>	<u>-8,539.00</u>	<u>68.18%</u>
4100 - Interest Income	1.13	0.00	1.13	100.0%
4300 - Other Income				
430002 - CCT Unity Challenge Fund	150,000.00	0.00	150,000.00	100.0%
4300 - Other Income - Other	52.19	0.00	52.19	100.0%
Total 4300 - Other Income	<u>150,052.19</u>	<u>0.00</u>	<u>150,052.19</u>	<u>100.0%</u>
Total Income	<u>280,418.05</u>	<u>156,831.64</u>	<u>123,586.41</u>	<u>178.8%</u>
Gross Profit	280,418.05	156,831.64	123,586.41	178.8%
Expense				
6001 - Payroll Expenses				
6000 - Wages Expense	68,112.49	68,608.64	-496.15	99.28%
6050 - Employee Benefit Programs Exp	7,917.49	7,334.68	582.81	107.95%
6100 - Payroll Tax Expense	7,928.31	6,939.68	988.63	114.25%
6001 - Payroll Expenses - Other	59.67	0.00	59.67	100.0%
Total 6001 - Payroll Expenses	<u>84,017.96</u>	<u>82,883.00</u>	<u>1,134.96</u>	<u>101.37%</u>
6010 - Non-Employee Compensation	8,404.00	8,404.00	0.00	100.0%
6080 - HMIS Vendor Fees	335.00	335.00	0.00	100.0%
6090 - Consulting & 3rd Party Fees	8,450.00	23,000.00	-14,550.00	36.74%
6301 - Space Costs				
6300 - Rent or Lease Expense	3,372.64	3,407.00	-34.36	98.99%
6400 - Utilities Expense	4,639.02	5,000.00	-360.98	92.78%
6550 - Other Office Expense	28.50	0.00	28.50	100.0%
Total 6301 - Space Costs	<u>8,040.16</u>	<u>8,407.00</u>	<u>-366.84</u>	<u>95.64%</u>
6411 - Operations				
6410 - Printing Expense	756.38	832.00	-75.62	90.91%
6420 - Travel Expense	5,472.60	3,500.00	1,972.60	156.36%
6430 - Postage & Delivery	720.43	200.00	520.43	360.22%
6450 - Office Supplies Expense	2,304.27	2,080.00	224.27	110.78%
Total 6411 - Operations	<u>9,253.68</u>	<u>6,612.00</u>	<u>2,641.68</u>	<u>139.95%</u>

Alliance to End Homelessness in Suburban Cook County
Profit & Loss Budget vs. Actual
January through April 2009

	<u>Jan - Apr 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6460 · Interest Expense	0.00	642.68	-642.68	0.0%
6500 · Equipment or Furniture	0.00	1,666.68	-1,666.68	0.0%
6630 · CCT Unity Grant Distribution	150,000.00	0.00	150,000.00	100.0%
6680 · Accounting	2,560.00	3,022.22	-462.22	84.71%
6850 · Service Charge Expense	0.00	24.00	-24.00	0.0%
6950 · Insurance Expense	2,636.50	2,636.50	0.00	100.0%
Total Expense	<u>273,697.30</u>	<u>137,633.08</u>	<u>136,064.22</u>	<u>198.86%</u>
Net Income	<u><u>6,720.75</u></u>	<u><u>19,198.56</u></u>	<u><u>-12,477.81</u></u>	<u><u>35.01%</u></u>

Financial and Fundraising Update to the Board of Directors
FOR DISCUSSION AT MAY 22, 2009 BOARD MEETING

At the May 7 Cook County CDAC meeting, the Alliance learned that Cook County is recommending us for \$40,000 for the coming fiscal year. This is despite our extensive advocacy with Cook County Planning and Development staff: Ericka Branch (planner), William Moore (deputy director, housing) and Judith Hamill (grants administrator). We were hoping to be restored to prior years' funding levels of \$147,000 or more after having been awarded only \$40,000 for the current fiscal year.

Two concerns, indicated to us in passing by County staff, were:

- First, there's concern that we are not on the Bowman contract for the Evanston HMIS partnership. We have written a letter to Cook County to further explain this set-up, but ultimately, it should not be difficult to change that contract if necessary. We have requested a meeting with Judith Hamill on this issue (at her suggestion) and to date have not heard back from her.
- Secondly, we've been told that our "performance numbers" as reported in the CDBG application, which are based on the point-in-time count, are not advantageous, and we should compile all our members' numbers and report them as our own. Since it's not always obvious how an intermediary organization like the Alliance should report on those CAPER questions, we're certainly willing to visit that issue.

This is coinciding with our providing comments on the Cook County HPRP draft budget that we did not need as much HMIS money as they estimated. There is clearly a disconnect and lack of understanding that HMIS is actually a well-resourced program within our agency, but we are seriously struggling to find funds for the Continuum of Care work that we do that leads to \$8.5 million in HUD funding and \$1.4 million in state homelessness prevention funding coming into suburban Cook County each year.

Our next step is to meet with Cook County planning staff (Judith Hamill, William Moore, and Ericka Branch) to understand their concerns and address them, while communicating the importance of restoring CDBG funding.

Other Resources

With our Organizational Assessment in process, there's no better time than the present to get serious about projecting where our resources are going to come from to get us through 2009 and 2010.

- HPRP will likely provide HMIS money (e.g., \$40,000 per year for three years, starting in October 2009). Also, the Alliance can seek HPRP administrative funds for the extensive planning and collaborating function we are serving. Best case scenario is probably 2.5% of \$4.1 million over three years (\$34K per year), although several organizations will be vying for a portion of these funds.
- Membership dues are a resource that could be designed to generate approximately \$40,000 in revenue. Again, we help bring over \$10 million into our community for homeless programs. We would seek to develop a membership structure that takes both organization size and level of grant support into account.

- Foundation support is envisioned for the current work of coordinating economic stimulus funding. We're also cognizant that spurring the launch of a call center will require foundation support for start-up, and will the Alliance play a paid role in that effort?
- We project that HUD might start paying Continua of Care to do what they do as a result of McKinney-Vento Reauthorization (the HEARTH Act) in maybe 2013. The HEARTH Act was attached to a Senate housing bill. The House version of the bill had already passed without it, and so it may or may not be included in the compromise bill. So we hope that our amplified need for funding for the next few years will be just interim in nature.

Jennifer Hill

Executive Director

Alliance to End Homelessness in Suburban Cook County



SUSAN SHIMON • CHAIR
DENNIS CONDON • VICE CHAIR
MARK ENENBACH • PAST CHAIR
THERESA CURRAN • SECRETARY
THOMAS GALASSINI • TREASURER

JENNIFER C. HILL • EXECUTIVE DIRECTOR

May 6, 2009

Mr. William Moore
Deputy Director of Housing
Cook County Department of Planning & Development
69 W Washington, Suite 2900
Chicago, IL 60602

Dear Mr. Moore:

I appreciate your contacting the Alliance with questions about our current status in implementing a Homeless Management Information System (HMIS). In early 2008, the Alliance engaged DuPage County to use the ServicePoint HMIS product, created by Bowman Systems, Inc., in partnership with them. The U.S. Department of Housing and Urban Development (HUD) requires an operational HMIS in every Continuum of Care, increasingly encouraging collaboration among Continua whenever feasible. HUD actively discourages the creation of new HMIS systems, even prohibiting the use of their funding to plan a new system. The Alliance succeeded in creating a partnership with DuPage County, offering training and enforcing active participation in the shared HMIS within a six-month timeframe in 2008.

At the time, we believed that our highly qualified Alliance HMIS staff would have sufficient access within the DuPage system to respond to our member agencies' needs, view our members' data and produce reports. Because of how the partnership was structured however, we did not have this direct access. Because of the large size of our Continuum of Care, it was not feasible to rely solely on DuPage County staff to be responsible for addressing our members' data needs.

In early 2009, the Evanston Alliance on Homelessness approached the Alliance about absorbing the Evanston Continuum into our Continuum of Care. Since Evanston also uses the ServicePoint HMIS product, working together on HMIS was a logical first step in the merger. Representatives of both our Alliance and Evanston have discussed the Continuum consolidation process with our local HUD field staff, Darrel Bugajsky and Nora Lally. They have advised us on how the two groups' HMIS usage needs to come together, and they are supportive of our need to leave the DuPage partnership.

We recently completed negotiations to merge data from suburban Cook County and Evanston into a new dedicated server purchased by the Alliance for this purpose. Since suburban Cook County and Evanston are already Bowman clients, Bowman has agreed not to treat this Cook/Evanston partnership as a “new” implementation and charge start-up fees. For this reason, the Bowman service contract will continue to be held by an Evanston nonprofit agency, Connections for the Homeless, during the transition. The Continuum consolidation is expected to be complete within calendar year 2009, and the Alliance will take over the HMIS contract at the end of the next contract term.

The target date for ending our use of the DuPage system and beginning use of the Cook/Evanston system is July 1, 2009. Alliance staff will take the lead in interacting with Bowman’s technical resources both during the transition and on an ongoing basis. Evanston members will benefit from having access to the technical expertise of our staff, while our membership will benefit from our increased ability to respond quickly and directly to their needs. We will have direct access to our members’ data, all reporting tools and Bowman technical support. The Alliance has already taken the lead in engaging Bowman to create reports for two state programs—Homeless Prevention (HP) and the Emergency Food and Shelter Program (EFSP)—that can be adapted for use in any ServicePoint implementation in the state.

Regional HMIS implementations have become the norm throughout most of the country. Although continuing a partnership with DuPage County did not make sense at this time, we remain committed to HMIS collaboration and we welcome future partners to join our implementation. In the meantime, the Alliance anticipates little or no interruption in service. We will ensure a high level of participation throughout the transition. This transition will ensure there is not a barrier to adapting HMIS to the new reporting requirements of the stimulus-created Homelessness Prevention and Rapid Re-Housing Program (HPRP) that Cook County is launching later this year.

We appreciate Cook County’s continued support of and participation in the Cook County Continuum of Care. With the continued cooperation of HUD, Cook County, and the Alliance, we are working together on our shared goals of ending homelessness in suburban Cook County.

Sincerely,

Jennifer Hill
Executive Director

CC: Judith Hamill & Ericka Branch, Cook County Planning & Development
Darrel Bugajsky & Nora Lally, HUD Community Planning & Development



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JENNIFER C. HILL • EXECUTIVE DIRECTOR

May 8, 2009

Ms. Gloria Mullons, Planner
Cook County Department of Planning & Development
69 W Washington, Suite 2900
Chicago, IL 60602

Dear Ms. Mullons:

I am writing on behalf of the Alliance to End Homelessness in Suburban Cook County to submit public comments on Cook County's Substantial Amendment form for the Homelessness Prevention and Rapid Re-Housing Program (HPRP) for \$4,121,046.

The **Alliance to End Homelessness in Suburban Cook County** is the lead agency for the Cook County Continuum of Care (IL-511) and can be named as such in your description of collaborating with the "Continuum(s) of Care" on HPRP planning. The Alliance (and its predecessor Task Force) has been working in partnership with Cook County for over twelve years on homeless planning. Together, the Cook County Consolidated Plan and the Alliance's Community Plan to End Homelessness lay out specific strategies to end homelessness which shall guide HPRP implementation at every step.

The Substantial Amendment identifies a Request for Proposals (RFP) as the main conduit for selecting subgrantees. Because of HUD's emphasis on timely award of HPRP funding and other factors described below, we ***strongly recommend against the use of an RFP to award these funds.*** The Alliance coordinates an existing network of nonprofit homeless service organizations that administers \$8.5 million in federal funding and \$1.4 million in state homelessness prevention funding annually. This existing network, which covers all of Cook County excluding Chicago and Evanston, is well equipped to administer the new HPRP program. The City of Chicago and the four other HPRP Entitlement Communities within Cook County have committed to build on the existing service network rather than conduct a competitive RFP. We caution against spreading the assistance thinly among too many providers. This program will have unique eligibility criteria, and we want to make sure those program attributes are carried out consistently and the program targeted effectively. A small number of subgrantees, *e.g.*, 1-5 group(s), is ideal to minimize overhead and duplication of services.

On the estimated HPRP budget, Financial Assistance should be the focal point of HPRP activities. We recommend that the **Financial Assistance budget be increased to at least \$2.4 million**. National best practices research indicates that the SINGLE most important success factor in keeping families out of homelessness is a housing subsidy. Services are very important, and we recommend using **up to 33% (about \$1.37 million) of the HPRP allocation for Housing Relocation and Stabilization Services**, as recommended by the National Alliance to End Homelessness. The current budget estimate of 41.5% for services is high.

This new program is an opportunity to help the people who do not fit the criteria of current programs. By using HPRP in innovative ways, we will have significant data three years from now to inform how current programs can be adapted. An example of using HPRP innovatively would be to match HPRP-funded services with **HOME Tenant Based Rental Assistance (TBRA)** housing subsidies, which can be used for up to 24 months. HUD has confirmed this as an eligible activity. Although Cook County does not currently have a HOME TBRA program and it will take time to develop one, we invite Cook County to use this new program as an opportunity to make our housing and services dollars go even further to target individuals and families impacted by homelessness. The Alliance is eager to assist in planning for such a program over the coming year.

The Alliance supports a coordinated and centralized approach to intake, as discussed at the April 9 HPRP meeting hosted by the City of Berwyn. The three west suburban HPRP Entitlement Communities have expressed willingness to contribute an estimated 5% of their allocations (about \$100,000) to this effort. Cook County's Substantial Amendment form specifically mentions a **Homelessness Prevention Call Center** as a method to reach this goal. The Alliance has participated in this initial planning for a call center. We are currently tabulating a call log survey of our members to guide this planning further. We recognize that more thought needs to go into the sustainability of a call center beyond the three-year HPRP grant period. Because we can not assure that every caller will be HPRP-eligible, resources other than HPRP funds will need to be committed to make this call center idea whole. Because of the significant planning and budgeting that still needs to happen, **we are advising HPRP jurisdictions to be more general in their Substantial Amendments, referring to a "coordinated approach to intake such as a suburban Cook County-wide homelessness prevention call center."** Even assuming that planning for the call center continues smoothly forward, an October 15 start date, just a few weeks after contracts get signed, is not realistic. Like Cook County, the Alliance sees the use of HPRP to help launch a call center or similar resource as an exciting opportunity, but we caution against a highly specific commitment to HUD that this is the only approach Cook County is open to exploring.

As the lead agency for the Homelessness Management Information System (HMIS), the Alliance is the likely beneficiary of much of the data collection budget. Alliance staff recently attended a national conference where we were advised to estimate that HPRP

might add 15-20% to our operating budget for the system. Using this as a guide, we estimate that the HMIS program budget may increase by \$120,000 total over the three year period as a result of HPRP activity. Providers other than the Alliance may also have new data collection expenses. However, since other HPRP jurisdictions within Cook County are likewise budgeting for HMIS expenses, **we recommend Cook County reduce its HMIS data collection budget within HPRP to between \$120,000 and \$150,000** for the three year period. We would rather see more funds go to support Financial Assistance.

As a final point, be sure to strike the phrase “emergency shelter” from the **Response to Question 3**, as emergency shelter broadly defined is not an eligible HPRP activity, and it may cause confusion.

To summarize, the Alliance recommends the following:

- Acknowledge your longstanding partnership and collaboration with the Alliance to End Homelessness in Suburban Cook County, the lead agency for the Cook County Continuum of Care (IL-511).
- Rather than utilizing a competitive Request For Proposals (RFP), instead commit to utilize the existing homeless assistance network, as our neighboring HPRP jurisdictions have done.
- Increase the Financial Assistance budget to \$2.4 million.
- Decrease the Housing Relocation and Stabilization Services budget to 33% of the allocation (\$1.37 million).
- Decrease the HMIS budget to between \$120,000 and \$150,000.
- Use HPRP as an opportunity to launch a complementary HOME Tenant Based Rental Assistance program to target homeless individuals and families.
- Refer more generally to a coordinated approach to intake such as a suburban Cook County-wide homelessness prevention call center, and remove the October 15 date.
- Remove the words “emergency shelter” from the response to Question 3.

We appreciate the opportunity to offer this public comment on Cook County’s planned use of the new Homelessness Prevention and Rapid Re-Housing Program (HPRP). Please know that our members are working hard to develop specific plans, strategies, eligibility criteria and performance outcomes to ensure the success of this program in suburban Cook County. We look forward to our continued partnership and collaboration with Cook County and other HPRP grantee jurisdictions to ensure individuals and families impacted by the current economic downturn do not become homeless.

Sincerely,

Jennifer Hill
Executive Director

DRAFT
Alliance to End Homelessness in Suburban Cook County
Executive Committee
April 13, 2009, 1:30pm – 3:00pm

1. Welcome:
Call to order @ 1:46 pm by Sue
Present: Jennifer, Sue, Dennis, Lynda and Teri
Present on conference call: Mike
Absent: Millicent, Tom and Mark

2. Approval of last month's executive committee Minutes: Dennis motioned, Lynda seconded; minutes approved; all present in favor

3. Financial Update – (Tom G)
 - No report as Tom G absent

4. Director's Report – Jennifer
 - A. Cook County
 - Cook County approved only \$40,000 in CDBG funds. Discussion in committee re: ramifications on Alliance budget due to reduction in CDBG funds (as this provides match for HMIS and majority of operating expenses for Alliance), and possible options to employ to appeal the decision from Cook County.
 - Reviewed letter to William Moore at Cook County re: Cook County concerns about HMIS and Evanston contract with Bowman, as Cook County wants to see the Alliance identified on the contract
 - B. HPRP
 - Reviewed Alliance letter to Cook County (Gloria Mullons) re: Cook County's draft con plan amendment form for HPRP.
 - Alliance submitted comments to Cicero and Berwyn con plans and both communities did utilize the recommendations from the Alliance; no comments submitted to Oak Park as they only distributed a one-page announcement for their public comment period.
 - Question as to whether Alliance should present an unified response to the Cook County RFP; Jennifer recommended that the prevention committee on the 20th be the convener at their meeting to discuss how to reply to a RFP which would include the portals, bankers and call center.
 - Need recommendation from Board also re: call center

5. Committee/Issues:

A. HMIS –

- As noted above

B. Continuum of Care Development – Sue

- No report; next meeting on 5/26/09

C. Project Review

- Cynthia has resigned from chairing committee; Brian is co-chair currently. Brian to be asked by Sue if he would like another co-chair.
- Review of tenets of project review to be presented for discussion at Board meeting

D. Housing Goals Workgroup – Mike

- Recommendation is that renewals all to be allowed; approximately \$25,000 for a new PSH project and then also hopefully, the bonus project for a chronic PSH project to be taken to the Board for approval which will enable the Alliance to meet the goals

E. Chronic Homelessness – Lynda

- No report

F. Homeless Prevention – Dennis

- Need surveys still to compile data for call center
- Still have substantial amount of prevention funds available in north; Referred decision to AHAND on if/when to extend available funds to west and south
- Next meeting on 5/20/09 as noted above

G. Governance – (Mark absent; Jennifer and Sue presented

- Collecting organizational assessment information
- Retreat on May 29th; location TBD
- Sue recommended formal review of By-Laws of Alliance

H. Outcome Evaluation

- Continuing to work on tabulating results submitted along with letter of intent

I. Fundraising

- No report

6. Other Business

- none

7. Adjournment @ 3:17pm

Next Meeting - Exec Cmte: June 15th, 1:30pm – conference call

Jennifer Hill

From: Jennifer Hill [jennifer@suburbancook.org]
Sent: Tuesday, May 12, 2009 4:30 PM
To: 'Phil Smith (Phil.Smith@dupageco.org)'
Subject: Notice letter
Attachments: DuPage Termination Ltr 5-12-09.doc

Phil,

As we discussed on the phone, the Alliance regrets that we won't be continuing in our HMIS partnership with DuPage. If it is agreeable to you, we're proposing that Peggy be shifted to the SA2 access level for the couple of months left in our partnership, for the purpose of data scrubbing and expediting Bowman's copying our data into a new HMIS. The attached letter includes language about our being liable for the actions of our SA2, as we had talked about in our recent MOU conversations. A signed hard copy will follow by mail.

We are deeply indebted to DuPage County for extending its partnership when the Alliance had no system and--at certain points--no HMIS staff. Leslie and Toni even helped us with staff selection, in addition to the many hours of help in setting up our agencies and users. As our focus shifts to consolidating the Evanston Continuum of Care into our Continuum, we're needing to minimize the variables, and sharing an HMIS with them was an important first step.

We want this transition to be as little burden as possible on your staff. Let's talk through any questions or concerns you have on how to make this happen.

Thanks for everything, and I wish you the best.

-Jennifer

Jennifer Hill
Executive Director
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THOMAS GALASSINI • TREASURER

JENNIFER C. HILL • EXECUTIVE DIRECTOR

May 12, 2009

Phil Smith
DuPage County (“DuPage”)
Department of Community Services
421 North County Farm Road
Wheaton, Illinois 60187

Re: Termination of HMIS Agreement

Dear Phil,

As you know, DuPage and the Alliance to End Homelessness in Suburban Cook County (“Alliance”) previously entered into the Agreement Between DuPage County and the Alliance to End Homeless in Suburban Cook County For Coordinating Homeless Management Information Systems (the “Agreement”). This letter shall serve as the parties’ mutual agreement to terminate the Agreement as follows:

- The Agreement shall terminate as of July 13, 2009. The target date of the Alliance’s use of a new system is July 1, 2009.
- In fulfillment of DuPage’s obligations under Section 13.2 of the Agreement to return or cause to be returned a copy of the Alliance’s data, the parties hereby agree that DuPage will, both during the term of and after the termination of the Agreement, as necessary, (i) allow Bowman Systems, LLC (“Bowman”) to copy Alliance’s data from DuPage’s Client Management Information System (“CMIS”) into another Homeless Management Information System (“HMIS”) system hosted by Bowman, (ii) grant Alliance’s Peggy Troyer System Administrator 2 access to the DuPage CMIS for the purpose of facilitating the copying of Alliance’s data into another HMIS hosted by Bowman, and (iii) assist Alliance and Bowman in copying Alliance’s data into another HMIS hosted by Bowman, as needed.
- Alliance shall be responsible for any damage to the DuPage CMIS caused directly by Peggy Troyer, *provided that DuPage shall provide Alliance notice of such damage within the earlier of (i) five (5) days from when DuPage becomes aware of such damage or (ii) sixty (60) days of termination of the Agreement*, and shall allow Alliance to attempt to remedy such damage.
- DuPage will allow Bowman to transfer one hundred fifty (150) ServicePoint

- licenses and ten (10) Ad Hoc ART licenses and any ongoing services associated with such licenses from DuPage to another HMIS hosted by Bowman for the Alliance's use.
- No additional fees or costs shall be owed by either party to the other pursuant to the Agreement.

If the foregoing is acceptable to DuPage, please sign where indicated below and return one original executed copy to my attention.

Sincerely,

Alliance to End Homelessness in Suburban Cook County

Jennifer Hill, Executive Director

ACKNOWLEDGED AND AGREED:

Phil Smith, DuPage County, Director of Community Services

Continuum of Care Development Committee April 28, 2009 Meeting Minutes

Present: Sue Shimon, Ken Schmitt, Courtney Suchor, Mark Enenbach, Lynda Schueler, Jennifer Hill, Jessica Aleksy

- 1) Jennifer summarized the 2008 CoC Debriefing held on April 22nd. The debriefing summary prepared by HUD Headquarters is available for Alliance members' review. It contains our scores on each category in Exhibit I. The debriefing gave the average scores across the nation. We will use the feedback in our preparation of the 2009 Exhibit I.

General timelines/info given for the 2009 process:

- CoC registration will take place in early summer
 - NOFA due sometime after Labor Day
 - Budget changes (significant) must go through formal amendment process
 - Not sure if the 4% increase in leasing budgets will be repeated in 2009
- 2) Jessica talked the committee through her Point in Time report. The first eight sections did not need committee or other board action (except for Jessica's request that section V. Unsheltered Count Methodology be reviewed for accuracy.

Section IX. Regional Analysis needs review by CoCD members representing S., W, and N. Please send Jessica your input before the May board meeting.

Next Meeting: May 26 at 9:30 at the Alliance -

Outcome and Evaluation Committee

Tuesday, May 2, 2009

Catholic Charities

7000 W. 111th St. Worth, IL 60482

Present:

Magalie Oscar, Co-Chair, Catholic Charities

Courtney Suchor, Co-Chair, the Sanctuary

Jessica Aleksy, Alliance

Jennifer Wood, YMCA

Jeremy Heyboer, Alliance

Data entry was completed. We started to look at preliminary results but will have much better data after the results have been put into graphs. We also were able to see where we would like to ask expanded questions next year and ask more questions using hard numbers instead of percentages.

Next Meeting is:

Tuesday, June 2, 10:00 AM at Catholic Charities: 7000 W. 111th St. Worth, IL 60482

**Tenets of Project Review by the
Alliance to End Homelessness in Suburban Cook County**
Adopted January 30, 2009

- (1) In advance of the NOFA season, applicants and potential applicants shall be involved in decision-making about the project review process in a way that maximizes collaboration to the greatest extent possible. Examples include building partnerships for new projects at the CBSA level and participating in renewal roundtables or similar conversations.
- (2) The Alliance board of directors establishes all project review policies, the specifics of which may vary from year to year. The board is charged with ensuring that project review decisions are fair to both new and renewal applicants. For example, the Alliance shall not guarantee full renewal funding to the exclusion of any new projects without a qualitative review of both new and renewal applications. All directors may vote on project review decisions that are about the process in general and not about specific projects.
- (3) Projects in transition or closing should strive for transparency. The group is here to help, and we want to work together to prevent gaps in services. Staff will respect requests for confidentiality but will strongly encourage timely, open discussion of how projects in transition impact Continuum-wide goals and needs.
- (4) Within the policies set by the board, the Project Review Committee is charged with making a qualitative assessment of eligible new and renewal projects and recommending a ranking list for board approval. The Project Review Committee's recommendations may include Go/No Go decisions about accepting or rejecting applications. The committee's recommendations may also include reductions in budgets that are informed by Outcome Evaluation results, information presented to the Project Review Committee in the written application or the project presentation, and/or the specific guidance given to the committee by the Board or Executive Committee about Continuum-wide goals.
- (5) Project Review Committee members must not be representatives of any applicant that they are reviewing, as spelled out in the Alliance's conflict of interest policy. Project Review Committee members are asked to sign an Ethics Protocol that asserts this conflict of interest policy and the confidentiality of project review proceedings.
- (6) The Project Review Committee is ultimately advisory, and the authority to accept or revise a ranking list lies with the Board of Directors. The board acknowledges that it does not have access to the breadth of qualitative information that the Project Review Committee uses in its deliberations, and the Board gives significant weight to the Project Review Committee's ranking recommendations. Directors representing a project on the ranking list must abstain from voting on the ranking list.
- (7) Staff's role in the project review process must be as an impartial facilitator. The director can create scenarios involving hypothetical or actual projects, but does not choose or recommend any particular path. Staff helps applicants understand

eligibility, funding caps, and HUD rules. While the director may actively recruit new project ideas and link them to technical assistance, staff will not show partial treatment to any application.

- (8) All decisions may be appealed, per the Alliance bylaws, to the Executive Committee. Because of the nature of NOFA timing and deadlines, the window to make an appeal may be shortened from 15 business days to as little as two (2) business days. If the Executive Committee is not the appropriate venue for action (e.g., if all but two executive committee members have conflicts of interest that preclude them from voting on the appeal), then the Chair may appoint a Special Appeal Committee of 3-7 individuals who have no conflict of interest to take final action to decide the appeal.