I. Welcome, Introductions/Roll Call – Commissioner Lisa Morrison Butler 9:30 am

II. Consent Agenda Items – Commissioner Lisa Morrison Butler 9:35 am
   a. December Meeting Agenda
   b. November Board Meeting Minutes
   c. Action Agenda Work Plans
      (https://allchicago.org/sites/allchicago.org/files/November_Action_Plans.pdf)
   d. Board Committee Reports:
      i. Membership Committee
      ii. Collaborative Applicant Committee

III. Finance Committee Report – Richard Rowe 9:40 am
     a. FY 19 Budget

IV. Chicago’s Dashboard to End Homelessness – Maura McCauley 9:50 am

V. Governance Discussion Cont. – Commissioner Morrison Butler 10:05 am
   a. Board Committee Structure – 25 mins
   b. Reconciling changes in the Charter – 15 mins
      (for reference: Chicago CoC Governance Charter)

VI. Action Agenda Updates 10:45 am
    a. December All CoC Meeting Recap – Dave Thomas – 10 mins
       i. Metrics
    b. PIT Methodology Approval – Dave Thomas – 5 mins

VII. Public Comment Period – Commissioner Morrison Butler 11:15 am

VIII. Adjournment – Commissioner Morrison Butler 11:30 am

☑️ = Voting item
❑️ = Document included in Board packet
Chicago CoC Board of Directors Meeting
City Hall
121 North LaSalle Street
Chicago, IL
November 7, 2018
2:00 p.m. – 4:00 p.m.

Minutes
(Submitted by Julie McKelphín, All Chicago)

In Attendance:

Board Members: Fred Friedman, Richard Rowe, Larry Smith, Gwendolyn Turner, Evelyn Diaz, Jeri Linas, Audrey Thomas, Mark Ishaug, Commissioner Lisa Morrison Butler, Janel Forde, Mary Howard, Christy Prahl, Anna Lee, Ruth Coffman, Megan Spitz (Proxy for Audra Hamernik), Commissioner Julie Morita, MD

Alternates: Dorothy Yancy, Otha Gaston, Kenneth Burnett, Pete Toepfer

Action Agenda Co-Lead Project Managers: Maura McCauley, Dave Thomas

Guests: Joan Bundley (Parliamentarian), Debbie Culpepper, Jackie Edens, Molly Burke, Sherri Allen-Reeves, Margarita Gonzalez, Michael Banghart, Debbie Reznick, Dr. Sanja R. Stinson, Jajuana Walker, Jasmine Underwood, Latanya Montgomery, Steve Gaydos (All Chicago), Keri Lowder (All Chicago), Julie McKelphín (All Chicago), Rickie Skaggs, Adams Rogers

Agenda Items

I. Welcome, Introductions/Roll Call
Meeting was called to order by the Board Chair at 2:05 p.m.

II. Introductions of Board Members and audience members were made

III. Review of Consent Items
Consent Agenda items were passed unanimously.

IV. Finance Committee Report
a. Finance Committee Report was presented and reviewed by the Board. Motion to amend the recommendation to pay for the rapid resolution training with CoC funds was passed with the stipulation that some of the participants of the
training must include veterans who have lived experience of homelessness who are members of the CoC Lived Experience Commission.

V. Chicago Dashboard to End Homelessness
   a. Presentation was tabled.

VI. Upcoming Anticipated Decision Points
   Dave previewed anticipated decision points the Board will need to address at upcoming meetings.

VII. Governance Discussion
   a. UFA
      The CoC Board will play a key role in evaluating and supporting the capacity of All Chicago to fulfill the role of the UFA and to lead the community through the process. In consideration to seek approval from HUD to become Chicago’s Unified Funding Agency (UFA), the CoC must learn more about the HUD requirements that are needed for UFA consideration and seek feedback about capacity strengths and challenges confronting All Chicago and the CoC Board as it relates to the Chicago CoC applying for UFA. The Commissioner will procure an organization to create a stakeholder survey to gather this feedback. The survey will go to all members of the CoC.
   b. Board Terms
      The Board voted unanimously to extend the current Board slate through 2019. The CoC Membership Committee will put forth the 2019 CoC Board of Directors Slate for approval at the next All CoC Meeting.
   c. Committee Structure
      The Board began to discuss the proposed new committee structure. The discussion was tabled for the December meeting. However, proposed edits will be included in an updated document for the next meeting.
   d. Reconciling changes in the Charter
      The Board tabled this item.

VIII. Public Comment Period
   Comments were made regarding improving communication, especially between LEC members and the CoC. Comments were also made regarding improving inclusion of committees not directly involved in CoC lines of work.

IX. Adjournment — The Board adjourned at 4:09 p.m.
1. Full Name of Person Submitting this Report
   Larry Smith

2. Email:
   larrysmith55@yahoo.com

3. For which committee are you submitting a report?
   Membership

4. Are you the chair or co-chair of the committee for which this report is being submitted?
   Yes

5. Please provide a brief general committee status update. (maximum 1000 characters)
   Membership is actively making plans for the All CoC Meeting in December. Membership is keeping account of who is a
   member and who is delinquent in paying dues. Membership works with Finance Committee concerning dues structure and
   discussion on use of said dues to propose to the BOD. Membership also vets nominations to CoC committees and insure we
   are diverse in the decisions.

6. Please list any major successes or significant milestones you would like to highlight? (maximum 1000 characters)
   The venue at Malcolm X College got positive revues at our last All CoC Meeting survey.

7. Please list any major challenges or significant workplan setbacks that are important to bring to the attention to the Board.
   (maximum 1000 characters)
   none

8. If you have a report that your committee would like to include in the next Board Meeting packet, please upload the report
   here.

2. Thank You!

Chicago CoC Board of Directors Committee Report Submission

Oct 09, 2018 15:19:14 Success: Email Sent to: larrysmith55@yahoo.com
Collaborative Applicant Committee

Chicago Continuum of Care ("CoC")
Board of Directors

Re: 2018 Collaborative Applicant Performance

12/3/2018

Dear Board members,

The Collaborative Applicant Committee is pleased to present this report on the performance of All Chicago as the Collaborative Applicant in 2018.

Article 10, Section 1 of the CoC Governance Charter (the "Charter") tasks the Collaborative Applicant Committee (the "Committee") to prepare an annual recommendation to the CoC Board of Directors (the "Board") based on the Committee's assessment of the performance of the Collaborative Applicant.

Throughout the year, the Committee conducted a stakeholder survey and has received performance reports from All Chicago detailing their deliverables and activities as set forth in the performance metrics in the 2018 Memorandum of Understanding ("MOU") between the Board and All Chicago dated February 12, 2018 and covering the period January 1 - December 31, 2018.

The Committee offers commendation to All Chicago for their work in the following areas:

- Quality submission of response to CoC Program Competition that achieved a score above the median score for all CoCs and resulted in funding above the Annual Renewal Demand.

- Efficient management of the CoC’s project scoring appeals process utilizing appropriate technology and in collaboration with the CAC.

- Creation of action plan to address weaknesses identified through the stakeholder survey. Key areas include leadership and system performance, annual HUD
competition process, supporting people with lived experience, and improved communication.

The Committee has identified the following areas of continuing challenge:

- The CoC lost 10 points in the HUD Program Competition in the area of Structure and Governance. We believe All Chicago is working diligently with the Board to improve structure and governance. All Chicago can make additional progress in this area by facilitating open communication between the new Board and the entire CoC outside of the public comment portions of Board meetings. Additionally, providing more specifics about how the Charter and the Action Agenda work together, and highlighting how the conflicts between those documents are to be dealt with, can smooth this time of transition and allay fears that All Chicago is acting without the support of CoC members.

- In 2018 All Chicago engaged all Service Providers in discussions about seeking Unified Funding Agency status. The depth of research demonstrated a commitment to strengthening the CoC. All Chicago delineated specific advantages that have the potential to move the CoC closer to “high performing” status. However, with Service Provider approval required to obtain UFA status, this process may be best led by Service Providers, not the Collaborative Applicant.

Based on the Committee’s evaluation of the performance of All Chicago as the Collaborative Applicant, we are pleased to recommend to the CoC Board that All Chicago’s role as Collaborative Applicant continue in 2019 under a new MOU.
CoC Finance Committee Budget Report  
December 2018

Current Year Actual v. Budget

- The CoC Finance Committee reviewed the budget versus actual results through October. A 2018 deficit of ($732) is projected. This deficit is expected due to the Board approval of the diversion training request.

### CoC Financial Summary For the Period Ended 01/01/18 thru 10/31/18

<table>
<thead>
<tr>
<th></th>
<th>Actual To Date</th>
<th>Additional Projected Amount</th>
<th>Projected Total For The Year</th>
<th>Budget</th>
<th>Projected Difference</th>
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<tbody>
<tr>
<td>Revenue</td>
<td>$28,126.50</td>
<td>$1,873.50</td>
<td>$30,000.00</td>
<td>$30,000.00</td>
<td>$-</td>
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<tr>
<td>Expenses to Date</td>
<td>$13,056.47</td>
<td>$17,675.84</td>
<td>$30,732.31</td>
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<td>$732.31</td>
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<tr>
<td>Net Surplus (Deficit)</td>
<td>$15,070.03</td>
<td>$(15,802.34)</td>
<td>$(732.31)</td>
<td>$-</td>
<td>$(732.31)</td>
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| Projected Fund Balance at End of Year | $38,143.09
2019 Budget Recommendation

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Annual Membership Dues Revenue</td>
<td>$ 30,000</td>
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<tr>
<td><strong>Expenses</strong></td>
<td></td>
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<tr>
<td>All CoC Meetings</td>
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<tr>
<td>Spring CoC meeting</td>
<td>6,000</td>
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<tr>
<td>Winter CoC meeting</td>
<td>6,000</td>
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<tr>
<td><strong>Total All CoC Meetings</strong></td>
<td>12,000</td>
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<tr>
<td>Fiscal Support</td>
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<tr>
<td>All Chicago Fiscal Agent fee</td>
<td>1,000</td>
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<tr>
<td>Membership software and paypal fees</td>
<td>1,000</td>
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<tr>
<td><strong>Total Fiscal Support</strong></td>
<td>2,000</td>
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<tr>
<td>Parliamentarian</td>
<td>1,000</td>
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<tr>
<td>HMIS Training Fees</td>
<td>5,000</td>
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<tr>
<td>CoC Capacity Training</td>
<td>5,000</td>
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<tr>
<td>CoC Workgroup/Committee Support</td>
<td></td>
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<tr>
<td>Subject matter expert (LEC/YAB) expenses</td>
<td>4,000</td>
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<tr>
<td>Supplies and support expenses</td>
<td>1,000</td>
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<tr>
<td><strong>Total CoC Workgroup/Committee Support</strong></td>
<td>5,000</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>30,000</td>
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<tr>
<td><strong>Net Surplus, Current Year</strong></td>
<td>$ 0</td>
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<tr>
<td>Projected Fund Balance as of 12/31/18</td>
<td>38,100</td>
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<tr>
<td>Projected Fund Balance as of 12/31/19</td>
<td>$ 38,100</td>
</tr>
</tbody>
</table>

2019 Budget Narrative

- The membership and finance committees jointly agreed to maintain membership fees at 2018 levels. Annual revenues are projected to be $30,000 based on current membership.
- 2019 Expenses are budgeted at the same amounts as 2018 with the following exceptions.
  - The membership and finance committees jointly agreed to include four HMIS trainings with each agency membership ($100 per membership). Based on current membership, this expense is projected to be $5,000 per year.
  - CoC capacity training was reduced by $5,000 to accommodate the HMIS training line item.
  - The CoC website expense budget of $1,000 was replaced with parliamentarian costs of $1,000.
- The budget is a balanced budget for the year and the CoC will maintain a projected fund balance of $38,100. The finance committee will provide a recommendation with regards to this fund balance in 2019.
Board Governance Recommendations Continued from 11/7/2018 CoC Board Meeting

Discussion Item 1

Board Committees

The Charter authorizes the board to create governance committees and request and assign scopes of work to these committees. Given the changes in the board composition, the requests for clarity from committees, and the lessons learned through the implementation work structure, it is time for the Board to evaluate the governance committees’ structure and scopes of work. Based on the review of the Charter, emerging needs from the implementation work structure and existing committees and the discussion by the Board and guests at the last CoC Board meeting, I’m proposing an updated structure for board committees.

The following chart maps legacy committees and their activities to a proposed new committee structure. Legacy committees included both board committees and committees that are designated “for the Board” in the Charter. The proposed new committee structure:

1) Streamlines CoC and Board governance activities into four Board committees;

2) Supports better connections across related activities;

3) Moves implementation activities of some legacy committees into the CoC implementation work structure;

4) Creates more efficiency in staffing for board committees and implementation work groups; and

5) Offers the opportunity for CoC members currently participating in governance committees to spend more time in implementation work groups where a wide range of voices, expertise, and leadership is needed.
<table>
<thead>
<tr>
<th>Legacy Committee</th>
<th>Legacy Committee Composition</th>
<th>Legacy Committee Activities</th>
<th>Proposed New Board Committee</th>
<th>Proposed Board Committee Composition</th>
<th>Proposed Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CoC Board Executive Committee</strong></td>
<td>Representatives of all stakeholder groups comprising board: ESG Recipient (Public Funder), Lived Experience Commission, Service Providers Commission, Other</td>
<td>Guide agenda for CoC Board and semi-annual all-CoC meetings Providing Board leadership around communication between the Board and CoC membership Provide Board leadership in ensuring CoC planning and implementation is consistent with the HEARTH Act</td>
<td><strong>CoC Board Executive Committee</strong></td>
<td>Five board members representing the diversity of the Board: 1 seat: ESG Recipient, 1 seat: Lived Experience Commission, 1 seat: Service Providers Commission, 2 seats consisting of representation from other constituencies on the Board, i.e. key stakeholders, private funders, government representatives, Mayor's Office</td>
<td>Guide agenda for CoC Board and semi-annual all-CoC meetings Provide Board leadership around communication between the Board and CoC membership Provide Board leadership in ensuring CoC planning is consistent with local and federal policies governing homeless assistance.</td>
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<tr>
<td><strong>Finance</strong></td>
<td>Minimum of 12 members Slots for all stakeholder groups represented on the Board, using the same ratio of representation as the Board slate.</td>
<td>Annual budget</td>
<td><strong>Finance</strong></td>
<td>A minimum of three (including one LEC and one SPC member) and maximum of 5 board members. CFO or a representative of the CoC Membership Fiscal Agent shall participate as a non-voting member and provide technical support.</td>
<td>Annual Budget CoC Financial Policies Review and Approval of CoC Application Review and approve workgroup requests to use membership dues</td>
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<tr>
<td>Legacy Committee</td>
<td>Legacy Committee Composition</td>
<td>Legacy Committee Activities</td>
<td>Proposed New Board Committee</td>
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<td>Membership</td>
<td>Minimum of 12 members</td>
<td>Board and committee</td>
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<td>A minimum of three (including one</td>
<td>Board and Board Committee Nominations</td>
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<td>Slots for all stakeholder</td>
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<td>Co-System Project Managers will</td>
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<td>assistance.</td>
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<td>Charter Amendment and Interpretation</td>
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<td>Charter amendment</td>
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<td>Board Orientation</td>
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<td>Committee (Ad hoc, currently inactive)</td>
<td>Slots for all stakeholder</td>
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