



Monday, October 24, 2008
10:00 AM-12:00 PM
United Way Metro Chicago
560 W Lake Street, Chicago

AGENDA

- | | |
|--|--------------------|
| I. Welcome & Introductions | 10:00-10:05 |
| A. Welcome to new board members | |
| II. Approval of Meeting Minutes | 10:05-10:10 |
| III. Treasurer's Report – Tom Galassini | 10:10-10:25 |
| A. Sept 30 Financials | |
| IV. Director's Report – Jennifer Hill | 10:25-10:40 |
| A. Funding Updates | |
| B. SNAPS/Public Health | |
| V. Committee Reports | |
| A. Executive Committee – Sue Shimon | 10:40-10:45 |
| B. HMIS Committee – Ken Schmitt | 10:45-10:50 |
| C. Continuum of Care Development – Sue Shimon | 10:50-10:55 |
| D. Project Review and Prioritization – Cynthia Schilsky | 10:55-11:10 |
| • Tenets of Project Review | |
| E. Homelessness Prevention – Dennis Condon/Mary Schurder | 11:10-11:20 |
| F. Outcome Evaluation – Magalie Oscar/Courtney Suchor | 11:20-11:25 |
| G. Governance – Mark Enenbach | 11:25-11:30 |
| H. Chronic Homelessness – | 11:30-11:35 |
| I. Fundraising Committee – | <i>No report</i> |
| VI. Other Reports | 11:40-11:50 |
| A. Regional Roundtable – Cynthia Schilsky | |
| B. Discharge Planning – John Fallon | |
| C. DMH Bridge Program – Eileen Higgins | |
| VII. Local Council Reports | 11:50-12:00 |
| A. South – Mike Wasserberg/Carl Wolf | |
| B. West – Teri Curran/Lynda Schueler | |
| C. North – Millicent Ntiamoah/Michael Sada | |
| VIII. Old Business | |
| IX. New Business | |
| X. Adjournment | |

The next meeting of the Board of Directors will be held **Friday, November 21, 2008**,
10:00 AM to 12:00 PM, (west...TBD).

Alliance to End Homelessness in Suburban Cook County
Meeting Minutes of the Finance Committee
October 17, 2008

In Attendance: Paul Selden, Cynthia Schilsky, Tom Galassini, Jennifer Hill (Executive Director), Sharon King (Office Manager/Bookkeeper)

The meeting began at 3 p.m.

The committee reviewed and discussed the current draft version of the Finance Policies and Procedures manual. It was compared against the new 990 requirements coming into effect. It was agreed to bring the current draft to the Board at its October meeting for presentation with the intent to ask for a vote at the November meeting. We will also ask the Governance Committee to review pertinent sections.

September 2008 and YTD Financial Statements were reviewed. There were no material items of discussion. Beth Seaman from Catholic Charities has been working with staff on account presentation and statement presentation.

Ms. Hill reported on the likely 2009 and expectations for 2010 financial revenue and cash flow. The committee asked staff to prepare 2009 and 2010 operating and cash flow budgets for presentation, review and discussion for its next meeting. The committee also plans an insurance review in its next meeting.

The meeting was adjourned at 4:20 p.m.

Next Meeting: Friday, November 7, 2008 at 9:30 a.m. at the Alliance offices.

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

	<u>Sep 30, 08</u>	<u>Sep 30, 07</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Harris N. A.	16,152.84	3,404.21	12,748.63	374.5%
PayPal	607.87	578.09	29.78	5.15%
Total Checking/Savings	<u>16,760.71</u>	<u>3,982.30</u>	<u>12,778.41</u>	<u>320.88%</u>
Accounts Receivable				
1100 - Accounts Receivable	90,929.87	10,067.78	80,862.09	803.18%
Total Accounts Receivable	<u>90,929.87</u>	<u>10,067.78</u>	<u>80,862.09</u>	<u>803.18%</u>
Other Current Assets				
1400 - Prepaid Expenses	6,638.41	0.00	6,638.41	100.0%
1440 - Security Deposit	872.29	872.29	0.00	0.0%
Total Other Current Assets	<u>7,510.70</u>	<u>872.29</u>	<u>6,638.41</u>	<u>761.03%</u>
Total Current Assets	<u>115,201.28</u>	<u>14,922.37</u>	<u>100,278.91</u>	<u>672.0%</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>134,569.57</u>	<u>24,130.13</u>	<u>110,439.44</u>	<u>457.68%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 - Accounts Payable	35,559.59	38,615.65	-3,056.06	-7.91%
Total Accounts Payable	<u>35,559.59</u>	<u>38,615.65</u>	<u>-3,056.06</u>	<u>-7.91%</u>
Credit Cards				
2020 - CitiBank	268.39	919.69	-651.30	-70.82%
Total Credit Cards	<u>268.39</u>	<u>919.69</u>	<u>-651.30</u>	<u>-70.82%</u>
Other Current Liabilities				
Payroll Liabilities				
2330 - Federal Payroll Taxes Payable	3,462.62	-4.64	3,467.26	-74,725.43%
2350 - State Payroll Taxes Payable	417.91	1,058.80	-640.89	-60.53%
2360 - SUTA Payable	439.76	5,066.85	-4,627.09	-91.32%
Payroll Liabilities - Other	0.00	67.84	-67.84	-100.0%
Total Payroll Liabilities	<u>4,320.29</u>	<u>6,188.85</u>	<u>-1,868.56</u>	<u>-30.19%</u>
2010 - Line of Credit	0.00	50,000.00	-50,000.00	-100.0%
Total Other Current Liabilities	<u>4,320.29</u>	<u>56,188.85</u>	<u>-51,868.56</u>	<u>-92.31%</u>
Total Current Liabilities	<u>40,148.27</u>	<u>95,724.19</u>	<u>-55,575.92</u>	<u>-58.06%</u>
Total Liabilities	<u>40,148.27</u>	<u>95,724.19</u>	<u>-55,575.92</u>	<u>-58.06%</u>
Equity				
Unrestricted Net Asset	53,059.08	12,507.21	40,551.87	324.23%
Net Income	41,362.22	-84,101.27	125,463.49	-149.18%
Total Equity	<u>94,421.30</u>	<u>-71,594.06</u>	<u>166,015.36</u>	<u>-231.88%</u>
TOTAL LIABILITIES & EQUITY	<u>134,569.57</u>	<u>24,130.13</u>	<u>110,439.44</u>	<u>457.68%</u>

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

	<u>Jan - Sep 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4010 - Grant Income				
CDBG 04-093	-575.74			
CDBG 06-062	55,093.32	55,093.32	0.00	100.0%
CDBG 07-046	48,537.34	55,779.00	-7,241.66	87.02%
SHP 2005 YMCA	46,173.03	46,173.03	0.00	100.0%
SHP 2008 ADMIN	8,650.88	8,651.00	-0.12	100.0%
SHP 2008 Alliance	46,582.12	46,582.12	0.00	100.0%
SHP 2009 ADMIN	3,450.00	4,897.56	-1,447.56	70.44%
SHP 2009 Alliance	69,011.00	46,816.44	22,194.56	147.41%
Total 4010 - Grant Income	<u>276,921.95</u>	<u>263,992.47</u>	<u>12,929.48</u>	<u>104.9%</u>
4011 - Donation Income				
401101 - Individual Giving	100.00	1,944.00	-1,844.00	5.14%
401102 - Board Gifts	325.00	1,500.00	-1,175.00	21.67%
401114 - Foundation & Corporate Giving				
AHAND	1,500.00			
CEDA, Inc.	500.00			
Chicago Community Trust	45,000.00	45,000.00	0.00	100.0%
Total 401114 - Foundation & Corporate Giving	<u>47,000.00</u>	<u>45,000.00</u>	<u>2,000.00</u>	<u>104.44%</u>
Total 4011 - Donation Income	47,425.00	48,444.00	-1,019.00	97.9%
4100 - Interest Income	29.78			
4300 - Other Income				
430001 - Java Fund	10.13			
4300 - Other Income - Other	1,682.33			
Total 4300 - Other Income	<u>1,692.46</u>			
4999 - Uncategorized Income	0.00			
Total Income	<u>326,069.19</u>	<u>312,436.47</u>	<u>13,632.72</u>	<u>104.36%</u>
Gross Profit	326,069.19	312,436.47	13,632.72	104.36%
Expense				
6001 - Payroll Expenses				
6000 - Wages Expense	105,066.34	106,371.00	-1,304.66	98.77%
6050 - Employee Benefit Programs Exp	8,602.02	9,884.34	-1,282.32	87.03%
6100 - Payroll Tax Expense	9,875.51	13,102.47	-3,226.96	75.37%
Total 6001 - Payroll Expenses	<u>123,543.87</u>	<u>129,357.81</u>	<u>-5,813.94</u>	<u>95.51%</u>
6010 - Non-Employee Compensation	13,606.00	13,606.00	0.00	100.0%
6080 - HMIS Vendor Fees	82,491.34	47,148.00	35,343.34	174.96%
6087 - HMIS Contingency	825.00	4,495.00	-3,670.00	18.35%
6090 - Consultant Fees	22,965.00	29,335.00	-6,370.00	78.29%
6301 - Space Costs				
6300 - Rent or Lease Expense	7,452.52	7,474.00	-21.48	99.71%
6400 - Utilities Expense	9,657.41	9,813.26	-155.85	98.41%
6550 - Other Office Expense	214.00	730.89	-516.89	29.28%
Total 6301 - Space Costs	<u>17,323.93</u>	<u>18,018.15</u>	<u>-694.22</u>	<u>96.15%</u>
6411 - Operations				
6410 - Printing Expense	345.78	664.00	-318.22	52.08%
6420 - Travel Expense	5,673.28	5,511.00	162.28	102.95%
6430 - Postage & Delivery	184.46	191.00	-6.54	96.58%
6450 - Office Supplies Expense	4,391.14	4,490.00	-98.86	97.8%
Total 6411 - Operations	<u>10,594.66</u>	<u>10,856.00</u>	<u>-261.34</u>	<u>97.59%</u>
6460 - Interest Expense	1,188.58	1,517.58	-329.00	78.32%
6500 - Equipment or Furniture	1,232.60	659.00	573.60	187.04%

	<u>Jan - Sep 08</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6680 - Accounting	7,419.64	7,620.00	-200.36	97.37%
6850 - Service Charge Expense	156.52	32.29	124.23	484.73%
6950 - Insurance Expense	3,359.83	3,102.00	257.83	108.31%
Total Expense	<u>284,706.97</u>	<u>265,746.83</u>	<u>18,960.14</u>	<u>107.14%</u>
	<u>41,362.22</u>	<u>46,689.64</u>	<u>-5,327.42</u>	<u>88.59%</u>

Proposal for a Joint Cook County Department of Public Health and Chicago Department of Public Health Emergency Preparedness Special Needs Advisory Panel (SNAP)

Statement of Need

Recent emergencies have made the public more aware of the need to be prepared in case of an emergency. However, only 35% of people nationally believe their community has an adequate emergency response plan.¹ This concern is even more severe for special, vulnerable, and at-risk populations, generally referred to as 'at-risk populations.' According to the National Organization on Disability, 53% of people with disabilities do not know whom to contact about emergency plans in their community.² State and local health departments have been charged to ensure their communities are prepared to the greatest extent possible for a public health emergency. Both the Cook County Department of Public Health (CCDPH) and the Chicago Department of Public Health (CDPH) strive to collaborate with new and current organizations to address the needs of at-risk populations before, during, and after a public health emergency or disaster. An Emergency Preparedness Special Needs Advisory Panel (SNAP), consisting of agencies serving the needs of at-risk populations, can provide CCDPH and CDPH guidance and expertise on factors to consider for at-risk populations when planning for a public health emergency.

Defining At-Risk Populations

Although no local, state, or federal standardized definition for at-risk populations has been developed, the following definition is recommended based on draft guidance from the Association of State and Territorial Health Officials (ASTHO)³:

Certain factors will increase a person's risk of negative outcomes on essential health, safety, and well-being; they may experience significant barriers, and therefore need help maintaining medical care, food, and shelter. Factors that increase the risk of harm during an influenza pandemic include:

- A. *Economic disadvantage (e.g. having too little money to stockpile supplies, or to stay home from work for even a short time)*
- B. *Absence of a support network (e.g. children; homeless; travelers; and the socially, culturally, or geographically isolated)*
- C. *Needing support to be independent in daily activities because of:*
 - a. *Physical disability*
 - b. *Developmental disability*
 - c. *Mental illness or substance abuse/dependence*
 - d. *Difficulty seeing or hearing*
 - e. *Medical conditions*
- D. *Trouble reading, speaking, or understanding English.*

Based on the suggested definition, CCDPH and CDPH have decided to begin efforts with four populations as a foundation for eventually including all at-risk populations. The four populations are as follows:

¹ National Center for Disaster Preparedness, Mailman School of Public Health at Columbia University, http://www.mailman.hs.columbia.edu/news/bioterrorism_preparedness.html, 2003.

² National Organization on Disability, "Guide on the Special Needs of People with Disabilities for Emergency Managers, Planners & responders," 2004.

³ Association of State and Territorial Health Officials. "At-Risk Populations and Pandemic Influenza: planning Guidance for State, Territorial, Tribal, and Local Health Departments." http://www.astho.org/pubs/ARPP_Guidance_041508.pdf, 2008.



**Cook County
Department of Public Health
Cook County Health and Hospitals System**

Todd H. Stroger
President
Cook County Board of Commissioners
Cook County Board of Health



Chicago Department of Public Health

The economically disadvantaged;
Persons with disabilities;
Persons with limited English proficiency; and
The aging population.

Goal of the SNAP

The goal of the CCDPH/CDPH SNAP is to increase the scope of public health emergency planning and preparedness to include at-risk populations by:

1. Providing information and guidance to CCDPH and CDPH on how better to meet the needs of at-risk populations before, during, and after a public health emergency;
2. Setting priorities to address the needs of at-risk populations in Chicago and suburban Cook County based on the public health emergency;
3. Building CDPH and CCDPH infrastructures and capacities to plan for and respond effectively to the needs of at-risk populations in a public health event; and
4. Developing and evaluating mechanisms and networks for disseminating public information to at-risk populations.

Priority Areas

In creating new and fostering existing partnerships with agencies that serve at-risk populations, the CCDPH/CDPH SNAP will give at-risk populations a voice in planning for public health emergencies by addressing the following four priority areas:

1. *Creating a community communication network (CCN):* The CCN will be a mechanism through which social service agencies serving at-risk populations can send health information, both routine and emergency, to their clients. These agencies can also request public health information for their clients. This will not only ensure that hard to reach populations are receiving important messages, but also that the message is unified.
2. *Enhancing plans, guidance, and exercises by identifying response systems that promote a coordinated approach with entities serving at-risk populations during and after an emergency.*
3. *Building Agency and Community Capacity:* The SNAP will assist with the following:
 - a. Creating a mechanism whereby agencies working with at-risk populations can request train-the-trainers in emergency preparedness for their staff and clients and
 - b. Planning a conference to discuss issues pertaining to emergency preparedness for at-risk populations.
4. *Promoting Individual and Family Preparedness:* The SNAP will provide guidance on health materials, training materials, or any general messaging from CCDPH or CDPH to ensure that public health messages are able to reach at-risk populations, e.g., guidance on accurate translation, proper literacy levels, etc.

Roles and Responsibilities

The following is a list of expected roles and responsibilities of each member of the SNAP:

1. The Cook County Department of Public Health and Chicago Department of Public Health will co-chair the SNAP. They will be responsible for the overall administrative details of the SNAP, developing the meeting agenda, facilitating the discussion, sending out messages through the CCN, sending out meeting reminders and minutes, setting up the CCN, maintaining the CCN database, organizing train-the-trainer sessions, and coordinating the conference (see, 3.b. above).



2. SNAP membership will consist of 8-12 agencies that have a large clientele of at-risk populations, or who serve in an umbrella capacity to other agencies working with at-risk populations. Member agencies will be responsible for attending meetings every other month, recruiting agencies for the CCN, reviewing documents created by CCDPH and CCDPH, and may be asked to participate in public health emergency preparedness exercises.
3. The CCN members will be a limitless number of agencies who work in some capacity with at-risk populations. CCN members will be responsible for sending out health messaging from CCDPH and/or CDPH to their clients, contacting agencies in the SNAP if their clients request specific health information, e.g., pandemic influenza information, and notifying the CCN database manager if their contact information changes.

Assumptions

1. The CCDPH/CDPH SNAP is not a response entity—it is an advisory group. The SNAP is intended to meet every other month (bi-monthly).
2. Target population: Currently, the SNAP is intended to comprise agencies with clients from one or many of the following populations: persons with limited English Proficiency, the aging population, persons who are economically disadvantaged, and persons with a disability.
3. The SNAP will only address planning and response issues pertaining to public health emergencies.
4. The SNAP will develop a system of communication to enhance the dissemination of health information during routine and emergency public health responses.
5. The SNAP recognize there are circumstances that we cannot plan for.
6. Each SNAP member will operate within the current protocols, policies, and procedures of their respective agencies.
7. In forming the SNAP, neither the CCDPH nor the CDPH nor any participating agency intend to create any joint venture, partnership or other relationship, nor to assume any responsibility or liability for the decisions or actions of each other or of participating agencies.

Agreement

I hereby agree to participate in the Cook County Department of Public Health and Chicago Department of Public Health Emergency Preparedness Special Needs Advisory Panel, based on the abovementioned goals, definitions, roles & responsibilities, and assumptions.

Signature of Agency Representative

Printed Name of Agency Representative

Name of Agency

Date

Alliance to End Homelessness in Suburban Cook County
Executive Committee
October 13, 2008, 1:30pm – 3:00pm

1. Welcome:
 - o in attendance: Dennis Condon, Todd Stull (from North CBSA), Tom Galassini , Mike Wasserberg, Carl Wolf (from South CBSA), Teri Curran, Jennifer Hill
 - o Absent: Sue Shimon, Mark Enenbach, Lynda Schueler
 - o Call to order by Dennis @ 1:31pm
2. Approve Minutes (two previous executive committee meetings in September plus the 11th of August)
 - o Motion to approve by Tom G. and seconded by Mike W. All members present in agreement to accept minutes.
3. Financial Update – Tom G
 - o Finance committee to meet this Friday
 - o Need to address IRS requirements re: financial policies (esp. document destruction, whistleblower, etc.); committee to develop and present to Board for approval
 - o Need to bid out the audits since our current auditor's contract is expiring. Need to see if the costs from current auditor are competitive.
 - o Signatories vote approved at last Board meeting
4. Director's Report – Jennifer
 - A. NOFA status
 - o Deadline extended to 10/23/08
 - o Final edits are currently going on re: Exhibit I; plan to submit by end of this week
 - B. Fundraising
 - o Proposal in to Chicago Community Trust for \$70,000; will be reviewed by another program officer and evaluating the Alliance's application. Funds are for general operating costs and to be utilized to implement the third year of the Plan that was identified by the Alliance when initially requesting the funds by the Chicago Community Trust.
5. Other Business
 - A. CBSA Sharing - *how you run meetings, what you cover, what committees are active, whether you have dues and what for, who participates regularly, if consumers and other community members are involved, how you're getting ready for the homeless count, how new project ideas emerge, etc.*
 1. Todd from the North (co-chairs with Millicent)
 - o Once a month meetings, 4 committee reports (legislation, education, prevention, membership), collect \$50 a year from member agencies (supports training workshops, breakfast meetings, refreshments, consumer involvement, etc.), members volunteered for positions for the homeless count after Jessica attended the last meeting, usually 15-20 people attend each meeting, not much discussion of new project ideas, vacancies covered in introductions at start of meeting
 - o Need clarification on whether community members pay dues
 2. Teri from the West (co-chairs with Lynda)
 - o Once a month meetings, 2 active committees (transitional, prevention), no dues, will be addressing the homeless count next meeting as key people not present last month, usually 15-20 people but generally several people from the same agencies/staff, rotate quarterly to IDHS for a meeting, update on projects each month along with vacancies and job opportunities.
 3. Carl and Mike from the South
 - o Once a month meetings, agenda set by co-chairs, 3 active committees (prevention, advocacy, research), collect \$25 a year from member agencies (refreshments), community/consumer involvement, usually 25-30 people attend meetings but it varies, limited discussion of new project ideas, will be working on finishing the flow chart for the homeless count at the next meeting & plan on talking with the Police about the count re: assistance that night. Meetings rotate among

members, which allows members to see different sites and assists in increasing involvement. Has an annual retreat every year.

6. Committee/Issues:

A. HMIS

- 92% HMIS bed coverage overall for the NOFA submission
- some agencies shouldn't have been in the mix for defunding since they don't have year round beds
- Jennifer suggested phasing out the Friday HMIS updates. Tom Hinchy suggests a wrap up report for the past year in lieu of continuing the Friday reports; Jennifer will also talk with Darrel Bugajsky from HUD as to what is needed by them.
- Shelters brought up question of consent forms and when updates are needed (i.e. domestic violence information) versus what is just revisions; recommendation that Alliance makes a decision as to what is required esp. if agencies are incorporating changes into their existing forms.
- Request to make HMIS section of Alliance website more functional and user friendly

B. Continuum of Care Development – Sue (not in attendance; Jennifer provided update)

- Working on Exhibit I and on Homeless count, both of which were already covered in this meeting
- Next mtg on 10/21/08 at 9:30am

C. Project Review – Cynthia (Jennifer provided update)

- Report presented at Board Meeting
- Project Review committee role and responsibilities assigned to Jennifer to draft and to be discussed further at next Board meeting in October

D. Chronic Homelessness – Lynda (not in attendance; Jennifer provided update)

- No meeting; no report
- Next meeting on 10/21/08 at 11 am

E. Homeless Prevention – Dennis

- Next meeting on 10/15/08
- Members to report on tasks that were given out at the last meeting such as additional information on call center
- Discussion around utilization of call center and how it will be of benefit for shelters etc.

F. Governance – Mark (not in attendance; Mike provided updates)

- Nothing is ready to present at October meeting
- Probably won't be able to do a Board retreat in November as committee needs to reconstitute and meet to plan for it. Other priority items include discussing nominating process, HR policies, bylaws, and coordinating with Finance Committee on other policies.

G. Outcome Evaluation – Courtney and Maggie (Jennifer provided update)

- No new information

New Business: Todd Stull had question re: utilization of laptops at Alliance office and possibility of utilizing them at CBSA meetings; Jennifer to have HMIS staff look at older out-of-service computers for feasibility of having them be available for CBSA's use.

Adjournment @ 2:48 p.m.

Next Meeting - Exec Cmte: Monday, Nov 10, 1:30pm – in-person

Alliance to End Homelessness - HMIS Committee Meeting

Alliance Office

October 7, 2008 10:00 a.m. HMIS Committee Minutes

Participants: Ken Schmitt, Jeremy Heyboer, Pam Reed, Marvin Gorss, Peggy Troyer, Jennifer Hill

- I. No additions or corrections to September 9, 2008 HMIS Committee Meeting Minutes
- II. SuperNOFA compliance with HMIS on Exhibit 1
 - A. Policy Manual – Review schedule: No review schedule established at this time. It is clear that revisions will need to be done to comply with new HUD standards when they become official.
 - B. 75% bed participation – 100% bed participation At this point we are achieving our goal of over 75% bed participation in HMIS for reporting to HUD in our 2008 SuperNOFA application. The question raised in the committee was how do we reach or get close to 100% participation. The answer appears to be based on data quality issues. See below for committee discussion on Data Quality which will help us come close to 100% bed participation in HMIS.
 - C. Questions regarding frequency of data and compliance monitoring: In our response to SuperNOFA, we are agreeing that monitoring of compliance with data entry into HMIS will be on a monthly basis. Because of HMIS being new to most Alliance members and the quick start-up, we agreed that monitoring should be done initially twice a week. It is expected that demographic data should be entered within 7 days of contact with homeless participants.
 - D. Site visits – Sites that are having difficulty with data entry can and should contact Alliance HMIS staff for assistance, particularly where data entry is new to staff and/or there are a number of staff experiencing the same problems/issues.
- III. Implementation of HMIS – Status Report
 - A. Data quality issues – While there are a number of data quality issues the most immediate ones are:
 - 1) program entries – In some cases, data is being entered on participants but staff are not enrolling them in a program. Without program enrollment, those participants will not show up in the Annual Progress Report (APR), and technically that agency may not fully meet the definition of HMIS participation. User group meetings have and will address this issue.
 - 2) children – While it is somewhat tedious, all family members, including children, have to be entered into HMIS and included in the program entries, as appropriate, for data to be accurately included in the APR.
 - 3) Completeness – The priority for the Alliance has been to achieve our goal of 75% bed participation in HMIS. The task now will be to ensure that HMIS data is complete.
 - B. Training – End Users - October 30 at Robert Morris College in Orland Park.
 - C. Training – Advanced Agency Administrators - October 31 at Robert Morris College in Orland Park.
 - D. User group meeting – The next user group meeting will be Wednesday, October 22nd at 1:00 p.m. at BEDS, Inc. in LaGrange. After doing user group meetings in connection with CBSA meetings in September, Alliance HMIS staff is proposing that user group meetings will be done once a month in alternating locations.

- E. Training for Peggy Troyer – Peggy attended the HUD HMIS Conference in Atlanta and reported on attending the session dealing with AHAR. She will be attending the Bowman User group meeting in California on October 28 and 29.
 - F. Consultation – Because Pam Kostecki is taking on a new position, her consultation time with the Alliance will be ending. The consultation costs for Ms. Kostecki have been between \$3,000 and \$4,000. The Alliance HMIS staff has been authorized to use up to \$5,000 for consultation with Ms. Kostecki. Consultation in the DuPage County allows for 50 hours. 15 to 17 hours are left.
 - G. Emergency Shelters – A Committee of Emergency Shelter providers have been meeting with Peggy and Jeremy to address their issues and concerns. The following issues continue to be of concern.
 - 1) Data migration – The Alliance and South Suburban PADS will be attempting to complete a data migration. Being able to migrate information is critical for emergency shelter programs where there are large numbers of clients.
 - 2) Use of ID cards for SkanPoint – This is currently being explored to come up with a solution that allows shelters to use SkanPoint to track nights of shelter as well as program entry/exits.
- IV. Contract with DuPage County – Problems and Issues
- A. Access Level – The biggest difficulty for Alliance HMIS staff centers around their not having direct access to Alliance HMIS data. Because Peggy’s access level is a System Admin 1 and Leslie at DuPage is a System Admin 2, it is necessary for Peggy to constantly go through Leslie to monitor data and provide reports.
 - B. Pick Lists – management is problematic and requires consensus across the three continuums participating in the DuPage implementation
 - C. Speed/size of dataset– Data entry and access to data may be slow because of the size of the dataset that includes DuPage, Kane and now suburban Cook.
 - D. Letter – Marvin proposed that Alliance staff prepare a letter specifying the problems that we are experiencing with the DuPage contract in order to put them on notice. The Committee discussed whether such a letter is called for at this time or if we should wait to see how HMIS problems and issues are responded to by DuPage County. The Committee recommended that if problems and issues persist that a letter should be prepared by Alliance staff to be reviewed by HMIS Committee before presentation to the Alliance Board of Directors in November.
- V. Next Committee meeting – The next meeting will be on the second or third Tuesday of November. Ken will be soliciting input on which date works better for most committee members.

Continuum of Care Development Committee Meeting

August 26, 2008

Present: Sue Shimon, Jennifer Hill, Cynthia Schilsky, Lynda Schueler, Eileen Higgins

1. Committee members reviewed the Exhibit I strategy chart and designated point persons/committees for each section as yet assigned. Also reviewed sections whose data were entered.

Committee discussed 10 Year Plan goals' measures for this year.

September 10, 2008

Present: Sue Shimon, Jennifer Hill, Cynthia Schilsky, Lynda Schueler, Courtney Suchor

1. Committee members reviewed the updated Exhibit I strategy chart. They designated point persons for collection of the discharge policy documents for mental health, department of corrections, DCFS and health systems.
2. Committee discussed Exhibit 2 data entry issues.

September 22, 2008

Present: Sue Shimon, Jennifer Hill, Cynthia Schilsky, Khen Nickele, Courtney Suchor, Lynda Schueler, Jessica Aleksy

1. Committee members reviewed the updated Exhibit I strategy chart and sections completed to date. APR data summaries confirmed adjustments we'd made to 10 Year Plan objective measures (adjusted down).
2. Jessica introduced herself (ISU fellow/PiTime coordinator) and passed out a Count strategy.

October 8, 2008

Present: Sue Shimon, Jennifer Hill, Cynthia Schilsky, Courtney Suchor, Lynda Schueler

1. Committee reviewed the updated Exhibit I strategy chart; edited the CoC participants list; edited the narratives in HMIS sections; reviewed APR data summary chart- discovered discrepancy; reviewed narrative explanation of change in beds available.
2. Jessica reported on her presentations in the South and West CBSA meetings and the mass mailing.

Next Meeting: October 21, 2008 at 9:30 at the Alliance

**Tenets of Project Review by the
Alliance to End Homelessness in Suburban Cook County
*FOR DISCUSSION – Oct 2008***

- (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 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 greater 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) The Project Review Committee is charged with a qualitative assessment. They shall be afforded the appropriate level of discretion to recommend a ranking list that best serves homeless needs. This includes Go/No Go decisions about accepting or rejecting applications. This also includes 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. 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 in the off-season, staff

absolutely will not broker deals between applicants or 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.

MINUTES FROM HOMELESS PREVENTION MEETING
OCTOBER 15, 2008

Attendance: Brian McManaman, Nonnie Brennan, Kelli Moore, Tracy Banks, Millicent Ntiamoah, Mary Schurder, Dennis Condon, Jennifer Hill, Jessica Aleksy

The discussion at the meeting revolved around alternate ways of establishing a Call Center for the Alliance catchment area.

Nonnie Brennan of the Emergency Fund spoke at length about her experiences in establishing a 211 Call Center in Michigan as well as the efforts of the Emergency Fund to partner with other Chicago agencies in establishing the 311/prevention call center in Chicago. Amongst a variety of suggestions and opinions, she expressed a total incredulity over the cost factor originally quoted by the Homeless Prevention Call Center (HPCC) at Catholic Charities of \$600,000 - \$900,000. She brought with her, two new Call Center options ranging from \$120,000 to \$155,000. These were options offered by HPCC. She thought that these costs were more in keeping with what would indeed be happening. Before they got started in Chicago, the Emergency Fund had also estimated a much higher call volume than what is actually happening.

Jessica Aleksy presented a detailed explanation of Call Point which is a software package already contained within Service Point and one that the Alliance is already paying 40% of DuPage's total cost to Bowman. The Alliance pays 40% of whatever DuPage pays Bowman whether DuPage or the Alliance even use it. Jessica was of the opinion that some

DuPage agencies are using Call Point. This system does not establish a central call center. Potential clients would still need to call different agency numbers but once that contact was made, the client info as well as referrals made to the client would be in the system for all Call Point users to access. She and Ms Brennan both thought that the cost factor of Call Point, approximately \$5000.00, is desirable although there would be some ancillary costs. The system could be a useful tool for a call center to use. Service Point has within itself, a variety of useful tools, which are already contracted for by DuPage and the Alliance is sharing those costs. It should be noted that Chicago is in the process of contracting with Bowman and will most probably be utilizing Call Point and related tools in the future.

An item of concern in the total discussion about the need for and/or the utility of a Call Center is the issue that Chicago's Call Center seems to be uniquely focused on homeless prevention (rents, utilities) and that potential clients needing additional other services (food, clothing, transportation, furniture, medicines etc.) might be lost when lack of funding or failure to qualify would make the client ineligible for homeless prevention assistance. Ms Brennan said that this was a concern of the Emergency Fund as well and therefore the Call Center was mandated to refer those calls for other services to the Emergency Fund so that a proper referral could be made. She stressed that, no matter who we contract to handle our calls, we must set the parameters based on our needs and desires.

The Homeless Prevention Comm. is looking to the Board for some direction in these Call Center discussions.

The next meeting will be Nov. 19th at 10 at the Alliance office.

Minutes submitted by: Dennis Condon, Home. Prev. Comm. Co-Chair