



Friday, November 22, 2018
10:00 AM - 12:00 PM
Thresholds
120 S LaSalle #1420
Chicago, IL

AGENDA

- | | | |
|-------------|---|--------------------|
| I. | Welcome & Introductions | 10:00-10:10 |
| II. | Meeting Focus – <i>Granada Williams</i> | 10:10-10:20 |
| III. | Approvals | 10:20-10:30 |
| | A. Board Minutes | |
| | B. Monthly Financial Statements | |
| | C. All Committee & Local Council Written Reports | |
| IV. | Discussion & Decision-Making By Topic | |
| | A. | |
| V. | Focus Areas – <i>Alliance staff/Committee Chairs</i> | 10:30-11:40 |
| | A. Year-End Appeal – <i>Katie</i> | |
| | B. CE Staffing – <i>Jennifer</i> | |
| | C. Renewal Tool – <i>Vince</i> | |
| | D. Data Dashboard - <i>Jennifer</i> | |
| VI. | Announcements - All | 11:40-12:00 |
| | A. YHDP - <i>Kurt</i> | |
| | B. Organizational Assessment | |
| | C. Other Announcements | |
| VII. | Adjournment | |

The next Board of Directors meeting is scheduled for Friday, December 25, 2019, will be held at Country Club Hills, 4411 Gatling Blvd, Country Club Hills. [map](#)



VIII. Advance Board Packet Contents:

1. Agenda
2. Board Minutes & Attendance
3. Monthly Financial Statements
4. Resource Development Committee Report
5. Project Prioritization Committee Report
6. Data Dashboard
7. All Other Committee Reports (In order of Chart)

Committee Reports

Minutes must be submitted to Sharon King (sharon@suburbancook.org) by noon on the Monday before the Board meeting.

Committee	Report Received	Action Requested?
Executive Committee	YES	NO
Finance Committee	NO	NO
Governance Committee	YES	NO
HMIS Committee	YES	NO
Plan Committee	YES	NO
Resource Development Committee	YES	NO
<i>Submitting minutes from Teams and Councils is optional, however submitting minutes is required when Board action is requested.</i>		
Advocacy Team	YES	NO
Built for Zero Team	YES	NO
Coordinated Entry Policy Team	YES	NO
Outreach Team		
Prevention Team		
Project Prioritization Team		
Youth Team		
North Suburban Council (AHAND)		
South Suburban Council (SSCH)		
West Suburban Council (WSCH)		

September 27 2019 Board Members Present:

Hugh	Brady	NAMI Barrington Area
Anne	Campbell	Connections of Illinois
Bryan	Dunlap - Treasurer	Community Service Partners
Yesenia	Garcia	Sarah's Inn
Carol	Gsell CE Co-chair	South Suburban Family Shelter-Sanctuary
Hollis	Hutchins	WSCH
Sonia	Ivanov - Vice Chair, CBSA Co-Chair AHAND	Northwest Compass
Sue	Loellbach Advocacy Co-chair	Connections
John	McNabola	The Center of Concern
Khen	Nickele	Community Representative
Jamie	Noto	Youth Outreach Services
Tina	Rounds - Past Chair/ Governance Chair	BEDS Plus
Lynda	Schueler Strategic Planning Chair	Housing Forward
Paul	Selden	Community Representative
Sue	Shimon	Thresholds
Angelia	Smith CBSA SSCH Co-Chair	Cornerstone Community Development Corp
Jennifer	Swoyer	Amita Health Family Medicine
Charles	Warner Resource Dev Chair	Faith Community Homes
Christi	Wessel	Dist Dir for State Rep Michelle Mussman
Sue	Wiemer	Turnstone Development
Monique	Williams	Cornerstone Community Development Corp
Granada	Williams - Chair	CEDA

Board Members Absent:

Sharon	Cargile	Community Representative
Kathy	Chan	Cook County Health
Dennis	Condon CBSA Co-Chair SSCH	Community Representative
Don	Donahue	Hines VA Hospital
Aaron	Eldridge	Supportive Housing Providers Assoc
Robin	Futrell	Bethel Family Resources
Jenny	Hansen	United Way Metropolitan Chicago
Bill	Mauch	AHAND North
Millicent	Ntiamoah - Secretary	Catholic Charities
Chris	O'Hara	LEC/CASC
Troy	O'Quin	Thornton Township
Monica	Slavin	Housing Authority of Cook County
David	Thomas	All Chicago
David	Young	Housing Action Illinois

All Others Present:

Larsarene	Alexander	Aunt Martha's
Betty	Butler	No Limit Legacy
Luticia	Fiorito	WINGS Program
Cristy	Harris	Housing Forward
Vince	Heneghan	Impact Behavioral
Tes	Kefle	Catholic Charities
Beth	Nabors	Journeys The Road Home
Katrice	Norman	No Limit Legacy
Jennifer	Hill	Alliance to End Homelessness
Sharon	King	Alliance to End Homelessness
Kathryn	Primas	Alliance to End Homelessness
Kurt	Runge	Alliance to End Homelessness
Katie	Spoden	Alliance to End Homelessness

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Position
 As of October 31, 2019

	<u>Oct 31, 19</u>	<u>Oct 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1030 · Fifth Third Bank	95,762.46	0.00	95,762.46
100 · Checking at Harris N. A.			
10 · Unrestricted	<u>239,551.79</u>	<u>130,629.53</u>	<u>108,922.26</u>
Total 100 · Checking at Harris N. A.	239,551.79	130,629.53	108,922.26
1020 · PayPal	<u>791.60</u>	<u>16,925.84</u>	<u>-16,134.24</u>
Total Checking/Savings	336,105.85	147,555.37	188,550.48
Accounts Receivable			
1100 · Accounts Receivable	<u>100,239.06</u>	<u>309,002.72</u>	<u>-208,763.66</u>
Total Accounts Receivable	100,239.06	309,002.72	-208,763.66
Other Current Assets			
1400 · Prepaid Expenses	6,367.72	7,322.21	-954.49
1440 · Security Deposit	<u>2,200.00</u>	<u>2,200.00</u>	<u>0.00</u>
Total Other Current Assets	<u>8,567.72</u>	<u>9,522.21</u>	<u>-954.49</u>
Total Current Assets	444,912.63	466,080.30	-21,167.67
Fixed Assets			
1500 · Property and Equipment	65,629.35	55,909.75	9,719.60
1900 · Accum. Depreciation - Prop&Eq	<u>-49,795.85</u>	<u>-42,565.09</u>	<u>-7,230.76</u>
Total Fixed Assets	<u>15,833.50</u>	<u>13,344.66</u>	<u>2,488.84</u>
TOTAL ASSETS	<u><u>460,746.13</u></u>	<u><u>479,424.96</u></u>	<u><u>-18,678.83</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	<u>0.00</u>	<u>90,775.44</u>	<u>-90,775.44</u>
Total Accounts Payable	0.00	90,775.44	-90,775.44
Credit Cards			
2020 · CitiBank	<u>1,721.98</u>	<u>4,589.36</u>	<u>-2,867.38</u>
Total Credit Cards	1,721.98	4,589.36	-2,867.38
Other Current Liabilities			
2300 · Payroll Liabilities	<u>26,172.54</u>	<u>20,379.14</u>	<u>5,793.40</u>
Total Other Current Liabilities	<u>26,172.54</u>	<u>20,379.14</u>	<u>5,793.40</u>
Total Current Liabilities	<u>27,894.52</u>	<u>115,743.94</u>	<u>-87,849.42</u>
Total Liabilities	27,894.52	115,743.94	-87,849.42
Equity			
3200 · Temporarily Restricted Fund Bal			
3200-11 · Temp Restricted NA-VNA Foundati	13,334.00	0.00	13,334.00
3200-9 · Temp Restricted NA-HCF			
307 · Organizational Assessment	2,550.00	0.00	2,550.00
306 · General Operating Acct	<u>4,166.70</u>	<u>0.00</u>	<u>4,166.70</u>
Total 3200-9 · Temp Restricted NA-HCF	6,716.70	0.00	6,716.70
3200-8 · Temp Restricted NA - CMF			

Alliance to End Homelessness in Suburban Cook County
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 As of October 31, 2019

	<u>Oct 31, 19</u>	<u>Oct 31, 18</u>	<u>\$ Change</u>
305 · Organizational Assessment	5,000.00	0.00	5,000.00
304 · Health/Housing Initiative	2,500.00	0.00	2,500.00
Total 3200-8 · Temp Restricted NA - CMF	7,500.00	0.00	7,500.00
3200-6 · Temp Restricted NA - Evanston C			
303 · TR NA-Evanston CE Responsive	8,750.00	0.00	8,750.00
302 · TR NA Evanston-YAB Rolling Gran	3,231.07	0.00	3,231.07
Total 3200-6 · Temp Restricted NA - Evanston C	11,981.07	0.00	11,981.07
3200-5 · Temp Restricted NA - Westlake	0.00	13,333.00	-13,333.00
3200-3 · Temp Restricted NA - OP RF			
308 · TR NA OPRF CE Program	10,000.00	0.00	10,000.00
301 · TR NA OP RF Pane E Pesci	7,205.60	0.00	7,205.60
3200-3 · Temp Restricted NA - OP RF - Other	0.00	10,000.00	-10,000.00
Total 3200-3 · Temp Restricted NA - OP RF	17,205.60	10,000.00	7,205.60
3200-2 · Temp Restricted NA - CCT	4,000.00	0.00	4,000.00
Total 3200 · Temporarily Restricted Fund Bal	60,737.37	23,333.00	37,404.37
3300 · Unrestricted Net Asset	407,212.71	361,605.30	45,607.41
Net Income	-35,098.47	-21,257.28	-13,841.19
Total Equity	432,851.61	363,681.02	69,170.59
TOTAL LIABILITIES & EQUITY	<u>460,746.13</u>	<u>479,424.96</u>	<u>-18,678.83</u>

Alliance to End Homelessness in Suburban Cook County
Profit & Loss Budget vs. Actual
 January through October 2019

	<u>Jan - Oct 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
4010 · Grant Income			
4010-15 · CDBG			
150019 · CDBG *1902-027	6,814.84	5,766.61	1,048.23
150018 · CDBG *1802-026	37,700.17	37,700.17	0.00
Total 4010-15 · CDBG	<u>44,515.01</u>	<u>43,466.78</u>	<u>1,048.23</u>
4010-45 · CoC Planning Grant			
460020 · CoC HF Planning Grant *20	11,834.44	20,714.14	-8,879.70
450020 · CoC Planning Grant *20	114,039.00	124,427.38	-10,388.38
450019 · CoC Planning Grant *19	91,499.70	101,416.92	-9,917.22
460019 · CoC HF Planning Grant *19	41,928.78	42,028.78	-100.00
Total 4010-45 · CoC Planning Grant	<u>259,301.92</u>	<u>288,587.22</u>	<u>-29,285.30</u>
4010-76 · CoC HMIS Alliance			
760020 · CoC HMIS Alliance *20	96,976.00	92,620.14	4,355.86
750020 · CoC HMIS Admin *20	6,584.00	7,186.66	-602.66
750019 · CoC HMIS Admin *19	9,874.00	9,874.00	0.00
760019 · CoC HMIS Alliance *19	162,397.00	164,456.78	-2,059.78
Total 4010-76 · CoC HMIS Alliance	<u>275,831.00</u>	<u>274,137.58</u>	<u>1,693.42</u>
4010-80 · EV HMIS AHF			
800019 · EV HMIS AHF *19	0.00	10,000.00	-10,000.00
Total 4010-80 · EV HMIS AHF	<u>0.00</u>	<u>10,000.00</u>	<u>-10,000.00</u>
4010-84 · CoC Coordinated Entry			
860018 · CoC HF CE Admin *18	16,580.14	28,776.65	-12,196.51
850018 · CoC Alliance CE Admin *18	28,916.33	25,841.66	3,074.67
840018 · CoC HF CE Services *18	461,210.30	562,468.71	-101,258.41
Total 4010-84 · CoC Coordinated Entry	<u>506,706.77</u>	<u>617,087.02</u>	<u>-110,380.25</u>
4010-92 · DuPage County HMIS			
920019 · DuPage County HMIS *19	10,910.00	10,000.00	910.00
Total 4010-92 · DuPage County HMIS	<u>10,910.00</u>	<u>10,000.00</u>	<u>910.00</u>
4010-95 · Village of Oak Park			
950020 · ESG S19-1 Oak Park	735.00	667.79	67.21
950019 · ESG S18-1 Oak Park	6,002.63	5,858.63	144.00
Total 4010-95 · Village of Oak Park	<u>6,737.63</u>	<u>6,526.42</u>	<u>211.21</u>
Total 4010 · Grant Income	<u>1,104,002.33</u>	<u>1,249,805.02</u>	<u>-145,802.69</u>
4011 · Donation Income			
4011-1 · Individual Giving			
4011-19 · Combined Fed Campaign	762.07		
4011-1 · Individual Giving - Other	5,768.20	14,583.33	-8,815.13
Total 4011-1 · Individual Giving	<u>6,530.27</u>	<u>14,583.33</u>	<u>-8,053.06</u>
4011-14 · Foundation & Corporate Giving			
4011-15 · Corporate Giving	0.00	2,083.34	-2,083.34
4011-16 · Foundations			
4011-33 · Helen Brach Foundation	5,000.00		
4011-32 · VNA Foundation	40,000.00		

Alliance to End Homelessness in Suburban Cook County

Profit & Loss Budget vs. Actual

January through October 2019

	<u>Jan - Oct 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
4011-31 · Community Solutions Inc.	3,000.00		
4011-30 · Healthy Communities Foundation	5,000.00		
4011-27 · Seattle Foundation	750.00		
4011-26 · Oak Park River Forest Cmty Foun			
002 · OP RF CE Community Grant 2019	10,000.00		
Total 4011-26 · Oak Park River Forest Cmty Foun	10,000.00		
4011-17 · Chicago Community Trust	50,145.00		
4011-20 · Community Memorial Foundation	5,145.00		
4011-22 · Evanston Community Foundation	12,350.00		
4011-16 · Foundations - Other	0.00	135,833.33	-135,833.33
Total 4011-16 · Foundations	131,390.00	135,833.33	-4,443.33
Total 4011-14 · Foundation & Corporate Giving	131,390.00	137,916.67	-6,526.67
4011-2 · Board Gifts	2,710.00	3,333.33	-623.33
Total 4011 · Donation Income	140,630.27	155,833.33	-15,203.06
4015 · Member Contributions	12,000.00	12,500.00	-500.00
4017 · User Fees for Computer System	2,000.00	2,500.00	-500.00
4100 · Interest Income	626.46		
4300 · Other Income			
4300-3 · Misc Food Donation	921.78	750.00	171.78
4300 · Other Income - Other	169.49	833.33	-663.84
Total 4300 · Other Income	1,091.27	1,583.33	-492.06
Total Income	1,260,350.33	1,422,221.68	-161,871.35
Gross Profit	1,260,350.33	1,422,221.68	-161,871.35
Expense			
6001 · Payroll Expenses			
6000 · Wages Expense	457,203.67	466,500.00	-9,296.33
6050 · Employee Benefit Programs Exp	61,009.85	83,970.00	-22,960.15
6100 · Payroll Tax Expense	33,426.06	35,687.50	-2,261.44
6001 · Payroll Expenses - Other	1,086.38	1,166.67	-80.29
Total 6001 · Payroll Expenses	552,725.96	587,324.17	-34,598.21
6010 · Non-Employee Compensation	19,801.00	23,333.33	-3,532.33
6080 · HMIS Vendor Fees	2,007.67	6,666.67	-4,659.00
6090 · Professional Fees			
6094 · Accounting	19,514.90	20,100.00	-585.10
6093 · Professional Fees/Consulting	7,083.04	4,166.66	2,916.38
6091 · Organizational Consulting	15,412.50	6,824.50	8,588.00
6092 · HMIS Consulting & Training	14,256.00	5,869.20	8,386.80
Total 6090 · Professional Fees	56,266.44	36,960.36	19,306.08
6301 · Space Costs			
6300 · Rent or Lease Expense	34,669.00	31,400.83	3,268.17
6400 · Utilities Expense	16,627.04	20,458.33	-3,831.29
Total 6301 · Space Costs	51,296.04	51,859.16	-563.12
6411 · Operations			
6410 · Printing Expense	7,749.24	5,916.67	1,832.57

Alliance to End Homelessness in Suburban Cook County
Profit & Loss Budget vs. Actual
 January through October 2019

	<u>Jan - Oct 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
6420 · Travel & Conference Expense			
6420-1 · Travel Expense	6,847.74	8,500.00	-1,652.26
6420-2 · Conference Expense	31,167.83	25,000.00	6,167.83
Total 6420 · Travel & Conference Expense	38,015.57	33,500.00	4,515.57
6430 · Postage & Delivery	950.86	2,083.33	-1,132.47
6450 · Office Supplies Expense	14,806.22	9,583.33	5,222.89
6550 · Other Office Expense	4,305.95	2,916.67	1,389.28
Total 6411 · Operations	65,827.84	54,000.00	11,827.84
6460 · Interest Expense	0.00	116.67	-116.67
6500 · Equipment or Furniture			
6500-1 · Software	4,919.14	2,500.00	2,419.14
6500 · Equipment or Furniture - Other	4,462.69	7,500.00	-3,037.31
Total 6500 · Equipment or Furniture	9,381.83	10,000.00	-618.17
6640 · Pass Thru Grant Distribution			
6640-30 · CE HF Planning	53,763.22	60,916.67	-7,153.45
6640-20 · CE HF Admin	16,580.14	25,840.83	-9,260.69
6640-10 · CE HF Services	461,210.30	516,833.33	-55,623.03
Total 6640 · Pass Thru Grant Distribution	531,553.66	603,590.83	-72,037.17
6850 · Service Charge Expense	261.70	300.00	-38.30
6950 · Insurance Expense	6,326.66	6,152.50	174.16
Total Expense	1,295,448.80	1,380,303.69	-84,854.89
Net Income	-35,098.47	41,917.99	-77,016.46

Resource Development Update
November 2019

	2019 Budget	2019 RD Goals	YTD Actuals
Foundations	\$ 163,000	\$ 175,000	\$ 131,390
Corporate	\$ 2,500	\$ 2,000	\$ -
Board	\$ 4,000	\$ 4,000	\$ 2,710
Individual	\$ 17,500	\$ 14,000	\$ 6,530
Member	\$ 15,000	\$ 14,000	\$ 12,000
Total	\$ 202,000	\$ 209,000	\$ 152,630

- The Alliance received a \$10,000 grant from Oak Park River Forest Community Foundation in October
- The Resource Development Committee meets quarterly over the phone. See minutes below.

Resource Development Committee Minutes
November 1, 2019

Attendance: Katie Spoden, Jennifer Hill, Chuck Warner, Colleen Luckey, Nia Tavoularis, Mary Lou Eisenhauer

Agenda

- Updates from AllChicago Fundraising Workshop
- Annual Appeal
 - Review and provide feedback on annual appeal draft
 - Board members update/add to their lists by November 14
 - Board members sign annual appeal letters November 22 at Board meeting
- Meeting in-person to set 2020 Resource Development plan on Friday, January 17



Built for Zero
October 8, 2019

Attendance: Jessica Ellenwood (CE), Erik Nelson (NW Compass), Erin Matheny (Alliance), Patricia Stokes (Housing Forward), Sounja Thompson (Respond Now), Deloise Crosby (Catholic Charities), Genea Moore (Aunt Martha's), Larsarene Alexander (Aunt Martha's), Erin Mangano (Hines VA), Kristin Johanns (Impact), Michelle Dubil (Journeys), Jyothi Budanur (Catholic Charities), Sarah Dorrance (SSPADS), Javon Harris (BEDS), LaTara Chaney (Aunt Martha's), Jackie Powell (Housing Forward), Keisha Yates (Thresholds), Mario Martinez (SSPADS), May Salman (Together We Cope), Laura Alcantar (SSPADS), Kathryn Primas (Alliance).

1. Case Conferencing

2. Chronic & Veteran Homelessness (end of August)

- a. 40 vets – currently 42. Goal of 35 by 12/25/19. Second action cycle goal was met.
- b. 5 chronic vets
- c. 292 chronic, including vets

3. Built for Zero

- a. co-chairs – Erin Mangano has accepted the role of HCHV Clinical Manager at Hines VA and will be leaving her co-chair role. Please forward suggestions/interests in the co-chair role to kathryn@suburbancook.org. See attached co-chair job description.
- b. change ideas and resources – May Salman (co-chair) presented senior resources.

SENIOR RESOURCES:

Illinois Aging Services - Illinoisagingservices.org

Provides information on a range of services including housing.

Plows Council on Aging – plows.org

Has a shared housing program.

Seniors Blue Book – seniorsbluebook.com

Can do a search for various resources including subsidized housing programs.

Food Resources:

<https://www.chicagosfoodbank.org/find-food/>

4. Updates

HMIS – Erin Matheny introduced the Current Living Situation data standard. She provided training on how to record this information in HMIS. The Universal Intake form will be updated soon.

CES – please visit myentrypoint.org to register for trainings. If you can't attend a training you are registered for, please remember to cancel your registration.

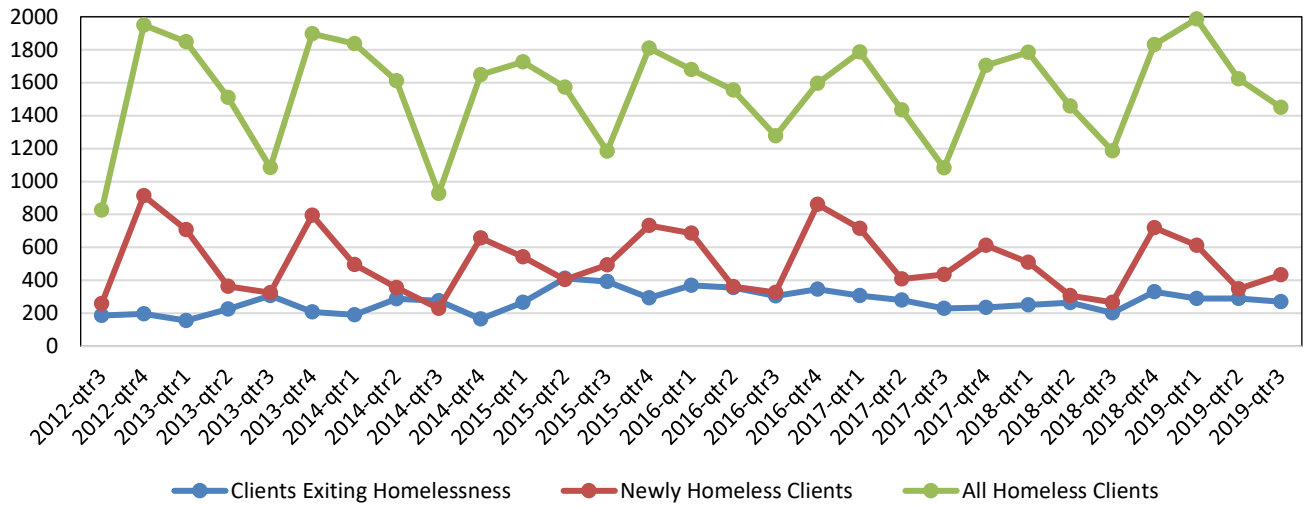
Other Resources –

<http://www.suburbanresourceguide.com/community-resources/senior-services/#.XZyw02ZOk2x>

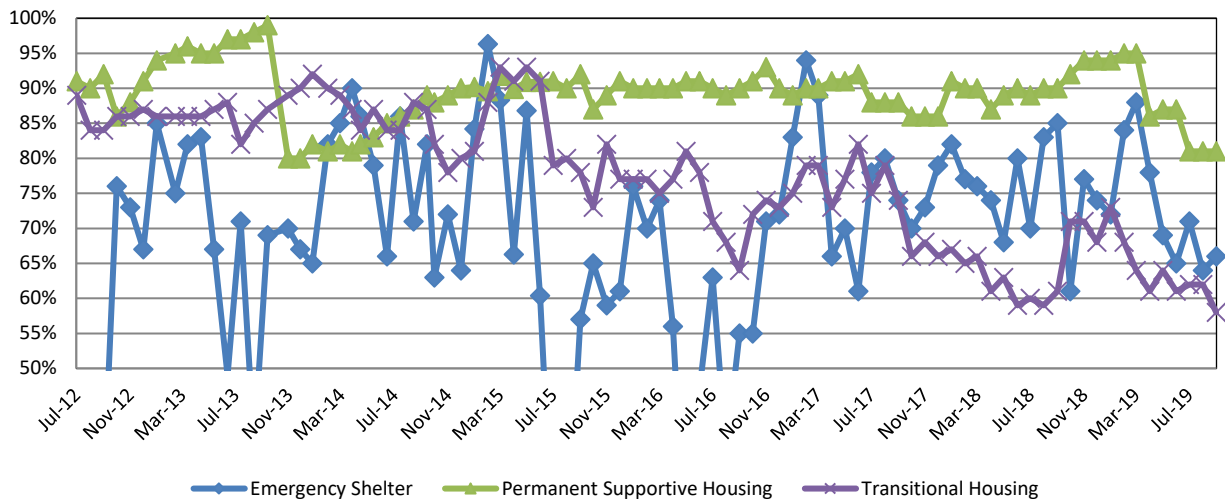
5. Next Meeting: 11/12/19

Alliance to End Homelessness in Suburban Cook County Data Dashboard - November 2019

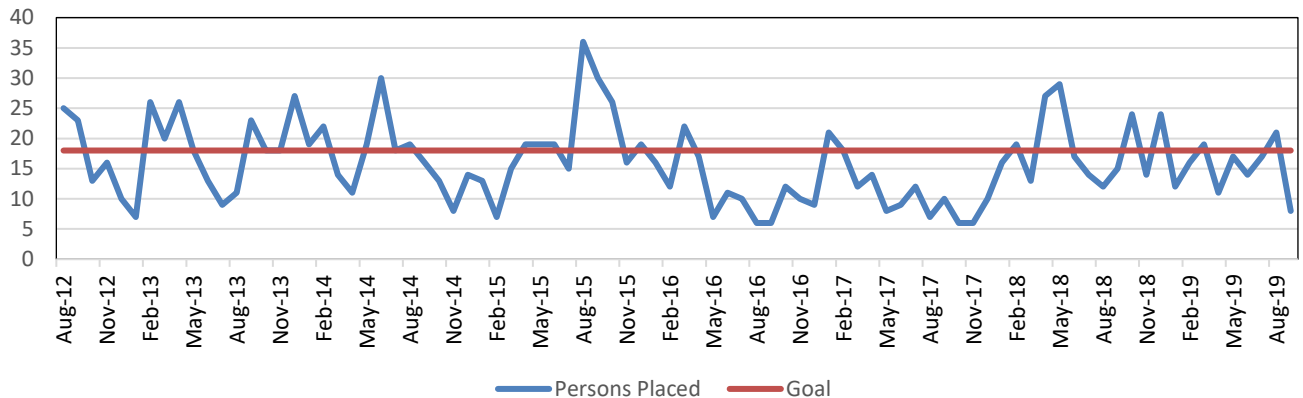
Clients Entering and Exiting Homelessness July 2012 - September 2019



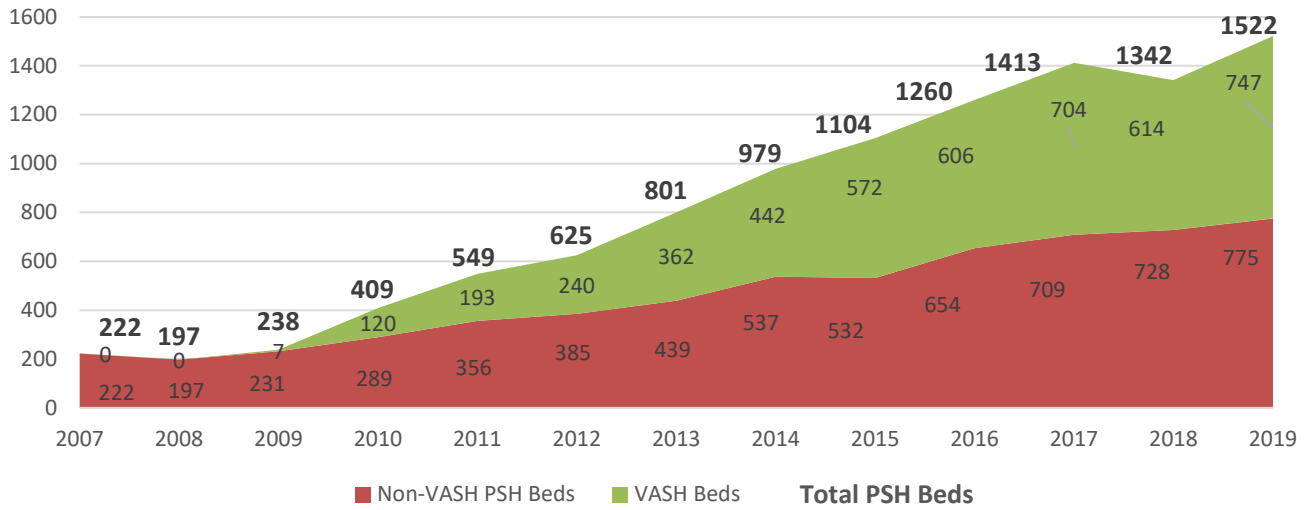
Unit Utilization by Program Type July 2012 - September 2019



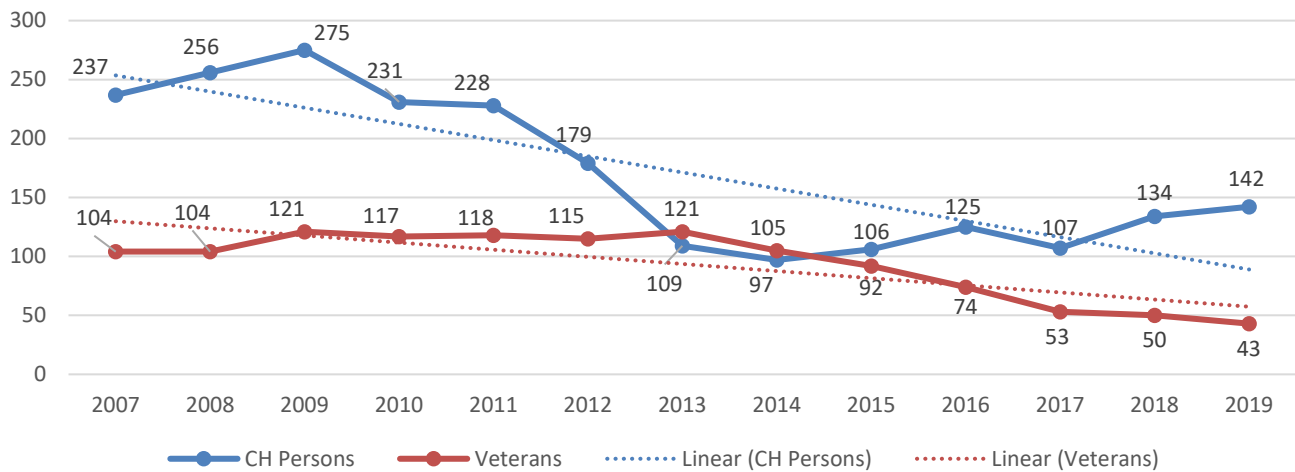
Chronically Homeless Vulnerable Persons and Veterans Housed August 2012 - September 2019



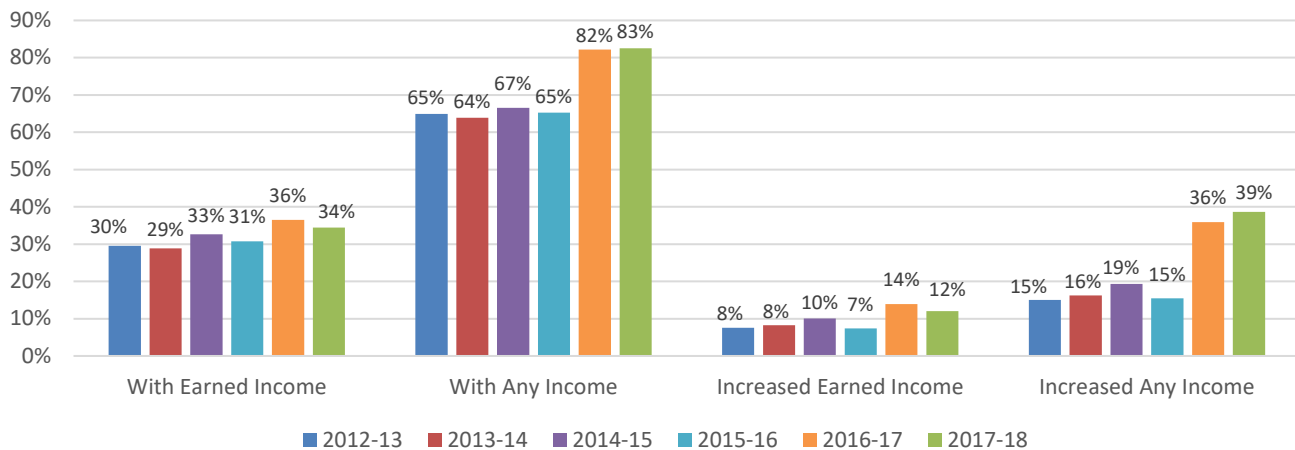
of PSH Beds 2007-2019



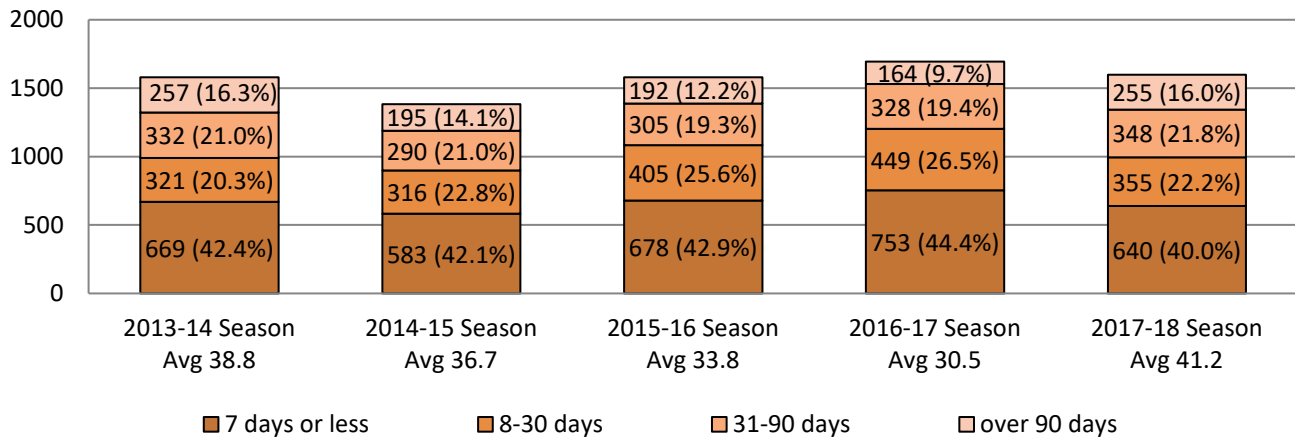
January PIT Count - Chronically Homeless Persons and Veterans



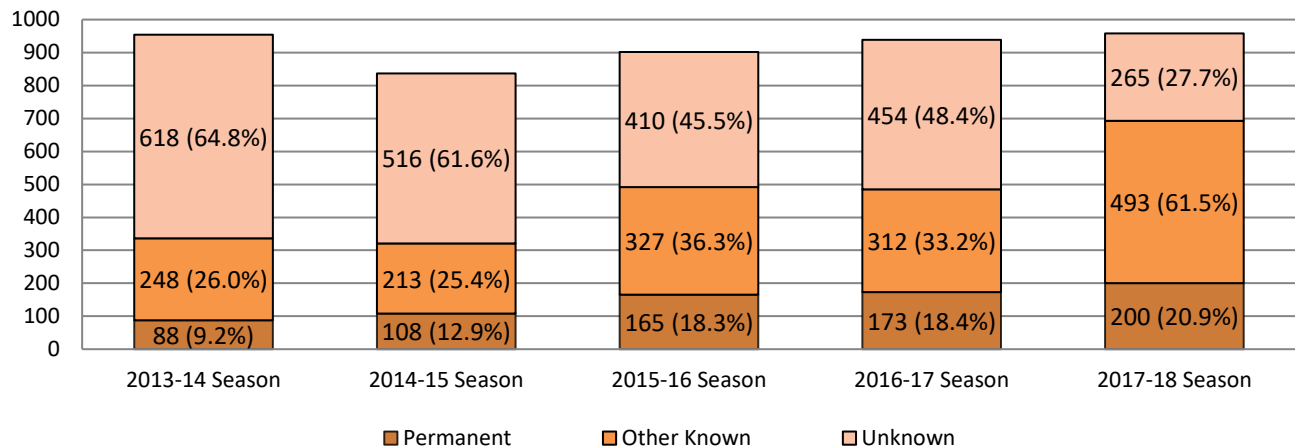
Income - Leavers/Stayers at Exit/Review All CoC Funded Projects



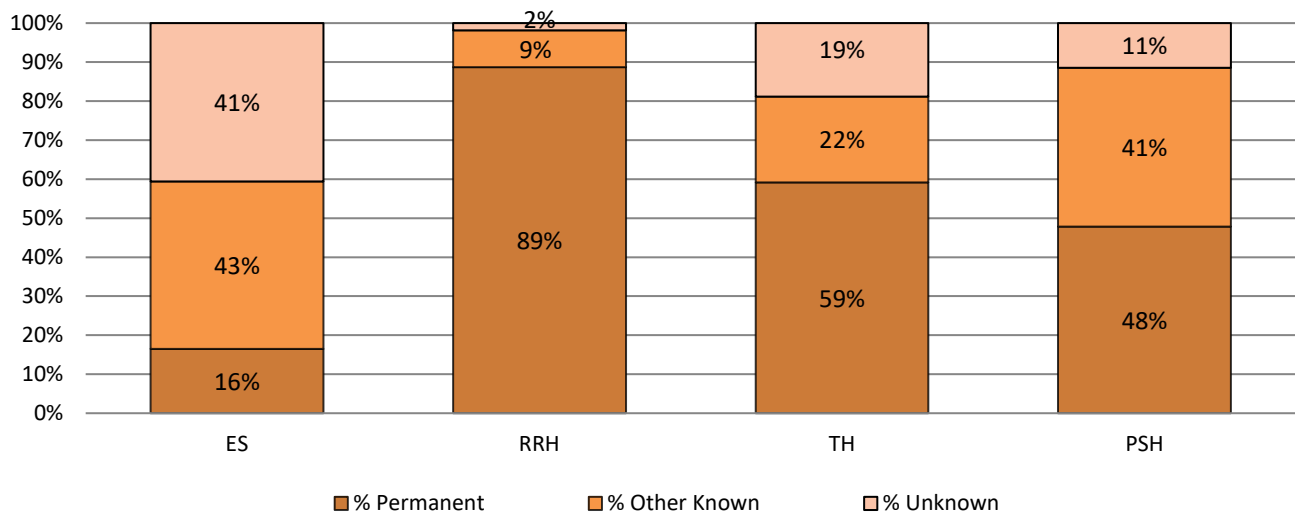
Emergency Shelter Nights per Guest Seasonal: October - September (includes summer projects)



Emergency Shelter Exits by Destination Type Guests Staying 8 or more Days



Permanent Destination at Exit by Program Type October 2017- September 2018



Alliance to End Homelessness in Suburban Cook County
Executive Committee

Oct. 21, 2019, 1:30 pm
In-Person

In attendance: Bryan Dunlap, Sonia Ivanov, Granada Williams, Sue Shimon, Jennifer Hill

1. Meeting called to order by Granada Williams at 1:40pm
2. Approval of the minutes – Sonia moved and Bryan seconded to approve the September 23, 2019 minutes. The motion carried.
3. Topics -
 - A. HF CE Agreement – This agreement subtracts project management functions from HF's responsibilities. HF will still play a fiscal intermediary role for the coming year. The current agreement stays in place until the next agreement is executed.

Sue moved and Granada seconded that the Alliance Executive Committee authorizes Jennifer to sign the agreement with the understanding that the Alliance and HF will time its execution to benefit the parties (organizations and their employees) in terms of insurance terms, etc. The motion carried.

- B. HF CE DV Agreement – A new CE-Domestic Violence grant started in October. The grant supports a staff person at each of five DV agencies, plus one full-time equivalent (FTE) on the CE lead team.

HF holds this CE-DV grant, and the HF CE DV Agreement establishes the Alliance as a subrecipient. The 1 FTE funding on the CE lead team will support parts of several CE members' salaries for the time they spend on the DV process. This additional support grows the CE lead team by one member, a portion of whose responsibilities will be DV-related.

Sue moved and Sonia seconded that the Alliance execute this subrecipient agreement to perform its role in the new CE-DV grant that began October 1, 2019. The motion carried with the following changes: 1) Page 6: Add Executive Committee to any notification on noncompliance; 2) Page 13: paragraph one line 6 change 'but' to 'and'; 3) Page 16: Add HF & the Alliance to name them as the CE Team Project Management.

- C. Staff transition status – Finance Committee will advise on the transition of CE staff from Housing Forward to the Alliance, including a side-by-side comparison of benefits for the impacted employees.

Bryan moved and Sue seconded the creation of these positions at the Alliance: (1) CE program director, (2) referral manager, (3) training & engagement manager, (4) intake/assessment coordinator. The motion carried.

Intake /Assessment Coordinator - hiring status - candidates are being screened. The other three positions will be offered to the incumbent CE staff.

Bryan suggested that an updated organization chart be distributed for the board of directors. The chart is being updated as part of the current organizational assessment.

- D. YHDP: Consulting Agreement –Bryan moved and Granada seconded that Jennifer be authorized to execute a contract with a specific organization (name removed), subject to that organization having the staff capacity to support our YHDP planning effort. The motion carried. [Update: The organizational subsequently withdrew its proposal.]
- E. YHDP: planning budget / status update – Most of the \$6M award will go to housing and service projects that will apply to us next summer. A small portion of the YHDP funds can go to our planning efforts. We propose a small initial request, approximately \$66K now, and in early 2020 we may request additional funds if needed for the project review stage of our planning efforts. We are responsible for a match requirement, as shown in a draft budget. No action required. The Alliance will submit a request by October 28, 2019.
- F. Updates: organizational assessment; year-end giving appeal – We'll encourage Alliance members to complete the organization assessment and to add names to their year-end giving lists.

4. Other Business

5. Adjournment

Next Meeting:
Monday, Nov 18
1:30 conference call

**Alliance to End Homelessness in Suburban Cook County
Executive Committee**

Nov. 18, 2019, 1:30 pm
Conference Call

In attendance: Bryan Dunlap, Sonia Ivanov, Granada Williams, Sue Shimon, Millicent Ntiamoah, Jennifer Hill

1. Meeting was called to order by Granada Williams at 1:36 PM
2. Approval of the minutes- Sonia moved to approve the minutes for October 2019 and was seconded by Sue. Motion carried.
3. Topics:
 - A. **CE Staffing Updates**- Jennifer reported that they have hired an Intake and Assessment Coordinator, and her name is Amber Teer. She started Nov. 1. Jennifer also announced that Cristy's husband has accepted a job in California so she will work through January 2020 and if needed might be available to work remotely beginning in February. Bryan suggested that Cristy be allowed to finish her employment with Housing Forward to make it a clean exit. The remaining two full-time CE staff will be given an offer and a start date of December 1 with the flexibility for a Jan 1 2020 start date. The half-time staff person will remain employed by Housing Forward. Amber was a direct hire to the Alliance.
 - B. **Org Assessment Update** – Jennifer reported that the on-line organization assessment survey is complete and the consultants are scheduling follow-up interviews with all staff and with 6 board members as part of the assessment. The Alliance staff will be interviewed in teams. Jennifer also reported she attended a senior leadership gathering last week for homeless services leaders across the country. The conference, organized by OrgCode Consulting was helpful and well timed.
 - C. **YHDP Consultant** – The Consultant that the Alliance had in mind did not pan out, so we had to start the search over. Kurt and Jennifer identified 6-7 potential consultants with relevant expertise. Of the three written proposals we received, the staff recommended Meredith Hicks Consulting based in Ohio because she has previous experience with writing a YHDP plan. Bryan suggested the need to formalize the RFP process to make it more transparent. Bryan motioned to accept the MHC proposal and was seconded by Sue. The motion carried with the following changes:
The consultant should be made aware that travel time should not be included in the hourly rate, and billing should be based on actual hours worked per month.
 - D. **CE Data Sharing Memo** – Jennifer relayed to the group that after seeking legal guidance, the way the CE staff does business in terms of data sharing was within the legal confines of HUD's CE expectations and Illinois statutes. Executive Committee reviewed a previous version of the memo, and it was well received. The section that starts on page 12 under the heading 'Actions taken by the Alliance as a result of this

memorandum' has been revised and updated to reflect the actions already taken as a result of the memo.

- E. **Renewal Tool-Overall Approach** – Vince and Willie are the new co-chairs of the prioritization committee. Vince will present on Friday about the committee's approach to revising the renewal tool for 2020 to make sure they are moving in the right direction. Since Khen is no longer chairing that committee, executive committee members urged that Friday's presentation include recognition for Khen's long years of service to the prioritization committee.
- F. Signing letters for year-end Appeal – Board appeal letters will be distributed at the November board meeting.

Other Business:

- Data dashboard info will be presented
- Organizational 2020 budget is in draft form to be discussed by Finance Committee later today.
- Organizational Chart – Because the Alliance staff is expanding, the executive committee repeated its request for an updated org chart. Jennifer is not ready to update the chart yet because staffing changes are still underway. The draft budget shared with the finance committee has the full list of job titles grouped by department. Also, we expect the organizational assessment to include an updated org chart and staffing plan.
- Sexual orientation question on the universal intake form - What was the rationale behind adding that question to the form?

Adjournment – Meeting was adjourned at 2:54pm

Next Meeting:
Monday, Dec 16
1:30 in-person mtg.

Governance Committee
November 10, 2019

Attendance: CJ O'Hara, Katie Spoden, Khen Nickle, Carl Wolf, Tina Rounds

- Committee reviewed Article III with Katie's select additions from the Governance Charter. The intent of the addition is to create consistency between the Charter and Bylaws.
- Committee members reviewed Article IV regarding Board of Director roles.
- Next committee meeting will be held on December 9th at 3:30pm via conference call. The committee will review Article V on committees.

Next meeting:
December 9th at 3:30pm via conference call.

Call info:
AT&T: 1-888-204-5987 Toll Free or local long distance: 1-602-333-2017
Access Code: 73135203#



**Alliance Plan Committee
11/5/19**

Attendance: Jennifer Hill, Cristy Harris, Carl Wolf, Anne Campbell, Sonia Ivanov, Kurt Runge, Kathryn Primas

Plan Committee

Purpose: Monitor and support implementation of the Alliance Strategic Plan. This includes monitoring system performance, tracking progress on plan outcomes, identifying system gaps, and making recommendations to the Board and other committees to address gaps and achieve outcomes. For example, this committee helps inform advocacy priorities based on system gaps. This committee analyzes data to inform the Board and project prioritization committee on which type of new projects to prioritize in the annual competition. The committee also supports the Alliance on the annual Continuum of Care application and serves as an advisory board for alliance-led projects.

Project Monitoring:

1. Overview of Project Monitoring Plan
2. Review Project Monitoring Policy
3. Discuss Housing First Assessment
4. Updates
5. Next Meeting – Data Dashboard

Minutes:

Project Monitoring – Committee reviewed project monitoring plan and policy. Decided that the Plan Committee will oversee the project monitoring process including appeals. Plan Committee will have discretion to determine if agencies/projects have the capacity to meet corrective actions.

Next Steps – Kathryn Primas will update Project Monitoring Policy to be submitted to CoC Board for vote.

Americorps Vista – Committee discussed applying as a community for a vista cohort to work on a coordinated project. Potential projects include landlord engagement; employment (recruiting and retaining employers and workforce agencies; accessing certificate programs); and case management capacity building (completing assessments, getting clients documented).

Discussion highlights for this topic – good candidates for these projects will need certain skillsets and a level of experience that vistas may not have. There will need to be a strong system in place to support the cohort and take over the project when the cohort period ends.

Next Steps – Kurt Runge will contact interested agencies. Grant is due December 20, 2019.

Next Meeting: Data Dashboard & Vista Cohort

Alliance Advocacy Team

October 16, 2019

GoToMeeting

<https://global.gotomeeting.com/join/511530261>

(408) 650-3123, Access Code: 511-530-261

Attendance: Anne Campbell (Connections of Illinois), Christi Wessel (State Rep. Michelle Mussman), Todd Stull (Journeys), Willie Hegg (Connections of Illinois), Larsarene Alexander (Aunt Martha's), David Petering (CEDA), Sue Loellbach (Connections for the Homeless), Ticia Fiorito (WINGS), Aaron Eldridge (SHPA), Christina Lindstrom (Respond Now)

- I. Welcome and Introductions - **Katie**
 - a. Name, preferred pronouns, agency and location
- II. Hot Topics - **Katie**
 - a. Disparate Impact
 - b. Just Housing Initiative
 - c. Cook County budget priorities
 - d. Census 2020
- III. Follow up from August training
 - a. Re-cap of training agenda – **Katie**
 - b. Main takeaways from training – **David**
 - c. Next steps – **Sue**
 - i. Homework: all Advocacy Liaisons ask resource development/other applicable staff about creating an agency email list to share advocacy alerts
 1. What processes are already in place in your organization that you can build on to do advocacy?
 - ii. Short training at November CBSA meetings (and Board Members) about difference between advocacy and lobbying, how agencies can create foundation to be more involved in advocacy, why advocacy is important for agencies (what's in it for them?)
- IV. Alliance of Shelter Providers – **Sue**
 - a. Update on coalition working towards more family shelters



Built for Zero
November 12, 2019
4415 Harrison St., Ste. 222
Hillside, IL 60162

Attendance: Deloise Crosby (Catholic Charities), LaTara Chaney (Aunt Martha's), Stephanie Dowell (Catholic Charities SSVF), Javon Harris (Beds Plus), Michelle Dubil (Journey's), Erin Matheny (Alliance), Ebony Smith-Little (Thresholds), Kristin Johanns (Impact), Kathleen Monforton (Thresholds), Allen Swilley (Connections), May Salman (Together We Cope), Christina Lindstrom (Respond Now), Dominique Mingo (Interdependent Living Solutions Center), Sarah Dorrance (SSPADS), Patricia Stokes (Housing Forward), Jake Bradley (Coordinated Entry), Lubertha Mercer (Interdependent Living Solutions Center), Jessica Ellenwood (Coordinated Entry), Carolyn Back (Coordinated Entry), Kathryn Primas (Alliance).

1. Built for Zero

a. Learning Session Recap

Allen Swilley presented on the October Built for Zero Learning Session in Denver. He introduced the elements of systems change and how our work to end veteran and chronic homelessness requires systems change.

Questions discussed: What is our system to work towards zero?

This discussion will continue next month with a deeper discussion about system barriers.

b. co-chairs – not discussed

2. Case Conferencing

3. Updates

HMIS

Erin Matheny presented on the HMIS privacy notice and policy consent. The privacy notice was updated with clarifying language and there is a new version of the policy consent. Both documents are dated 10/22/2019 in the left corner and updated forms can be found on the Alliance website. The updated Consent must be used with any new intakes and any current client who has an expired ROI.

CES – not discussed

Other

4. Next Meeting: 12/10/19

Agenda Items:

1. CE Status Update
2. CE Staff Update
3. NOFA Renewal
4. Dashboard

Minutes Date: 10/9/18

Attendees: Carol Gsell/SSFS, Kurt Runge/Alliance, Deloise Crosby/Cath Char, Jessica Wingader/City Evanston, Sonia Ivanov/ NW Compass, Sandy Godinez/The Harbour, Monica Slavin/HACC, Cristy Harris/Housing Forward, Yesenia Garcia/Sarah’s Inn, LaTonya Walker/WINGS, Erin Mangano/Hines VA, Angela Christian/Cath Char, Javon Harris/BEDs, Kristin Johans/Impact Beh, Katie Scheuber/YWCA-Evanston, Erin Matheny/Alliance, Kathryn Primas/Alliance, Tammy Verticchio/Alliance, Tes Kefle/Cath Char, Patricia Stokes/Housing Forward, Rajwah Lorek/Respond Now, Carolyn Buck/Housing Forward, LaTara Chaney/Aunt Martha, Liz Novak/Connections Hmless, Luis Barbosa/Cath Char, Suhir Raman/TWC, Tracy Blackburn/Call Ctr, Mario Martinez/PADs, April Haymond/CCDC, Monique Williams/CCDC, Sarah Tygart/CCSS, Tonya Schassburger/CCSS, Carl Wolf/Resppond Now

Minutes:

1. Cristy Harris provided a status update on Coordinated Entry.
 - a. HUD DV Bonus – DV/CE Assessors effective 10/1/19
 - b. YDHP –Developing Coordinated Community Plan.
 - c. E-mail server functional. Can sign up for 3 e-mail groups.
 - o Training
 - o Provider info
 - o Community Resources
 - d. E-mail went out concerning new CE Referral Return/Appeal form and process
 - e. Erin/Alliance explained new HUD data standards – e-mail went out to HMIS Mailing List
 - 4/1/20 – new HMIS CE fields will be mandatory
2. Cristy Harris informed committee of change in CE staff.
 - a. Finalizing hire for new CE Intake Assessment position
 - b. CE Lead Team will become Alliance staff instead of Housing Forward staff in November, 2019.
3. Carol Gsell and Kurt Runge lead conversation regarding CE section of the NOFA Renewal Ranking Form
 - a. Draft to be reviewed at next committee meeting
4. Cristy Harris and Kurt Runge introduced development of new Dashboard – monthly report so committee can monitor CE system, evaluate processes.
 - a. Draft to be developed and reviewed at future meeting
 - b.

Next meeting: November 13, 10a-12p, Alliance Offices.

Committee Action Calendar 2016

Due Date	Item	Status

Agenda Items:

1. CE updates
2. CE Measures for 2020 NOFA
3. CE data dashboard
4. Introduce evaluation process

Committee Action Calendar 2019

Due Date	Item	Status
12/19	Finalized dashboard	

Minutes Date: 11/13/19

In Attendance: Rajwah Lorek/Respond Now, Jen Feuer-Crystal/Connections for the Homeless, Carl Wolf/Respond Now, Souheir Rahman/TWC, Yesenia Garcia/Sarah’s Inn, Tammy Verticchio/Housing Forward, Kathryn Primas/Alliance, Jake Bradley/Housing Forward, Carol Gsell/SSFS, Cristy Harris/Housing Forward, Deloise L. Crosby/Catholic Charities, Monica Slavin/HACC, Javan Harris/Beds Plus, Katie Scheuber/YWCA Evanston, Amber Teer/Alliance, Lynn Suchwalko/Alliance, LaTara Chaney/Aunt Martha’s, John McNabola/Center of Concern, Kristin Johanns/Impact, April Haymond/Cornerstone

Minutes:

1. Cristy gave status update:
 - Cristy did site visits at all implementing partners.
 - YHDP- flurry of meetings including focus groups. Function for all the youth programs will kick in at CE soon.
 - Some went to Denver for Built for Zero meeting
 - Introduced new staff: Katie- new DV Assessor at YWCA. Welcome Amber- New CE Staff
 - Cristy- moving to Irvine, CA! Will do a smooth transition through January

2. CE measures discussion for 2020 NOFA
 - Will focus on data points that elevate our Continuum

3. CE Data Dashboard
 - Shared sample dashboards and got feedback

4. Introduced evaluation process
 - Next meeting: December 11, 2019 at 10:00am at the Alliance office
 - Topics of discussion:
 - CE data dashboard presentation
 - Evaluation discussion