



Friday, Sep 25, 2009
10:00 AM-12:00 PM
United Way Metropolitan Chicago
560 W Lake Street, Chicago

AGENDA

- | | |
|--|--------------------|
| I. Welcome & Introductions | 10:00-10:05 |
| II. Approval of Meeting Minutes | 10:05-10:10 |
| III. Treasurer's Report – Tom Galassini | 10:10-10:20 |
| A. Finance Cmte. Update | |
| B. Aug 31 Financials | |
| C. 2009 Budget Revision & 2010 Draft Budget | |
| IV. Director's Report – Jennifer Hill | 10:20-10:40 |
| A. PSH Progress Report | |
| B. HPRP West | |
| C. HPRP Cook- Requested Action | |
| D. Promotions Update | |
| E. Responsible budget Coalition Sign-On | |
| V. Committee Reports | |
| A. Executive Committee – Dennis Condon | 10:40-10:45 |
| B. Fundraising Committee – Paul Selden | 10:45-10:50 |
| C. Homelessness Prevention – Mary Schurder/Dennis Condon | 10:50-11:10 |
| D. HMIS Committee – Ken Schmitt | 11:10-11:15 |
| E. Continuum of Care Development – Sue Shimon | <i>No report</i> |
| F. Project Review and Prioritization – B. McManaman/K. Nickele | <i>No report</i> |
| G. Outcome Evaluation – Magalie Oscar/Courtney Suchor | 11:15-11:20 |
| H. Governance – Mark Enenbach | 11:20-11:25 |
| I. Chronic Homelessness – Khen Nickele | <i>No report</i> |
| VI. Other Reports | |
| A. Regional Roundtable – Cynthia Schilsky/J. Hill | 11:25-11:30 |
| B. Discharge Planning – John Fallon | 11:30-11:35 |
| VII. Local Council Reports | 11:35-11:50 |
| A. South – Courtney Suchor/Carl Wolf | |
| B. West – Teri Curran/Lynda Schueler | |
| C. North – Millicent Ntiamoah/Todd Stull | |
| VIII. Old Business | |
| IX. New Business | |
| A. Re-schedule October Board Meeting? | 11:50-12:00 |
| X. Adjournment | |

The next meeting of the Board of Directors is scheduled for **Friday, Oct. 23, 2009**, 10:00 AM to 12:00 PM, at United Way Metropolitan Chicago, 560 W Lake Street, Chicago.
Reschedule because of conflict with HAI Convention?

MINUTES OF THE 08/28/09 MEETING
OF THE BOARD OF DIRECTORS OF THE
ALLIANCE TO END HOMELESS IN
SUBURBAN COOK COUNTY

Orientation of new board members took place prior to the meeting.

Sue Shimon called the meeting to order at 10:05 at PLCCA in Maywood. Introductions and Announcements were made.

Mike Wasserberg moved and Dennis Condon seconded approval of the minutes of the previous meeting. Approved by voice vote.

There had been no meeting of the Finance Committee but the financial position thru 07/31/09 was submitted.

Director's Report-All members of the Board were urged to sign up for at least one committee.

Mary Schurder moved approval of the Line of Credit documents, Dennis Condon seconded, approved by voice vote.

HPRP-last month we responded to Cook County's RFP for the stimulus money. Cook County made a tentative decision on the disposition of the money but it will not be finalized until it is voted on by the Cook County Board.

The Alliance is also working with other entitlement communities to help them with their HPRP money.

Mike Wasserberg asked that the Director's Report be submitted in writing prior to the Board Meeting.

Executive Committee-Minutes in board packet.

Fundraising Committee- Paul Selden moved that the following be adopted by the Board as ways of closing the budget shortfall:

1. All members of the Alliance will be asked to contribute money based on the Tiered structure established in the committee's minutes which are on the website.
2. Board members will be asked to give themselves and to solicit 20 friends for \$20.00 each.
3. That some sort of fund raiser, such as the sale of Holiday Cards, takes place before the end of 2009.

This was seconded by Hugh Brady. The motion was approved by voice vote with 2 opposed and 1 abstaining.

Prevention-Report in board packet.

HMIS-Report in board packet. Migration from DuPage system to Evanston is ongoing.

C of C-Report in board packet. Updated Interim Strategic Plan submitted.

Project Review-Continuing to recruit members.

Outcome Evaluation-Report on the initial survey will be made in October. We have 3 UIC students to help with Outcome Evaluation over the course of this academic year.

Governance-No Report

Chronic-the Governor just signed a bill that would allow the Homeless to get State ID's at no charge. IDMH has set aside \$40,000.00 for SOARS training. The Governor also signed a bill that advances a statewide 211 to be led by United Way and partners, though there currently is no funding allocated.

Housing Goals Workgroup-No Report

Regional Roundtable-No Report

Discharge Planning-No Report

South CBSA-Retreat held. Banks will be releasing a letter to borrowers about the (Not FEMA) funding for delinquent mortgages.

West CBSA-HPRP was discussed. Lakeside Real Estate did a presentation and asked for a letter of support for a project on the Hines VA campus, which the Alliance provided.

North CBSA-Workshops were held on how to get homeless children into schools.

Old Business-None

New Business-Hugh Brady did a presentation on the NW Suburban Task Force on Supportive Housing. Paul Selden moved that the Alliance write a letter of support for the Task Force. Mike Wasserberg seconded. Approved by voice vote.

Information on new VA initiatives are available on the VA website. A written memo appears in the board packet.

Mike Wasserberg moved to adjourn at 12:05. Approved by voice vote.

Voting Members Present:

Bill	Baxter	Hines V A Hospital
Hugh	Brady	NAMI Barrington Area
Beverly	Christmon	Community Representative
Dennis	Condon Board Co-Chair	Community Representative
Mark	Enenbach Past Chair	CEDA Central
Tom	Galassini Treasurer	United Way of Metro Chicago
Marvin	Gorss	West Suburban Landlords Assoc.
Khen	Nickele	IDHS-DMH
Millicent	Ntiamoah CBSA Co-Chair	Catholic Charities
Debbie	Pavick	Thresholds
Jackee	Pruitt	PLCCA
Patrick	Rodgers	Social Security Administration
Cynthia	Schilsky	Community Representative
Ken	Schmitt	YMCA Network
Lynda	Schueler CBSA Co-Chair	West Suburban PADS
Mary	Schurder	Center of Concern, The
Paul	Selden	Connections for the Homeless
Susan	Shimon Board Co-Chair	New Foundation Center
Todd	Stull	Journeys from PADS to HOPE
Courtney	Suchor CBSA Co-Chair	Sanctuary/SS Family Shelter
Brenda	Tobuch	Blue Island IDHS Office
Mike	Wasserberg	South Suburban PADS
Diane	Wolak-Green	Housing Authority of Cook County

Voting Members Absent:

Jose	Alvarez Vice Chair	Town of Cicero
Theresa	Curran Secretary/CBSA Co-Chair	Pillars
Arie	Davis	IL Department of Corrections
John	Fallon	Corp Supp Housing
Eileen	Higgins	Catholic Charities
Scott	Jensen	Community Representative
Brian	McManaman	Emergency Fund
Rick	Nichols	Community Representative
Rev. John	Rice	Bethel Community Facility

Other Members Present:

Ericka	Branch	Cook County DP Development
Terry	McCullough	Thornton Township
Sheri	Pantell	CEDA Northwest
Eric	Rubenstein	Single Room Housing Assistance Corp.
Jennifer	Wood	YMCA Network
Jennifer	Hill	Alliance
Sharon	King	Alliance to End Homelessness
Peggy	Troyer	Alliance

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Position
As of August 31, 2009

	<u>Aug 31, 09</u>	<u>Aug 31, 08</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Harris N. A.				
Unrestricted	13,531.99	8,973.54	4,558.45	50.8%
Checking at Harris N. A. - Other	0.00	28.85	-28.85	-100.0%
Total Checking at Harris N. A.	<u>13,531.99</u>	<u>9,002.39</u>	<u>4,529.60</u>	<u>50.32%</u>
PayPal	660.52	606.72	53.80	8.87%
Total Checking/Savings	<u>14,192.51</u>	<u>9,609.11</u>	<u>4,583.40</u>	<u>47.7%</u>
Accounts Receivable				
1100 - Accounts Receivable	59,289.84	54,526.44	4,763.40	8.74%
Total Accounts Receivable	<u>59,289.84</u>	<u>54,526.44</u>	<u>4,763.40</u>	<u>8.74%</u>
Other Current Assets				
1400 - Prepaid Expenses	2,208.00	7,274.10	-5,066.10	-69.65%
1440 - Security Deposit	872.29	872.29	0.00	0.0%
Total Other Current Assets	<u>3,080.29</u>	<u>8,146.39</u>	<u>-5,066.10</u>	<u>-62.19%</u>
Total Current Assets	<u>76,562.64</u>	<u>72,281.94</u>	<u>4,280.70</u>	<u>5.92%</u>
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	<u>14,609.52</u>	<u>19,368.29</u>	<u>-4,758.77</u>	<u>-24.57%</u>
TOTAL ASSETS	<u>91,172.16</u>	<u>91,650.23</u>	<u>-478.07</u>	<u>-0.52%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 - Accounts Payable	0.00	56,671.48	-56,671.48	-100.0%
Total Accounts Payable	<u>0.00</u>	<u>56,671.48</u>	<u>-56,671.48</u>	<u>-100.0%</u>
Credit Cards				
2020 - CitiBank	2,354.19	638.17	1,716.02	268.9%
2030 - Advanta Bank Corp	0.00	763.73	-763.73	-100.0%
Total Credit Cards	<u>2,354.19</u>	<u>1,401.90</u>	<u>952.29</u>	<u>67.93%</u>
Other Current Liabilities				
Payroll Liabilities				
Total Payroll Liabilities	<u>3,908.24</u>	<u>3,694.64</u>	<u>213.60</u>	<u>5.78%</u>
Total Other Current Liabilities	<u>3,908.24</u>	<u>3,694.64</u>	<u>213.60</u>	<u>5.78%</u>
Total Current Liabilities	<u>6,262.43</u>	<u>61,768.02</u>	<u>-55,505.59</u>	<u>-89.86%</u>

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Position
As of August 31, 2009

	<u>Aug 31, 09</u>	<u>Aug 31, 08</u>	<u>\$ Change</u>	<u>% Change</u>
Total Liabilities	6,262.43	61,768.02	-55,505.59	-89.86%
Equity				
Unrestricted Net Asset	99,860.57	53,087.93	46,772.64	88.1%
Net Income	<u>-14,950.84</u>	<u>-23,205.72</u>	<u>8,254.88</u>	<u>-35.57%</u>
Total Equity	<u>84,909.73</u>	<u>29,882.21</u>	<u>55,027.52</u>	<u>184.15%</u>
TOTAL LIABILITIES & EQUITY	<u><u>91,172.16</u></u>	<u><u>91,650.23</u></u>	<u><u>-478.07</u></u>	<u><u>-0.52%</u></u>

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Income and Expense
January through August 2009

	<u>Jan - Aug 09</u>	<u>Jan - Aug 08</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4010 - Grant Income				
CDBG 04-093	0.00	-575.74	575.74	100.0%
CDBG 06-062	0.00	55,093.32	-55,093.32	-100.0%
CDBG 07-046	55,905.38	34,525.09	21,380.29	61.93%
CDBG 08-051	39,999.99	0.00	39,999.99	100.0%
SHP 2005 YMCA	0.00	46,173.03	-46,173.03	-100.0%
SHP 2008 ADMIN	0.00	8,650.88	-8,650.88	-100.0%
SHP 2008 Alliance	0.00	46,582.12	-46,582.12	-100.0%
SHP 2009 ADMIN	4,679.55	0.00	4,679.55	100.0%
SHP 2009 Alliance	93,564.45	0.00	93,564.45	100.0%
Total 4010 - Grant Income	<u>194,149.37</u>	<u>190,448.70</u>	<u>3,700.67</u>	<u>1.94%</u>
4011 - Donation Income				
401101 - Individual Giving	300.00	100.00	200.00	200.0%
401102 - Board Gifts	0.00	325.00	-325.00	-100.0%
401114 - Foundation & Corporate Giving				
AHAND	0.00	1,500.00	-1,500.00	-100.0%
CEDA, Inc.	500.00	500.00	0.00	0.0%
Chicago Community Trust	52,500.00	45,000.00	7,500.00	16.67%
Total 401114 - Foundation & Corporate Giving	<u>53,000.00</u>	<u>47,000.00</u>	<u>6,000.00</u>	<u>12.77%</u>
Total 4011 - Donation Income	<u>53,300.00</u>	<u>47,425.00</u>	<u>5,875.00</u>	<u>12.39%</u>
4100 - Interest Income	1.38	28.63	-27.25	-95.18%
4300 - Other Income				
430001 - Java Fund	0.00	10.13	-10.13	-100.0%
430002 - CCT Unity Challenge Fund	150,000.00	0.00	150,000.00	100.0%
4300 - Other Income - Other	152.70	1,681.33	-1,528.63	-90.92%
Total 4300 - Other Income	<u>150,152.70</u>	<u>1,691.46</u>	<u>148,461.24</u>	<u>8,777.11%</u>
4999 - Uncategorized Income	0.00	1.00	-1.00	-100.0%
Total Income	<u>397,603.45</u>	<u>239,594.79</u>	<u>158,008.66</u>	<u>65.95%</u>
Gross Profit	<u>397,603.45</u>	<u>239,594.79</u>	<u>158,008.66</u>	<u>65.95%</u>
Expense				
6001 - Payroll Expenses				
Total 6001 - Payroll Expenses	<u>162,802.85</u>	<u>104,780.84</u>	<u>58,022.01</u>	<u>55.38%</u>
6010 - Non-Employee Compensation	18,909.00	13,606.00	5,303.00	38.98%
6080 - HMIS Vendor Fees	20,295.00	82,491.34	-62,196.34	-75.4%
6087 - HMIS Contingency	0.00	825.00	-825.00	-100.0%
6090 - Consulting & 3rd Party Fees	15,450.00	22,965.00	-7,515.00	-32.72%
6301 - Space Costs				
6300 - Rent or Lease Expense	6,788.01	6,633.26	154.75	2.33%
6400 - Utilities Expense	8,331.49	8,937.58	-606.09	-6.78%
6550 - Other Office Expense	496.50	214.00	282.50	132.01%
Total 6301 - Space Costs	<u>15,616.00</u>	<u>15,784.84</u>	<u>-168.84</u>	<u>-1.07%</u>

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Income and Expense
 January through August 2009

	<u>Jan - Aug 09</u>	<u>Jan - Aug 08</u>	<u>\$ Change</u>	<u>% Change</u>
6411 - Operations				
6410 - Printing Expense	1,441.37	345.78	1,095.59	316.85%
6420 - Travel Expense	9,485.70	5,252.77	4,232.93	80.59%
6430 - Postage & Delivery	926.44	166.41	760.03	456.72%
6450 - Office Supplies Expense	5,278.63	4,139.43	1,139.20	27.52%
Total 6411 - Operations	<u>17,132.14</u>	<u>9,904.39</u>	<u>7,227.75</u>	<u>72.98%</u>
6460 - Interest Expense	11.83	1,170.69	-1,158.86	-98.99%
6500 - Equipment or Furniture	5,049.47	349.35	4,700.12	1,345.39%
6630 - CCT Unity Grant Distribution	150,000.00	0.00	150,000.00	100.0%
6680 - Accounting	3,385.00	7,419.64	-4,034.64	-54.38%
6850 - Service Charge Expense	64.00	143.59	-79.59	-55.43%
6950 - Insurance Expense	3,839.00	3,359.83	479.17	14.26%
Total Expense	<u>412,554.29</u>	<u>262,800.51</u>	<u>149,753.78</u>	<u>56.98%</u>
Net Income	<u><u>-14,950.84</u></u>	<u><u>-23,205.72</u></u>	<u><u>8,254.88</u></u>	<u><u>-35.57%</u></u>

2009 Organizational Budget - Mid-Year Revision 9/25/09
Alliance to End Homelessness in Suburban Cook County

<u>Income</u>	<u>HMIS</u>	<u>Other</u>	<u>Total</u>
Community Development Block Grant			
§ Award #07-046	\$14,033	\$41,872	\$55,905
§ Award #08-051	\$0	\$40,000	\$40,000
			<hr/> \$95,905
HUD Supportive Housing Program			
§ 2008-09 Award	\$90,932	\$0	\$90,932
§ 2008-09 Award - Administration	\$0	\$4,547	\$4,547
§ 2009-10 Award	\$132,525	\$0	\$132,525
§ 2009-10 Award - Administration	\$0	\$6,626	\$6,626
			<hr/> \$234,630
HUD Homelessness Prevention & Rapid Re-Housing			
§ 2009-10 Award - HMIS	\$12,647	\$0	\$12,647
§ 2009-10 Award - Administration	\$0	\$632	\$632
Contributions	\$29,291	\$61,663	\$90,954
Total Income	\$279,429	\$155,340	\$434,769
<u>Expense</u>			
Salaries	\$119,188	\$102,199	\$221,387
4 full-time positions: Executive Director, Manager of Info Systems, Data/Eval Administrator, Office Mgr 1 part-time Intern/Project Assistant			
Employee benefits & payroll taxes (21%)	\$25,029	\$17,491	\$42,520
Homeless Mgmt. Info. System			
Software Vendor Fees & Licensing	\$66,595	\$0	\$66,595
Consultants & Training	\$47,480	\$9,000	\$56,480
Office Rent	\$3,389	\$6,778	\$10,167
Utilities/Other Office Expense	\$4,160	\$8,319	\$12,479
Supplies	\$2,616	\$5,231	\$7,847
Postage & Delivery	\$0	\$1,518	\$1,518
Printing	\$510	\$1,020	\$1,530
Travel & Conferences	\$7,172	\$7,172	\$14,343
Equipment & Furniture	\$3,291	\$3,291	\$6,582
Interest / Service Charges	\$0	\$443	\$443
Insurance	\$0	\$5,001	\$5,001
Audit / Accounting	\$0	\$5,203	\$5,203
Total Expense	\$279,429	\$172,666	\$452,095
Depreciation			\$4,000
Surplus (or Deficit)			(\$21,325)

DRAFT 2010 Organizational Budget
Alliance to End Homelessness in Suburban Cook County

<u>Income</u>	<u>HMIS</u>	<u>Other</u>	<u>Total</u>
Community Development Block Grant			
§ Cook County CDBG Award	\$21,250	\$103,750	\$125,000
§ Other CDBG Award(s) 2010	\$850	\$4,150	<u>\$5,000</u>
			\$130,000
HUD Supportive Housing Program			
§ 2009-10 Award	\$108,464	\$0	\$108,464
§ 2009-10 Award - Administration	\$0	\$2,792	\$2,792
§ 2010-11 Award	\$114,902	\$0	\$114,902
§ 2010-11 Award - Administration	\$0	\$4,454	<u>\$4,454</u>
			\$230,612
HUD Homelessness Prevention & Rapid Re-Housing			
§ 2009-10 Award	\$30,000	\$1,500	\$31,500
§ 2010-11 Award	\$10,000	\$500	<u>\$10,500</u>
			\$42,000
Contributions	\$491	\$102,034	\$102,525
Total Income	\$285,957	\$219,180	\$505,137
<u>Expense</u>	49%	51%	
Salaries	\$123,055	\$128,459	\$251,514
4 full-time positions: Executive Director, Manager of Info Systems, Data/Eval Administrator, Office Mgr 1 full-time Program Specialist (new position)			
Employee benefits & payroll taxes (21%)	\$29,533	\$30,830	\$60,363
Homeless Mgmt. Info. System			
Software Vendor Fees & Licensing	\$48,000	\$0	\$48,000
Consultants & Training	\$57,000	\$12,000	\$69,000
Office Rent	\$5,261	\$5,260	\$10,521
Utilities/Other Office Expense	\$6,500	\$6,500	\$13,000
Supplies	\$4,150	\$4,150	\$8,300
Postage & Delivery	\$0	\$1,450	\$1,450
Printing	\$1,100	\$1,100	\$2,200
Travel & Conferences	\$7,459	\$7,458	\$14,917
Equipment & Furniture	\$3,900	\$3,900	\$7,800
Interest / Service Charges	\$0	\$900	\$900
Insurance	\$0	\$5,371	\$5,371
Audit / Accounting	\$0	\$7,800	\$7,800
Total Expense	\$285,957	\$215,180	\$501,137
Depreciation			\$4,000
Surplus (or Deficit)			\$0

Director's Report
Alliance to End Homelessness in Suburban Cook County
Jennifer Hill, Executive Director
September 21, 2009

New Permanent Supportive Housing (PSH)

At the same time we've been furiously working to improve the "Front Door"—interventions to prevent people from becoming homeless—in our suburban Cook County homeless system, a silent revolution has been happening to improve the "Back Door," interventions to move people out of homelessness. We know permanent supportive housing (PSH) is a proven effective intervention for some of the hardest-to-house homeless people. Our last homeless count reminded us how badly needed these units are, showing a near-zero vacancy rate in the 193 PSH beds in suburban Cook County.

Last week I completed our Chicago Community Trust funding proposal, and since it's a renewal, I checked in with our PSH providers to complete a progress report on how many new PSH beds have come online in 2009 to date.

Here are the amazing results:

	<u>Opened to date</u>		<u>Will open this Fall</u>		<u>2010 or beyond</u>	
	Units	Beds	Units	Beds	Units	Beds
Catholic Charities	6	22	16	19	0	0
Grand Prairie Services	0	0	0	0	0	0
Together We Cope	0	0	4	12	0	0
WINGS	0	0	7	28	0	0
Connections	2	7	0	0	0	0
YMCA Network	0	0	2	2	0	0
New Foundation Ctr	0	0	0	0	0	0
Bethel Human Resources	0	0	0	0	30	30
Pillars (WCHIP)	2	2	6	8	0	0
TOTAL	10	31	35	69	30	30

In the 2008 NOFA competition, we prioritized two bonus projects, an expansion, and three "swaps"—where new PSH was created through a corresponding reduction in transitional programs—creating a potential 85 new PSH beds. Of these, 22 have come online already. Another 2-bed expansion funded in the 2007 competition came online this year, and 7 PSH beds were created when a program converted from transitional to permanent supportive housing. When you include the programs that are in the process of opening/converting/expanding in the next few months, we expect a total of 100 new PSH beds to come online in THIS calendar year, not counting the 30-bed new construction program expected to come online in 2010 or beyond.

One hundred beds! Added to our current total of roughly 193 beds, *that's an increase of over 50% in our PSH inventory in a single calendar year.* Since we didn't get a bonus project funded in the 2007 competition, you can count on one hand the number of PSH

beds that came online in 2008. It's also unlikely that we will repeat this achievement in 2010. So in our rush to the finish line to launch new HPRP projects, let's not forget to take a moment to savor this accomplishment.

HPRP West

Each of the west municipalities with HPRP funding (Oak Park, Berwyn and Cicero) have opted to execute a single agreement with their one "team leader" agency—West Suburban PADS for Oak Park, Catholic Charities for Cicero, and CEDA for Berwyn. Then the team leaders will originate MOU agreements with 1-2 additional service partners (e.g., Sarah's Inn, Solutions for Care), with the Alliance for HMIS (4% of budget), and with the Homelessness Prevention Call Center (5% of budget). Municipalities have finalized or are finalizing their agreements with the team leaders.

HPRP Cook

Cook County hosted a workshop for its HPRP subgrantees on Wednesday, Sept. 16. The County is directly allocating HPRP funding to 12 homelessness prevention agencies, to two legal service agencies, to the Homelessness Prevention Call Center, and to the Alliance (for HMIS and for Rapid Re-Housing, which will be implemented by the three PADS organizations). The Prevention Committee and a prevention working group have met several times in the past month, and their recommendations will be covered in the Prevention report.

REQUESTED ACTION: Approve HPRP Cook County Resolution.

Promotions & Fund Raising

As mentioned the Alliance completed its proposal to the Chicago Community Trust last week. We are requesting \$80,000 in general operating support. We will hear in January.

The Alliance's 3-minute video, previewed at the last board meeting, is now posted on our home page, www.suburbancook.org.

The Alliance adopted a Fundraising Plan for the remainder of 2009 at its August board meeting. The overall goal is to raise \$20,000 through the following four elements:

Board giving: (GOAL: \$1,500)

3 checks received totaling \$200. We encourage you to bring a check to the board meeting.

Board asking: (GOAL: \$3,500)

Each board member is asked to provide names and mailing addresses of at least 20 friends or family members you're willing to solicit for support of the Alliance. **The deadline to submit names is Thursday, October 15.** The Alliance will mail merge, print the letters, do envelopes, and then give you your letters to sign and put in the mail by the end of the month.

Member contributions: (GOAL: \$10,000)

The Alliance adopted the following structure of member contributions for 2009:

- Individual Membership: \$50
- Organization Level 1 (up to \$500,000 annual revenue): \$100
- Organization Level 2 (\$500,001 to \$1,000,000 annual revenue): \$250
- Organization Level 3 (\$1,000,001 to \$5,000,000 annual revenue): \$500
- Organization Level 4 (>\$5,000,000 annual revenue): \$1,000

Letters will go out by the end of September, and members are asked to respond by October 31.

Promotions: (GOAL: \$5,000)

The Event Subcommittee met on Sept. 2 to plan for a holiday card sale. The marathon fundraising page for Jennifer's friend, Julie West, is up and running at <http://www.firstgiving.com/juliewest1>. It's just getting started with \$217 in donations to date.

Responsible Budget Coalition

RAISE REVENUE TO FUND VITAL SERVICES FACT SHEET

- The current (FY10) state budget of \$26 billion represents a 10 percent cut from FY09 levels. The result is deep and damaging cuts to education, health care, human services, and public safety, and thousands of layoffs of state, local government and not-for-profit sector employees who provide those services.
- The current budget relies on more than \$6 billion in one-time, non-recurring revenue from borrowing, the federal stimulus, fund sweeps and debt restructuring. In addition, more than \$3 billion in unpaid, past-due bills will be carried forward to FY11.
- The state will start FY11—next fiscal year—with a deficit of more than \$12 billion. This figure includes the current \$6 billion in one-time revenue, \$4 billion in operating debts, \$1.2 billion in required pension payments, and \$800 million in debt service. It does not include the revenue needed to reverse funding cuts in the current budget year. The General Assembly must raise adequate new revenue to close this hole.
- We support a comprehensive tax-reform package following the framework of HB 174, and raising at least as much new revenue as that bill proposed. HB 174 would:
 - **Raise \$5.6 billion to \$6 billion** in new, recurring tax revenues, expand tax credits for homeowners and low-income families, and provide additional funding for education, health care, human services and public safety.
 - **Increase the individual income tax** rate from 3% to 5%, and raise the corporate income tax rate from 4.8% to 5%. *+\$6.4 billion*
 - **Increase the personal exemption** from \$2,000 to \$3,000. *-\$1.05 billion*
 - **Double the property tax credit** from 5% to 10% (capped at \$1,500). Make this credit refundable, ensuring that homeowners receive its full value even if it exceeds their income-tax liability. *-\$493 million*
 - **Triple the state Earned Income Tax Credit (EITC)** for low-income working families from 5% to 15% of the federal EITC claimed. *-\$167 million*
 - **Apply the state sales tax to luxury services** previously untaxed in Illinois but already taxed by neighboring states. *+\$450-600 million*

We can all do better.

Responsible Budget Coalition

Sign-on Form

The RESPONSIBLE BUDGET COALITION is committed to building the support needed to solve Illinois' budget crisis, prevent harmful cuts to essential public services, save jobs, eliminate the state's long-term structural deficit, and provide Illinoisans with relief from regressive taxation.

- ✓ We believe Illinois has a moral and legal obligation to protect public safety, safeguard public health, strengthen our economy, and ensure that every individual has the opportunity to thrive.
- ✓ We believe that by threatening or already forcing deep and damaging cuts to education, health care, human services, and public safety, the current Illinois budget both fails to meet those core obligations and undermines our state's chances for economic recovery.
- ✓ We call on every elected official in Illinois to acknowledge that this fiscal crisis, brought on by a long-standing structural budget deficit and an economic downturn, cannot be solved without significant new revenue.
- ✓ We believe the revenue mix contained in HB 174 – a comprehensive tax-reform package passed by the Illinois Senate and approved by a committee of the Illinois House – is the most responsible framework for a solution.
- ✓ We call on legislators to enact this comprehensive tax reform, including a revenue increase at least equal to that proposed in HB 174, as soon as possible.

Return This Form

to **Maya Tillman** by e-mail at tillmanm@actforchildren.org, fax to 773/561-2256 or call 773/697-6137

Questions: John Bouman at johnbouman@povertylaw.org or call 312/368-2671

Please check the option that applies:

- Our organization requests to be listed as a *member organization* of the **RESPONSIBLE BUDGET COALITION** and in support of the Coalition's principles, objectives, and activities.
- I request to be listed as an *individual member* of the **RESPONSIBLE BUDGET COALITION** and in support of the Coalition's principles, objectives, and activities.

Name of Organization: _____

Describe your organization (check one):

Individual _____ Business _____ Organization _____ Foundation _____ Other (Specify): _____

Is your organization (check one): Statewide _____ Local _____

Contact Person: _____ Title: _____

E-mail: _____ Agency/Org. Web site: _____

Address: _____ City _____ State _____ Zip _____

Phone #: _____ Fax #: _____

Signature: _____

We can all do better

DRAFT MINUTES
Alliance to End Homelessness in Suburban Cook County
Executive Committee
September 14th, 2009, 1:30pm – 3:00pm

1. Welcome:

Call to order @ 1:33 pm by Dennis

Present: Jennifer, Dennis, Sue, Tom, Teri, Jose, Courtney, Lynda and Todd

Absent: Mark, Millicent

2. Approval of last month's executive committee Minutes: Tom moved; Sue seconded; all present in favor. Todd abstained (since he wasn't present for the meeting)

3. Financial Update – Tom G

- To meet this week, based on information presented last month regarding HPRP to revise the budget (current year) and next year (2010). Tom moved and Teri seconded that Jennifer and Sue can sign contracts/agreements in regards to HPRP if approval is needed prior to next Board meeting; all present in favor

Brief discussion on who is voting member of CBSA when there are co-chairs; north needs to determine whether Todd or Millicent is voting member of executive committee. Teri is secretary and Lynda is the co-chair rep from the West, and Courtney is designated as the voting member from the South.

4. Director's Report – Jennifer

A. Cook County HPRP

- Cook County is hosting a meeting this Wed for sub-grantees to get agreements and to obtain information on how to draw down funds
- One page summary has been provided to Cook County regarding client targeting and documentation for homeless prevention funds (guidelines as to how a recipient qualifies for prevention assistance); awaiting approval from Cook County; will be presented to the Board (from the prevention committee) to adopt the policy
- Rapid Re-Housing policies still have to be further defined with each of the 3 sub agencies (shelters)

- Cook County has requested that the Alliance submit another CDBG proposal since there are no admin funds from HPRP going to the Alliance.
- Discussion on how to ensure that CDBG applications from the Alliance to other entitlement communities (besides Cook County) do not compete with current agencies who receive CDBG funds. Recommendation from Dennis that a chart/worksheet be developed by the Alliance that shows what municipalities are getting CDBG funds, when proposals are due, etc., for discussion at next executive committee meeting.

B. HPRP West agreements

- Team Leaders (WS PADS, Catholic Charities, CEDA) came together with potential other partners (Sarah's Inn, Solutions for Care) and entitlement communities (Berwyn, Oak Park and Cicero) to work out budgets, and contracts are also being delineated (by attorneys from entitlement communities and agencies). Still developing guidelines for the distribution of the funds to recipients from the entitlement communities (utilizing prevention policies adopted from the Cook County HPRP as a basis but building upon them).

C. Fundraising update

- Chicago Community Trust proposal is due this Friday.
- Jennifer and Tom met with Boeing foundation reps. Although Boeing limits to the City of Chicago, informed by Boeing that we could request employee giving toward the Alliance. Jennifer is continuing to work on this with the rep from Boeing.
- Paul and Jennifer are meeting with McCormick foundation this month to find out if there are any options available regarding funding.
- Plans are still in place for other fundraising (membership, events, etc.)

5. Committee/Issues:

A. HMIS –

- Data migrated and all agencies have started utilizing the new system. Trainings have been set up

B. Continuum of Care Development – Sue

- Peer to Peer interferes with the meeting; date therefore changed. Minutes from last meeting in last Board packet

C. Project Review -Brian and Khen

- No report as there has been no meeting

D. Housing Goals Workgroup – Mike

- No report as there has been no meeting

E. Chronic Homelessness – Lynda

- No report as there has been no meeting

F. Homeless Prevention – Dennis

- Next meeting on 9/16/09
- As per information noted above re: HPRP

G. Governance – Mark

- No report as there has been no meeting

H. Outcome Evaluation

- Went through the strategic plan, made recommendations and will bring to the Board meeting in October. Will begin looking at combining tool together with Project Review application.

I. Fundraising

- Send out individual letters during November since it was Homeless prevention month; all names submitted to Alliance staff by mid October (Tom is following through on this)

6. Other Business

- Rescheduling of next month's meeting due to Columbus Day? Decided to keep it on that date.

7. Adjournment @ 2:42 pm by Sue and seconded by Lynda; all in favor

Next Meeting - Exec Cmte: next scheduled meeting is on October 12th, 1:30pm – 3:00pm (conference call)

HOMELESS PREVENTION COMM. MEETING
SEPTEMBER 16, 2009

PRESENT: Mary Schurder, Dennis Condon, Tracy Banks, Mike Wasserberg, Brian McManaman, Joyce Woods, Eileen Higgins, Bob Haennicke, Millicent Ntiamoah, Melissa Ann Marie, John Bartlett, Jennifer Hill, Peggy Troyer

Upon the delayed arrival of a majority of attendees, Dennis Condon (Co-Chair) called the meeting to order at 1:20. While the normal meeting date had been preserved, the place (Catholic Charities 651 W. Lake) and the time (1:00pm) had been substituted to accommodate the timing and location of the HPRP County meeting.

The results of that County meeting were to be the main topic of conversation at this meeting. Unfortunately, the County HPRP meeting had been cut short due to the fact that various legalities involved with the contracts to be awarded at the meeting had to be corrected. Attendees at the County meeting were informed to return later in the afternoon.

Despite the fact that no contracts were in hand, the Prevention Comm. did pass two resolutions with regard to some of the HPRP eligibility guidelines and levels of assistance which the Prevention "working group" had formulated during three previous meetings. It was understood that while the County had not officially signed off on these guidelines, something had to be put in place so that the programs could begin to function on Oct. 1, 2009.

Mile Wasserberg made the motion and Eileen Higgins

seconded and it was approved unanimously that: All HPRP clients must consent to a minimal amount of personal, confidential information being shared to all HPRP grantees in order to avoid duplications. The process of sharing this information would be based on recommendations from Peggy Troyer and the HMIS program.

Mike Wasserberg made the motion and Eileen Higgins seconded and it was approved unanimously that: The Homeless Prevention Comm. formally adopt the eligibility guidelines and assistance levels for HPRP that were put together by the "Homeless Prevention working group" and that these guidelines and assistance levels be presented to the Alliance Board, for its approval, at the Sept. 25th meeting. Furthermore, it was recommended that these guidelines and assistance levels be submitted to the Cook County Planning Dept. for its review and incorporation into the HPRP program.

Submitted by Dennis Condon, Co-Chair of the Homeless Prevention Comm.

HPRP—Suburban Cook County Documentation Requirements
DRAFT 9-10-2009
Revised 9-22-09

Homelessness Prevention

HUD has set minimal eligibility requirements for HPRP clients and encouraged local Continua of Care to set additional targeting criteria based on an analysis of local needs and gaps. In light of the 78% reduction in state Homelessness Prevention funding, which last year provided an average \$877 in assistance to over 1400 families in suburban Cook County, HPRP funding will need to cover the gap left by the state funding cut. For this reason, *the HPRP prevention targeting is similar to the state program’s criteria with the exception that families with insufficient income can be considered for HPRP prevention assistance if they have an imminent solution to their temporary crisis, as explained below.*

Eligibility: All of the following must be true.	Documentation: Partial List	Intervention: Provide “just enough” to solve the crisis, but no more than...
Apply HUD Criteria (see 3/19/09 HUD notice, p. 22-26 as revised): <ul style="list-style-type: none"> ▪ 50% AMI or below ▪ Initial consultation with case manager ▪ No appropriate subsequent housing options identified ▪ Lacks financial resources and support networks to obtain or remain in housing ▪ Rent reasonableness 	<ul style="list-style-type: none"> ▪ Proof of income ▪ Evidence of alternative assets, if applicable (bank statements) ▪ Rent reasonableness (e.g., note from LL that rent is equiv. to other rents charged) ▪ Housing inspection required for moving into a new unit. Lead-based paint inspection if children <6 yo & built prior to 1978. 	See below
Apply State temporary hardship/crisis criteria: <ul style="list-style-type: none"> ▪ At risk of homelessness (e.g., eviction/discharge w/in 2 weeks) <u>AND</u> ▪ Hardship such as job loss or unemployment, medical bills, car repair, change in family composition, funeral cost, loss of public benefit, natural disaster, crime victim, displacement by govt. or private action, other proven/documentable hardship. 	<ul style="list-style-type: none"> ▪ Eviction papers or equivalent ▪ Evidence of identified hardship, such as: <ul style="list-style-type: none"> ○ Letter from recent employer stating last day worked ○ Payment Receipt for medical, car repair, funeral, etc. ○ Unemployment letter ○ Other proof of hardships listed to the left 	See below
Locational criteria: <ul style="list-style-type: none"> ▪ Use Oak Park, Berwyn, Cicero HPRP (Chicago HPRP, state HP, etc.) if applicable. ▪ Cook County is the scarcest HPRP and may only be used when not eligible for other HPRP. 		See below

<p>An “Imminent Solution” (within 3 months) to household budget gap as evidenced by (examples):</p> <ul style="list-style-type: none"> ▪ A job offer ▪ Benefits scheduled to begin ▪ Concluding a job training program w/ a good placement record ▪ Ability to reduce expenses enough to close gap 	<ul style="list-style-type: none"> ▪ Evidence of job offer or benefits start date ▪ Evidence of job training participation w/ info about job placement ▪ Section 8 approval letter ▪ Completed budget where household is able to afford its housing after assistance ends 	<p>Any combo of arrears, utilities, security deposit or rent assistance must not exceed \$3,000:</p> <ul style="list-style-type: none"> ▪ Up to lesser of 3 mo. or \$3,000 arrears ▪ Security deposit equivalent to up to 2 mo or \$2,000 (w/ due diligence to get previous deposit returned) ▪ 1-3 months’ rent assistance, total assistance up to \$3,000 ▪ Utilities up to \$1,000 ▪ Declining or shallow assistance (i.e., partial rent) over a longer time period (<18 months) may be used up to the \$3,000 cap.
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An “imminent solution” represents a low risk of homelessness after the period of assistance. Pending an increase in state Homelessness Prevention funding or other infusion of resources, HPRP targeting may be shifted to include more medium risk households, to be defined at a later date. The level of intervention allowed would be in line with the Re-Housing limits detailed below.

Rapid Re-Housing

The Alliance to End Homelessness in Suburban Cook County will serve as lead agency for the rapid re-housing efforts of the three PADS-type agencies in suburban Cook County—West Suburban PADS, South Suburban PADS, and Journeys from PADS to HOPE. HUD has applied a much more specific definition of eligibility for Rapid Re-Housing, namely that you fit the homeless definition which includes living in emergency shelter, in a place not fit for human habitation, in an institution for up to 180 days but otherwise homeless, timing out of transitional housing, or a victim of domestic violence. Other HUD criteria from the above chart (like 50% AMI) also apply. The Alliance and its Rapid Re-Housing partners may set further targeting criteria to maximize the impact of this program component.

Intervention: Provide “just enough” to solve the crisis, but no more than:

- A combination of arrears, utilities, security deposit, motel vouchers, and/or rent assistance not to exceed lesser of 6 months or \$6,000
- Rent arrearages (rarely applicable) up to lesser of 3 months or \$3,000
- Security deposit equivalent to up to 2 mo or \$2,000 (w/ due diligence to get previous deposit returned)
- 1-6 months’ rent assistance, total assistance up to \$6,000
- Utilities up to \$1,000
- Declining or shallow assistance (i.e., partial rent) over a longer time period (still less than 18 months) may be used up to the \$6,000 cap.

Alliance to End Homelessness - HMIS Committee Meeting
September 15, 2009 9:30 a.m.
HMIS Committee Minutes

Participants: Ken Schmitt, Jeremy Heyboer, Pam Reed, Peggy Troyer, Connie Fabbri, Jean Stevenson, Michael Wasserberg

- I. Review/Approval of previous Minutes – After review the previous Minutes were accepted
- II. Establish new meeting time and day – After discussion it was decided that we would meet on the first Wednesday of the month at 9:30 a.m. for the time being.
- III. Merger Update – The merger with the Evanston HMIS is done. Right now, staff are checking on any hiccups in the information transfer from the DuPage HMIS.
- IV. Document Review – We reviewed the following documents and made some changes, mostly editing. Most of the changes were based on the review work that Pam Reed had done and her suggested changes.
 - A. Client Consent to Release Information
 - B. Notice of Privacy Practices
 - C. Agency Partner Agreement

The Committee did not complete the review of the Interagency Network Data Sharing Agreement. This will be on the agenda for next month's review along with the Policies and Procedures Manual.

The Committee did not have any comments to add to those that have already been generated regarding AHAR. APR. HMIS Data Standards_July.pdf; HPRP Reporting.pdf. These comments are due to HUD by September 22, 2009.

- V. Trainings – On Wednesday, September 30, there will be two half day trainings on the new ART reports that Bowman created for us. The morning session, 9:00-12:00 will be on the EFS report; the afternoon session, 1:00-4:00 will be the Housing Services report, which includes the information needed to complete the IDHS Prevention report.

On Friday, October 2, there will be a morning (9:00-12:00) workshop on HPRP issues, and an afternoon (1:00–4:00) hands-on workshop for agency administrators who want to work on customizing their provider configuration and entry screens.

These training sessions will take place at Robert Morris University in Bensenville.

We have arranged for three days of training with Abby Burgess, from Bowman Systems, to take place Oct. 28-30. Two of those days will be one-day workshops on running canned reports in ReportWriter and ART. The third day will be System Admin training for the HMIS management team. We haven't yet finalized the locations for these training sessions.

We will add more End-User and HPRP training sessions as soon as we are able to arrange for appropriate training space. We are working on getting space at Robert Morris University in Orland Park for at least some of the training sessions.

- VI. Next Meeting – Wednesday, October 7 at 9:30 a.m.

Meeting adjourned at 11:30 a.m.

Outcome and Evaluation Committee

Tuesday, September 1, 2009
YMCA
3801 W 127th St. Alsip, IL 60482

Present:

Courtney Suchor, Co-Chair, the Sanctuary
Jennifer Wood, YMCA
Jennifer Hill, Alliance
Kathie Cunningham, Catholic Charities

The first agenda item was reviewing the interim strategic plan that was drafted by the Continuum of Care Development Committee. We made several adjustments and will submit our recommended changes to the CoC committee.

We discussed the role of the three UIC students who will be working with our committee until April. Jennifer Hill will meet with them next week.

We continued to work on drafting our report on the 2009 pilot of the outcome and evaluation tool. We expect to present the report to the Board of Directors at the October meeting.

Next Meeting is:

Monday, October 5th, 1:30 PM at Catholic Charities: 7000 W. 111th St. Worth, IL 60482