

Alliance to End Homelessness in Suburban Cook County

October 30, 2009

10am to 12pm

United Way of Metropolitan Chicago

560 W. Lake St., Chicago

I. Welcome and introductions:

Call to order @ 10:04 am by Dennis

II. Approval of September Board meeting minutes; Paul moved and Tom seconded the following change under section III C to change 'Chicago' to 'Cook County' ; all in favor to approve minutes.

III. Financial Update – Tom Galassini

A. Finance committee update

- Committee to begin drafting 2010 budget to present at Board in November with approval (based upon potential revisions) in December

B. Sept 30th Financials

- Please refer to Budget in Board packet
- On track with receivables versus expenditures

IV. Director's Report – Jennifer Hill

A. HPRP Update

- All of the agreements between jurisdictions and identified funded agencies occurred in September. MOUs are the next step in the process.
- Hugh moved; Ken seconded motion to approve agreement (in Board packet) for Alliance to enter into with 3 PADS organizations as pass through fiscal agent for HPRP funds. All in favor; Lynda and Mike abstained as their agencies are receiving funds from this agreement.
- Mike moved; Khen seconded motion to approve agreement (in Board packet) that Alliance enter into sub-agreement with CEDA, Catholic Charities and WS PADS as sub-fiscal agent for HPRP funds. All in favor; Lynda and Eileen abstained as their agencies are receiving funds from this agreement.
- Alliance recommends that the Staff Affidavit form that HUD has designated for the HPRP program be part of the packet utilized to provide funds to clients

B. NOFA Update

- Deadline extended to November 25<sup>th</sup>, 2009 due to technical difficulties with esnaps system
- Alliance will be next working on Exhibit I to meet the new deadline

V. Committee Reports:

A. Executive Committee-Dennis

- in Board packet for review

B. Fundraising – Paul

- Please refer to minutes in Board packet for additional information
- Paul will be contacting Board members re: their own personal contributions (attempting to get 100% of Board to contribute)
- Invoices to agencies to be members of the Alliance will go out next week
- Discussed letter writing campaign: Alliance to send template on letterhead and also, Board members can send names to the Alliance for the Alliance to send out the letters

- Alliance set up a Facebook account to facilitate giving; will send out link again
- Discussion on the Holiday cards being used for fundraising. Since the potential donor fell through, will get pre-orders first prior to placing orders with delivery of cards at next Board meeting.

C. HMIS – Ken S.

- Minutes from meeting in Board packet; Ken recommends that HPRP agencies share Cook County MDR and services transactions with all agencies in the CoC as a default; Paul seconded motion. Discussion ensued as to what that information would include (i.e. amount of services received but not case notes attached to those transactions). Ken modified to read/include after ‘service transactions’ (HPRP transactions required). Paul seconded again. Mike asked if the staff at the Alliance can segregate sensitive data (esp. if client refuses to share with other agencies). Peggy not available to clarify further. All in favor, motion passed.

D. Continuum of Care Development – Sue

- Minutes passed out at Board meeting. Reviewed Exhibit I and will be meeting again on 11/11/09 to look at action steps that have been identified in the strategic planning process.

E. Project Review –Brian & Khen

- Expressed gratitude towards Cynthia for assisting in the process with training etc. Also towards other members on the committee and Alliance staff members
- Brian made a motion to accept the following list of 2009 NOFA applications (36 renewals) and one new project proposal (WCHANCE) in Board packet. Paul seconded the motion. All members that could vote (at end of minutes), passed the motion (12 members). Project that was denied could still appeal, would go to the executive committee for review of appeal.

F. Outcome Evaluation – Maggie

- Evaluation report passed out at Board meeting and highlights of it reviewed by Maggie and Jennifer
- Maggie reviewed conclusions as the committee felt this was a good start at collecting baseline data. Will be changing specific aspects of the tool to make it clearer as some of the data collected shown misconception of how to answer the questions.
- Credit given to committee by Board members for their work on this project.

G. Homeless Prevention – Dennis

- Two meeting minutes are reported in Board packet.
- Primarily reviewed minutes of 10/21/09. Dennis reported on issues such as how the committee was deciding to spread out the funds to ensure that all areas of Suburban Cook county are covered (given that some areas have also received funding specific to their communities). Dennis discussed the call center and recommended that in order for its utilization to be effective esp. in directing callers to available agencies, that agencies have to notify the call center of funding still available. The call center data can also be then available to the Alliance etc. as to number of homeless clients linked to services. Dennis recommended (therefore on behalf of the committee) that some portion of slots for HPRP clients need to be referrals from the Homeless Prevention Call Center. Eileen seconded. Discussion then ensued as to why there wasn’t a % determined as to the portion of slots to be set aside. Khen stated that this was a good first step as this was a better problem to have then we have had in the past trying to get agencies to at least agree to have the Alliance to be the lead as much as possible on systems to address these issues. Mike stated that the calls to the call center could go into the queue (i.e. a caller from Tuesday takes priority over a walk-in on Wed to an agency). John stated that he was in support of the motion but that it needed more substance. All present in favor of motion. November 18<sup>th</sup> at 10am at the Alliance office will be the next meeting.

H. Governance – Mark (not present)

- tabled until November
- I. Chronic Homelessness – Khen
- tabled until November
- J. Ad Hoc Housing Goals Workgroup – Mike
- tabled as group currently not meeting

VI. Other Reports

- A. Regional roundtable: Cynthia
- No report
- B. Discharge planning: John F.
- Tabled until November

VII. Local Council Reports

- A. South – Carl
- Meeting for prevention agencies to discuss coverage areas (Tuesday at 1pm)
- B. West – Lynda
- Finishing up membership dues discussion
- C. North-
- D. Tabled until November

VIII. Old Business

- A. none

IX. New Business

- none

Motioned by Mike to adjourn at 12pm and to table identified agenda items until next month and Jose seconded; all in favor.

X. Adjournment @ 12:00pm

Next Meeting – Friday, November 20th from 10am to 12pm at the United Way Metro, 560 W. Lake Street, Chicago

Respectfully submitted by Theresa Curran

Voting members on Project Review recommendations:

Jose Alvarez -Aye  
 Bill Baxter- Aye  
 Hugh Brady -Absent  
 Beverly Christmon- Aye  
 Dennis Condon -Aye  
 Arie David -Aye  
 John Fallon -Aye  
 Tom Galassini -Aye  
 Brian McManaman -Aye  
 Khen Nickele -Aye  
 Cynthia Schilsky - Aye  
 Brenda Tobuch -Aye

Voting Members Present:

Jose	Alvarez <b>Vice Chair</b>	Town of Cicero
Bill	Baxter	Hines V A Hospital
Hugh	Brady	NAMI Barrington Area
Beverly	Christmon	Community Representative
Dennis	Condon <b>Board Co-Chair</b>	Community Representative
Theresa	Curran <b>Secretary/CBSA Co-Chair</b>	Pillars
Arie	Davis	IL Department of Corrections
John	Fallon	Corp Supp Housing
Tom	Galassini <b>Treasurer</b>	United Way of Metro Chicago
Eileen	Higgins	Catholic Charities
Brian	McManaman	Emergency Fund
Khen	Nickele	IDHS-DMH
Millicent	Ntiamoah <b>CBSA Co-Chair</b>	Catholic Charities
Debbie	Pavick	Thresholds
Cynthia	Schilsky	Community Representative
Ken	Schmitt	YMCA Network
Lynda	Schueler <b>CBSA Co-Chair</b>	West Suburban PADS
Paul	Selden	Connections for the Homeless
Susan	Shimon <b>Board Co-Chair</b>	New Foundation Center
Brenda	Tobuch	Blue Island IDHS Office
Mike	Wasserberg	South Suburban PADS
Diane	Wolak-Green	Housing Authority of Cook County

Voting Members Absent:

Mark	Enenbach <b>Past Chair</b>	CEDA Central
Marvin	Gorss	West Suburban Landlords Assoc.
Scott	Jensen	Community Representative
Rick	Nichols	Community Representative
Jackee	Pruitt	PLCCA
Rev. John	Rice	Bethel Community Facility
Patrick	Rodgers	Social Security Administration
Mary	Schurder	Center of Concern, The
Todd	Stull	Journeys from PADS to HOPE
Courtney	Suchor <b>CBSA Co-Chair</b>	Sanctuary/SS Family Shelter

Other Members Present:

Scheneka	Ashford	New Life Shelter & Rehabilitation Center
Kamar	Beaco	CEDA Bloom-Rich
Ericka	Branch	Cook County DP Development
Chris	Colangelo	Journeys from PADS to HOPE
Ken	Keibler	Catholic Charities
Magalie	Oscar	Catholic Charities
Sheri	Pantell	CEDA Northwest
Eric	Rubenstein	Single Room Housing Assistance Corp.
Kelly	Williams	Grand Prairie Services
Carl	Wolf <b>CBSA Co-Chair</b>	Respond Now
Jennifer	Wood	YMCA Network
Jennifer	Hill	Alliance