



Friday, Jan 22, 2009  
10:00 AM-12:00 PM  
United Way Metropolitan Chicago  
560 W Lake Street, Chicago

## AGENDA

- |  |                    |
|--|--------------------|
| <b>I. Welcome &amp; Introductions</b>                          | <b>10:00-10:05</b> |
| <b>II. Approval of Meeting Minutes</b>                         | <b>10:05-10:10</b> |
| <b>III. Treasurer's Report – Tom Galassini</b>                 | <b>10:10-10:20</b> |
| A. Finance Cmte. Update  |                    |
| B. Dec 31 Financials   |                    |
| <b>IV. Director's Report – Jennifer Hill</b>                   | <b>10:20-10:35</b> |
| A. Sheltered Count   |                    |
| B. Responsible Budget Coalition                                |                    |
| C. State HPRP, Call Center and Other Updates                   |                    |
| <b>V. Committee Reports</b>                                    |                    |
| A. Executive Committee – Sue Shimon/Dennis Condon              | <b>10:35-10:40</b> |
| B. Fundraising Committee – Paul Selden                         | <b>10:40-10:50</b> |
| C. Homelessness Prevention – Mary Schurder/Dennis Condon       | <b>10:50-10:55</b> |
| D. HMIS Committee – Ken Schmitt                                | <b>10:55-11:00</b> |
| E. Continuum of Care Development – Sue Shimon                  | <b>11:00-11:20</b> |
| F. Project Review and Prioritization – B. McManaman/K. Nickele | <b>11:20-11:25</b> |
| G. Outcome Evaluation – Magalie Oscar/Courtney Suchor          | <b>11:25-11:30</b> |
| H. Governance – Mark Enenbach                                  | <b>11:30-11:35</b> |
| I. Chronic Homelessness – Khen Nickele                         | <i>No report</i>   |
| <b>VI. Other Reports</b>                                       |                    |
| A. Regional Roundtable – Cynthia Schilsky/J. Hill              | <b>11:35-11:40</b> |
| B. Discharge Planning – John Fallon                            | <b>11:40-11:45</b> |
| <b>VII. Local Council Reports</b>                              | <b>11:45-12:00</b> |
| A. South – Courtney Suchor/Carl Wolf                           |                    |
| B. West – Teri Curran/Lynda Schueler                           |                    |
| C. North – Millicent Ntiamoah/Todd Stull                       |                    |
| <b>VIII. Old Business</b>                                      |                    |
| <b>IX. New Business</b>  |                    |
| <b>X. Adjournment</b>  |                    |

The next meeting of the Board of Directors is scheduled for **Friday, Feb. 26, 2010**, 10:00 AM to 12:00 PM, at Metropolitan Family Services, 10537 S Roberts Road, Palos Hills. Outcome Evaluation (**mandatory**) training will follow (12:30 – 2:30).

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

As of December 31, 2009

	<u>Dec 31, 09</u>	<u>Dec 31, 08</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Checking at Harris N. A.				
Unrestricted	17,580.15	17,367.38	212.77	1.23%
<b>Total Checking at Harris N. A.</b>	<u>17,580.15</u>	<u>17,367.38</u>	<u>212.77</u>	<u>1.23%</u>
PayPal	1,049.80	659.14	390.66	59.27%
<b>Total Checking/Savings</b>	<u>18,629.95</u>	<u>18,026.52</u>	<u>603.43</u>	<u>3.35%</u>
<b>Accounts Receivable</b>				
1100 - Accounts Receivable	78,924.93	66,589.65	12,335.28	18.52%
<b>Total Accounts Receivable</b>	<u>78,924.93</u>	<u>66,589.65</u>	<u>12,335.28</u>	<u>18.52%</u>
<b>Other Current Assets</b>				
1400 - Prepaid Expenses	2,693.34	7,530.84	-4,837.50	-64.24%
1440 - Security Deposit	872.29	872.29	0.00	0.0%
<b>Total Other Current Assets</b>	<u>3,565.63</u>	<u>8,403.13</u>	<u>-4,837.50</u>	<u>-57.57%</u>
<b>Total Current Assets</b>	101,120.51	93,019.30	8,101.21	8.71%
<b>Fixed Assets</b>				
1500 - Property and Equipment	26,718.85	23,793.85	2,925.00	12.29%
1900 - Accum. Depreciation - Prop&Eq	-14,235.60	-9,184.33	-5,051.27	55.0%
<b>Total Fixed Assets</b>	<u>12,483.25</u>	<u>14,609.52</u>	<u>-2,126.27</u>	<u>-14.55%</u>
<b>TOTAL ASSETS</b>	<u><u>113,603.76</u></u>	<u><u>107,628.82</u></u>	<u><u>5,974.94</u></u>	<u><u>5.55%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 - Accounts Payable	0.00	2,172.55	-2,172.55	-100.0%
<b>Total Accounts Payable</b>	<u>0.00</u>	<u>2,172.55</u>	<u>-2,172.55</u>	<u>-100.0%</u>
<b>Credit Cards</b>				
2030 - Advanta Bank Corp	0.00	1,183.36	-1,183.36	-100.0%
<b>Total Credit Cards</b>	<u>0.00</u>	<u>1,183.36</u>	<u>-1,183.36</u>	<u>-100.0%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities				
Total Payroll Liabilities	<u>3,938.26</u>	<u>4,412.34</u>	<u>-474.08</u>	<u>-10.74%</u>
<b>Total Other Current Liabilities</b>	<u>3,938.26</u>	<u>4,412.34</u>	<u>-474.08</u>	<u>-10.74%</u>
<b>Total Current Liabilities</b>	<u>3,938.26</u>	<u>7,768.25</u>	<u>-3,829.99</u>	<u>-49.3%</u>
<b>Total Liabilities</b>	3,938.26	7,768.25	-3,829.99	-49.3%

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

	<u>Dec 31, 09</u>	<u>Dec 31, 08</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Equity</b>				
<b>Unrestricted Net Asset</b>	99,860.57	53,087.93	46,772.64	88.1%
<b>Net Income</b>	9,804.93	46,772.64	-36,967.71	-79.04%
<b>Total Equity</b>	<u>109,665.50</u>	<u>99,860.57</u>	<u>9,804.93</u>	<u>9.82%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>113,603.76</u></u>	<u><u>107,628.82</u></u>	<u><u>5,974.94</u></u>	<u><u>5.55%</u></u>

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

	<u>Jan - Dec 09</u>	<u>Jan - Dec 08</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>				
<b>4010 - Grant Income</b>				
CDBG 04-093		-575.74	575.74	100.0%
CDBG 06-062		55,093.32	-55,093.32	-100.0%
CDBG 07-046	55,905.38	90,642.74	-34,737.36	-38.32%
CDBG 08-051	39,999.99		39,999.99	100.0%
HPRP Cook Cty 09-01	106,322.68		106,322.68	100.0%
SHP 2005 YMCA		46,173.03	-46,173.03	-100.0%
SHP 2008 ADMIN		8,650.88	-8,650.88	-100.0%
SHP 2008 Alliance		46,582.12	-46,582.12	-100.0%
SHP 2009 ADMIN	4,679.55	5,045.00	-365.45	-7.24%
SHP 2009 Alliance	93,564.45	100,909.00	-7,344.55	-7.28%
SHP 2010 ADMIN	6,635.39		6,635.39	100.0%
SHP 2010 Alliance	118,954.61		118,954.61	100.0%
<b>Total 4010 - Grant Income</b>	<u>426,062.05</u>	<u>352,520.35</u>	<u>73,541.70</u>	<u>20.86%</u>
<b>4011 - Donation Income</b>				
401101 - Individual Giving	5,862.00	150.00	5,712.00	3,808.0%
401102 - Board Gifts	3,125.00	2,525.00	600.00	23.76%
401105 - Promotions	1,849.56		1,849.56	100.0%
401114 - Foundation & Corporate Giving				
<b>Total 401114 - Foundation &amp; Corporate Giving</b>	<u>71,500.00</u>	<u>62,000.00</u>	<u>9,500.00</u>	<u>15.32%</u>
<b>Total 4011 - Donation Income</b>	<u>82,336.56</u>	<u>64,675.00</u>	<u>17,661.56</u>	<u>27.31%</u>
4015 - Member Contributions	5,450.00		5,450.00	100.0%
4100 - Interest Income	1.56	32.45	-30.89	-95.19%
<b>4300 - Other Income</b>				
430001 - Java Fund	11.00	10.13	0.87	8.59%
430002 - CCT Unity Challenge Fund	150,000.00		150,000.00	100.0%
4300 - Other Income - Other	274.62	1,808.58	-1,533.96	-84.82%
<b>Total 4300 - Other Income</b>	<u>150,285.62</u>	<u>1,818.71</u>	<u>148,466.91</u>	<u>8,163.31%</u>
<b>Total Income</b>	<u>664,135.79</u>	<u>419,046.51</u>	<u>245,089.28</u>	<u>58.49%</u>
<b>Gross Profit</b>	<u>664,135.79</u>	<u>419,046.51</u>	<u>245,089.28</u>	<u>58.49%</u>
<b>Expense</b>				
<b>6001 - Payroll Expenses</b>				
6000 - Wages Expense	201,112.49	154,558.84	46,553.65	30.12%
6050 - Employee Benefit Programs Exp	22,387.89	12,843.75	9,544.14	74.31%
6100 - Payroll Tax Expense	18,102.81	14,088.73	4,014.08	28.49%
6001 - Payroll Expenses - Other	172.95		172.95	100.0%
<b>Total 6001 - Payroll Expenses</b>	<u>241,776.14</u>	<u>181,491.32</u>	<u>60,284.82</u>	<u>33.22%</u>
6010 - Non-Employee Compensation	18,909.00	17,808.00	1,101.00	6.18%
6080 - HMIS Vendor Fees	84,856.06	83,496.34	1,359.72	1.63%
6087 - HMIS Contingency		1,425.00	-1,425.00	-100.0%
6090 - Consulting & 3rd Party Fees				

10:11 AM  
01/14/10  
Accrual Basis

**Alliance to End Homelessness in Suburban Cook County  
Statement of Financial Income and Expense**

**January through December 2009**

6091 · Organizational Dev Consulting	9,000.00		9,000.00	100.0%
6090 · Consulting & 3rd Party Fees - Other	11,300.00	26,402.50	-15,102.50	-57.2%
<b>Total 6090 · Consulting &amp; 3rd Party Fees</b>	<b>20,300.00</b>	<b>26,402.50</b>	<b>-6,102.50</b>	<b>-23.11%</b>
<b>6301 · Space Costs</b>				
6300 · Rent or Lease Expense	10,160.65	9,910.30	250.35	2.53%
6400 · Utilities Expense	11,610.67	13,630.20	-2,019.53	-14.82%
6550 · Other Office Expense	496.50	307.20	189.30	61.62%
<b>Total 6301 · Space Costs</b>	<b>22,267.82</b>	<b>23,847.70</b>	<b>-1,579.88</b>	<b>-6.63%</b>
<b>6411 · Operations</b>				
6410 · Printing Expense	1,556.14	3,537.81	-1,981.67	-56.01%
6420 · Travel Expense	12,579.12	8,047.80	4,531.32	56.31%
6430 · Postage & Delivery	1,342.79	1,141.52	201.27	17.63%
6450 · Office Supplies Expense	8,460.24	6,497.25	1,962.99	30.21%
<b>Total 6411 · Operations</b>	<b>23,938.29</b>	<b>19,224.38</b>	<b>4,713.91</b>	<b>24.52%</b>
6460 · Interest Expense		1,170.69	-1,170.69	-100.0%
6500 · Equipment or Furniture	2,124.47	1,589.52	534.95	33.66%
6630 · CCT Unity Grant Distribution	150,000.00		150,000.00	100.0%
6640 · HPRP Grant Distribution				
Journeys from PADS to HOPE	29,362.50		29,362.50	100.0%
South Suburban PADS	30,908.00		30,908.00	100.0%
West Suburban PADS	16,999.25		16,999.25	100.0%
<b>Total 6640 · HPRP Grant Distribution</b>	<b>77,269.75</b>		<b>77,269.75</b>	<b>100.0%</b>
6680 · Accounting	3,385.00	8,114.64	-4,729.64	-58.29%
6850 · Service Charge Expense	219.40	199.68	19.72	9.88%
6950 · Insurance Expense	4,233.66	2,745.33	1,488.33	54.21%
7050 · Depreciation Expense	5,051.27	4,758.77	292.50	6.15%
<b>Total Expense</b>	<b>654,330.86</b>	<b>372,273.87</b>	<b>282,056.99</b>	<b>75.77%</b>
<b>Net Income</b>	<b>9,804.93</b>	<b>46,772.64</b>	<b>-36,967.71</b>	<b>-79.04%</b>

**Alliance to End Homelessness in Suburban Cook County  
Executive Committee  
January 11, 2010, 1:30pm – 3:00pm**

In attendance: Sue, Dennis, Courtney, Tom, Mark, Jose, Lynda, Todd, and Jennifer

1. Meeting called to order at 1:32p.m.
2. Executive Committee meeting minutes from December 7, 2009 were approved.
3. Financial Update - Tom G.
  - Finance committee will be meeting on Friday 1/15/10 to finalize 2010 Budget. Committee will finalize job description for new position identified in budget.
4. Director's Report - Jennifer
  - The 2009 goal of raising \$20,000.00 is currently at \$19,400.00 with some December donations still pending
  - Fund raising committee will meet Friday 1/15/10 to discuss past year and plan for 2010
  - Year end Annual report and 2009 performance review was shared with Executive committee including 2009 accomplishments
5. Committee/Issues
  - A. HMIS – Jennifer
    - Discussing privacy paper work taking into consideration HPRP
  - B. Homeless Prevention – Dennis
    - Meeting 1/20/10 to discuss regulations pertaining to HPRP
  - C. Continuum of Care – Sue
    - Last meeting went over Exhibit 1 for refreshment. Committee will meet on 1/29/10 to further discuss Exhibit 1
  - D. Project Review – Jennifer
    - Committee met informally to discuss changes to the project review tool in particular outcome evaluation
  - E. Governance – Mark
    - Committee will meet after Executive committee meeting
  - F. Chronic Homelessness – Lynda
    - No report. Committee will need to meet soon
  - G. Outcome Evaluation – Courtney
    - Revisions to the tool will be ready by February training which will take place after February Alliance meeting. Tool will be due by March 15<sup>th</sup> with a letter of intent
6. No other Business except the possible hiring of an intern for 2010
7. Adjournment at 2:02p.m.

Next Executive Committee Meeting – scheduled for February 16, 1:30pm, Telephone conference call

**Resource Development Committee**  
**Friday, January 15, 2010**

The Resource Development Committee met on Friday 1/15 to review our 2009 performance and to lay out the tasks for 2010.

Overall we did fairly well—although not perfectly—in reaching our 2009 goal of \$20,000. Below is a summary of our goal compared to our actual achievement.

<u>Resource</u>	<u>Goal</u>	<u>Actual</u>
Board Giving	\$1,500	\$3,125
Individual Giving	\$3,500	\$4,176
Member Contributions	\$10,000	\$7,050
Promotions	\$5,000	\$2,710
Other	\$0	\$1,500
Total	\$20,000	\$18,561

Board giving was terrific. 22 people contributed, with several making substantial gifts. Removing the outlier gifts the success was more moderate. We did not have 100% participation which is something that we need to be able to claim when we go to foundations.

Other Individual Giving was also successful although not in the way that we planned. 6 donations contributed \$3,475. But only 4 board members contributed names to a solicitation list. This list brought in \$691.

Member organization contributions were short of the mark as well. Several organizations did not participate who should have, and those would have added another \$1000. There is one outstanding contribution still coming.

Our promotions efforts fell short as well. The holiday cards raised \$1879, but netted \$978. The Chicago Marathon brought in \$1,732 and was unanticipated.

Finally there was one transfer from AHAND to the Alliance which accounted by another \$1500. Bravo AHAND!!!

Looking ahead to the next year, the committee discussed whether to repeat or change all of the above goals. The discussion dealt with a broad range of topics. Key topics were the following:

1. The Alliance currently has no following. People in the county do not identify with it as something that engages them. As a consequence most of our efforts have depended either on the participating organizations to give money or to ask people to give money. That needs to change.
2. There seems to be an inherent conflict of interest when organizations are asked to ask their own supporters to support this separate organization. This will remain the case until every participant organizations sees the Alliance as an extension of their own organization.

3. It will take a considerable amount of time and effort to create a reasonably stable source of individual givers. In the meantime we need to get a foundation strategy in gear. **To this end we are proposing that Jennifer move the hiring of a grant writer to the head of her list of new hires—even before a program coordinator.** At the moment we do not have funds to cover a program coordinator. Although if the County finds more CDBG than the \$40,000 currently promised to put into the organization, then that shortage may go away. In the meantime, we need to get at least 20 proposals written by May.
4. Finally we thought that we would propose the following goals for the coming year:

	Goal
Board Giving	\$3,500
Individual Giving	\$1,500
Member	
Contributions	\$10,000
Promotions	\$5,000
Other	\$0
Total	\$20,000

We want to establish these numbers early so that we can get to work on them. All member organizations should make sure that their contributions get into the next fiscal year budget.

Those who are interested in planning for promotions need to get started on that now.

We need to make another effort at getting names. The committee discussed whether the Facebook Cause was a realistic alternative to actual solicitations and concluded that while it is a good communication tool, it is not generating revenue. It has attracted 175 members but only \$10.

We are therefore once again recommending that everyone submit a list of names so that we can start building a mailing list. The goal this time around however is not simply solicitation; it is building a constituency. We are looking for the names of people you know who have some sense of homelessness as a countywide phenomenon. We will send them a newsletter or some sort of occasional mailings to keep the issue in their mind and then will solicit just once a year. Politicians, bankers, corporate leaders, and people who have a regional focus are ideal. Please start gathering and submitting these names.

The committee also felt that the example of AHAND should be emulated by the other CBSAs.

Finally, we also discussed foundation support and decided that regardless of what happens with the County CDBG funding, we need to raise \$65,000 through grant writing, recognizing that funds from proposals written this year may not be available until next fiscal year. We propose to solicit bids from grant-writing consultants in February for immediate engagement. Services will include completing additional donor research (Jessica completed a significant amount), drafting and advising on a detailed grant request strategy and calendar, developing the McCormick Foundation proposal which must focus on family homelessness, preparing an individual giving appeal letter, and writing a general purpose proposal that can be used for various foundation requests. We estimate the engagement will cost \$4,000-\$7,500.

**Fundraising Plan Status Report**  
**Alliance to End Homelessness in Suburban Cook County**  
**Jennifer Hill, Executive Director**  
**January 15, 2009**

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

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

- 22 checks received totaling \$3,125.

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

- Each board member was asked to provide names and mailing addresses of at least 20 friends or family members they were willing to solicit for support of the Alliance.
- 4 board members did so, resulting in 16 donations totaling \$691 (incl. one \$36 check received after Jan 1).
- Other individual giving: 6 donations totaling \$3,475.
- 1 Facebook Cause donation (not yet received) for \$10.

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

17 members, totaling \$7,050 (incl. 3 checks totaling \$1,600 received after Jan 1).

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

Promotions: (GOAL: \$5,000)

- Chicago Marathon: total raised was \$1,732.
- Holiday card sale: grossed \$1,879.56. Expenses were \$901.53 (Net: \$978.03)
- Promotions total: \$2,710.03

Other Donations:

- AHAND: \$1,500

**Total Contributions (excluding Foundation grant) through 1/15/10:**

\$18,561.03

Alliance to End Homelessness - HMIS Committee Meeting

January 6, 2010 10:00 a.m.

HMIS Advisory Committee Minutes

Participants: Ken Schmitt, Jeremy Heyboer, Peggy Troyer, Padma Thangaraj, Kathy Echols, Pam Reed, Lynda Schueler

- I. Review/Approval of previous Minutes – Minutes from November 4, 2009 were not available for review
- II. Regional HMIS Administrators Group – Peggy initiated a meeting of this group to be held at Robert Morris University in Bensenville on Friday, Jan. 8, 2010. Representatives from McHenry, DuPage, Kane, Lake, Suburban Cook, and Evanston Continua are expected to attend to discuss what role/mission this group will take on.
- III. HPRP Updates
  1. Most providers are not entering HPRP information yet. Some have inputted Entry/Exits but not service transactions. Two agencies have entered Entry/Exits and Service Transactions
  2. HMIS staff goal is to get the reports working properly before programs need to produce the quarterly reports due in April.
  3. Alliance HMIS will provide an aggregate report for Cook County once all the data is in.
- IV. AHAR Update – The information needed is being pulled from HMIS. Some data needs correction, especially for the individuals in emergency shelter category of the report.
- V. Agency Partner Agreement - The Committee spent most of its time reviewing, editing and making some modifications to the Agency Partner Agreement. Jeremy and Peggy will incorporate the suggested changes and make it available to Committee members before the next Committee meeting, when the Committee will review the HMIS Partner Data Sharing agreement.
- VI. Training – An ART Workshop is being planned to help agencies with upgrading their reporting capability.
- VII. Next Meeting – Wednesday, February 3 at 10:00 a.m.

Meeting adjourned at 12:00 noon

Continuum of Care Development Committee  
December 22, 2009 Meeting Minutes

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

Jennifer led committee members in a review of Exhibit I highlights in preparation for their presentation in the January Alliance board meeting.

Highlights include:

Five goals – create new PH for chronically homeless; increase % who stay in PH over 6 months to at least 77%; increase % who move from TH to PH to at least 65%; increase % employed at exit to at least 20%; decrease # of homeless households with children

Accomplishments in the above areas.

Housing data – change in inventory, PIT, subpopulation, unmet need

System coordination – discharge planning, CoC

Next meeting CHANGED from usual time: Friday, January 29, at 9:30 at Alliance.

## **Outcome and Evaluation Committee**

Alliance Offices

1107 S. Mannheim Rd., Westchester, IL 60154

### **Present 1/4/2010:**

Courtney Suchor, Co-Chair, The Sanctuary

Jennifer Wood, YMCA

Jennifer Hill, Alliance

Jeremy Heyboer, Alliance

Khen Nickele, DMH

Danielle Marion, UIC

After contacting the Chicago HUD field office, we were told that HUD staff would be willing to provide training on the correct way to complete the APR tool. Our request needs to be made in writing and HUD would be able to provide the training in January or February. This request will be formalized as soon as the committee is able to find some possible dates and locations for the training to take place.

We also discussed the possibility of a training regarding eligibility and changes in state benefits. This is topic that may help Alliance members in assisting their clients to procure the benefits for which they qualify. After the 2010 O&E tool and letters of intent are due, we will pursue DHS or perhaps the DuPage County Steering Committee that has provided training on accessing benefits in the past.

The committee made significant progress in tool revisions during this meeting. We struggled with methods for addressing cost effectiveness of programs. We found that finding a per-client cost for each program is highly problematic due to HUD being only one of several funding sources that a program may have. There are also significant challenges with comparing project-based vs. scattered site programs' costs, the level of care required for different populations and the tenure and expertise of staff. Until these concerns can be fairly addressed, the tool will not question projects about cost effectiveness.

We also discussed the role that HMIS will play in this year's tool. In addition to using HMIS to complete an APR, we hope to use HMIS reports run by staff to get an average utilization rate for each program. This will allow for greater accuracy in establishing bed utilization rates throughout the year instead of relying on just the first and last day of the year to determine vacancy rates.

We also hope to use HMIS data to determine the accuracy and completeness of information being entered by staff. We would like the Alliance HMIS staff to run a null data report on February 15, 2010 and distribute to each program. The programs would then have until the tool is due on March 15, 2010 to fix missing, invalid or incorrect data. Programs will then be required to re-run the null data report and include it with the completed tool to find out whether the necessary corrections have been made. Instructions on how to run the report will be included with the tool.

**Present 1/19/2010:**

Courtney Suchor, Co-Chair, The Sanctuary

Jennifer Wood, YMCA

Jennifer Hill, Alliance

Jeremy Heyboer, Alliance

Khen Nickele, DMH

Danielle Marion, UIC

Elizabeth Umunna, UIC

Bob Cox, UIC

Revisions continued in anticipation of the 2010 tool release. We were able to complete the final sections of the tool. We reviewed the attachments required of programs. All the attachments that were included last year will be required again this year. We will also require the null data report described above.

The Alliance is planning a Continuum of Care Orientation similar to the one that was held last year which features representatives from Cook County and HUD. It is our hope that this orientation can take place in the morning and that HUD's APR training can happen in the afternoon of the same day. Alliance staff members are working on pulling these events together and will send HUD a written request for the APR training when dates and locations have been finalized.

In order to get a more complete picture of the homeless services that are provided in our continuum, we hope to utilize some of the data submitted by non-HUD funded programs (e.g. emergency, DV and youth shelters) in the sheltered count that will be conducted by the Alliance in the coming weeks. We may also ask these programs to voluntarily complete parts of the tool.

We will ask colleagues from PSH and SSO programs to review the finalized tool in order to ensure we are asking relevant, clear questions. Most providers who sit on the O&E Committee represent transitional housing, and we want to ensure that the PSH and SSO perspectives are addressed as well.

At our next meeting, we will make any final edits and work on scoring of questions. We will also prepare for our mandatory tool training that will take place from 12:30 to 2:30 on February 26<sup>th</sup> following the Alliance Board Meeting. The location is Metropolitan Family Services, 10537 S. Roberts Road, Palos Hills.

The committee's next meeting will be Monday, February 1, 2010 at 9:30 AM at the Alliance offices in Westchester.