<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>Collaborative Applicant</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>Collaborative Applicant MOU Annual administrative evaluation and RFP process every 3 years</td>
<td>System Operations &amp; Performance (SOP)</td>
<td>A minimum of six people (three board members and three at-large CoC members, including at least one SPC and one LEC member) and maximum of 10 people. Up to four additional members can be added in pairs (board member plus at-large CoC member). Chaired by a member of the board. (Chair cannot be a representative service provider or individual with lived experience to prevent any conflict of interest and maintain a balance of voices and connection to governance-level oversight.) CEO of the CoC Lead Agency will participate as a non-voting member and provide technical support.</td>
<td>Lead Agency MOUs (Collaborative Applicant/UFA, HMIS, Coordinated Entry System) Annual Administrative Evaluation of Lead Agencies System Data Dashboard</td>
</tr>
</tbody>
</table>

*Board meeting agendas will be adjusted beginning in 2019 to ensure that each of the lines of work presents to the board two times per year to improve connection of workgroup activities and board decision-making. See attached draft schedule for example.*
<table>
<thead>
<tr>
<th>Legacy Committee</th>
<th>Legacy Committee Structure</th>
<th>Legacy Committee Activities</th>
<th>Proposed New Board Committee</th>
<th>Proposed Board Committee Structure</th>
<th>Proposed Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMIS</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>HMIS Lead Agency MOU drafting, policy setting on privacy, data quality, and responds to grievances related to HMIS sanctions.</td>
<td>Governance activities (MOU and administrative evaluation become part of SOP Board Committee. HMIS work functions become part of implementation structure – lead on HMIS line of work)</td>
<td>N/A</td>
<td>HMIS Committee within implementation structure makes recommendations to lead agency on policies and procedures for privacy, data quality. Also hears grievances related to sanctions that affect organizations.</td>
</tr>
<tr>
<td>SPEC</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>Program Models Evaluation Tool PIT Count Dashboard review</td>
<td>{SPEC becomes part of the implementation structure – lead on Performance/Eval line of work}</td>
<td></td>
<td>SPEC within implementation structure is responsible for program models, system policies and goals, evaluation tool and PIT Count</td>
</tr>
</tbody>
</table>
This chart is intended to serve as the basis for a facilitated board discussion about the governance activities required of the Board. In addition, the following proposed action has been outlined to *aid the discussion and form a basis for a motion if appropriate*. Once structure is determined, we will need to form and request scopes of work from board committees.

**Proposed Action:**
Adopt a board committee structure that consists of the following governance committees: Executive, Finance, Board Affairs, and System Operations and Performance. Legacy governance activities outlined in the above chart will shift to the appropriate new board committee and/or implementation work groups as specified. Each board committee will prepare a new scope of work to define its annual responsibilities and areas of oversight and submit to the board for review and refinement by February 2019.

Board members may only serve on one committee at a time. Nominations for committee slates will be made in early January. Given the urgency for the completion of Lead Agency MOUs, it is further proposed that current co-leads of the legacy Collaborative Applicant Committee join the System Operations & Performance (SOP) committee to inform the development of the 2019 Collaborative Applicant MOU.
Discussion Item 2

Reconciling Changes in the Charter

Over the next few months, the Board will determine its operating structure. As such, it is the Board’s responsibility to lead a process to record these changes in the Charter. As Board Chair, I am aware that this last year of flexibility has allowed us to make great strides but also has contributed to some confusion and has not resolved some underlying trust issues that pre-dated this board. It is also important to me to see this transition through and use my remaining time as Chair to drive a transparent and efficient process to update the Charter, create role clarity, and rebuild trust. The CoC has seen unprecedented Mayoral support and it is imperative to solidify our strength and position in this community ahead of the administration change. To this end, I offer the following proposed action for discussion.

Proposed Action

Create an ad-hoc board committee, known as the Charter Committee, to fulfill the following tasks: 1) a national scan of CoC charter best practices; 2) update the Charter to fully reflect the new CoC governance; and 3) formally address the inclusion of Youth Advisory Board participation on the CoC Board slate. The committee will be comprised of four Board members and four at-large CoC members and chaired by a member of the Board. The Committee will conduct its work from January to May 2019 and will make a determination about when formal charter revisions related to the above tasks will be brought forth to the full CoC. The Committee is also charged with collecting public comment on proposed changes in advance of any vote on charter revisions.
<table>
<thead>
<tr>
<th>February</th>
<th>April</th>
<th>June</th>
<th>August</th>
<th>October</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Performance,</td>
<td>Coordinated</td>
<td>Youth</td>
<td>System Performance,</td>
<td>Coordinated</td>
<td>Youth</td>
</tr>
<tr>
<td>Research and Evaluation</td>
<td>Entry</td>
<td></td>
<td>Research and Evaluation</td>
<td>Entry</td>
<td></td>
</tr>
<tr>
<td>Pipeline Expansion</td>
<td>Veterans</td>
<td>System Funding</td>
<td>Pipeline Expansion</td>
<td>Veterans</td>
<td>System Funding</td>
</tr>
<tr>
<td>Crisis System Transition</td>
<td>Employment</td>
<td>Supporting</td>
<td>Crisis System Transition</td>
<td>Employment</td>
<td>Supporting</td>
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<tr>
<td></td>
<td></td>
<td>Change</td>
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<td></td>
<td>Change</td>
</tr>
<tr>
<td>Street Response</td>
<td>HMIS</td>
<td>Communications</td>
<td>Street Response</td>
<td>HMIS</td>
<td>Communications</td>
</tr>
</tbody>
</table>

*Schedule may shift at lead project managers’ discretion due to timing of items needing Board approval. The goal will be to include a combination of updates/reports and decision-making items at each meeting.*
Methodology for the January 24th, 2019 Point-in-Time Count and Survey of Sheltered and Unsheltered Homeless Persons

Since 2007, Chicago has conducted a comprehensive point-in-time count and survey of homeless persons in Chicago. The information gathered will be used in planning efforts, to seek funds to assist homeless persons, help build public awareness of homelessness, and compared to the data collected since January of 2005.

Methodology
The point-in-time count will take place between the hours of 9 p.m. to 3 a.m. on January 24th, 2019. A special effort will be made to survey homeless youth in various outreach programs and public space beginning at 3pm on January 24th, 2019 till 7pm on January 24th (please refer to the section on Youth Count for additional information). At 8 p.m., a census count will be conducted in the homeless programs, counting individuals and households. At 9 p.m., the volunteers receive training and are later dispatched to begin tallying and surveying those homeless persons on the street, in public places, and in areas not meant for human habitation until approximately 3 a.m. The Chicago Department of Family & Support Services (DFSS) and All Chicago, along with other city agency and nonprofit partners and volunteers, will perform this comprehensive count and survey of unsheltered and sheltered persons to develop a better understanding of:

- the number of people sheltered on a given night in Chicago and their housing and service needs
- the number of people who are unsheltered on any given night in Chicago, including chronically homeless persons, and their housing and service needs
- the number of persons in subpopulations, such as veterans and unaccompanied youth
- Yearly comparison

The 2019 point-in-time count will also allow us to:

- Project the resources needed to continue reducing the number of people who experience homelessness;
- Track Chicago’s progress at reducing the number of people who experience homelessness and the number of episodes or duration of homelessness;
- Fulfill a federal funding requirement of the U.S. Department of Housing and Urban Development (HUD) to conduct an annual sheltered and a biennial unsheltered PIT count; and
- Implement a sheltered count conducted in HMIS to extract PIT count data for HUD submission.

In 2014, HUD released the Point-in-Time Count Methodology Guide which provides required standards of methodologies that all Continua must meet for their PIT count processes. Chicago’s comprehensive
coverage of the city within the finite time period meets all of the HUD requirements. Therefore, DFSS requests approval of the methodology in accordance with the Chicago Continuum of Care Governance Charter.

**Counting and Surveying Sheltered Homeless Persons**

DFSS program staff will work with all participating programs on the night of January 24, 2019 to conduct an actual count of all homeless persons in programs that evening. The list below indicates the types of programs which will participate:

- Emergency Shelter
- Low Threshold Youth Overnight Shelter
- Transitional Housing
- Youth Scattered Site Transitional Housing
- Youth Project Based Transitional Housing
- Interim Housing
- Youth Interim Housing
- Permanent Housing with Short-term Supports
- Safe Haven

Participating programs will include DFSS- and HUD-funded programs in addition to privately funded programs that agree to participate. The count will provide basic demographic information on all persons in the programs that evening including age, race, gender, veteran status, and household type.

Chicago continues to strive for utilization of HMIS PIT sheltered data for HUD submission. Based on the 2018 results, Chicago utilized 50% of HMIS PIT sheltered data for HUD submission. The data from a small number of providers prohibited the ability to use only HMIS data for the final results. To alleviate those discrepancies, Chicago will conduct a Pre-PIT in October to assist providers prepare for the 2019 PIT.

In an effort to abide by the 2014 PIT Count Methodology Guide, the 2019 PIT count for sheltered persons will be completed via HMIS ShelterPoint. The HMIS data will be the primary source of collection for the PIT sheltered count data for those programs participating in HMIS. All programs will also be required submit paper documentation regarding the sheltered count in an effort to ensure a cross check of data between HMIS and paper documentation. Non-HMIS participating programs such as Domestic Violence programs will only be required to submit data via paper submission as done in previous years. This data will allow the sheltered count to be extracted from HMIS including data that is currently estimated by means of the paper survey. The transition to HMIS to extract PIT results will enable Chicago to determine with better accuracy the instances and duration of homelessness. Programs will also complete a tally form to ensure a cross check of data that will be examined by DFSS and All Chicago.

Programs will conduct a randomized survey of 10% of the homeless persons or households present that evening to gain additional information needed for the effective provision of services to homeless persons in Chicago. The count and survey of programs will occur on-site at each program between the hours of 8 p.m. and 9 p.m. Service providers are mandated to submit all hard copy data the next business day.
questions allow Chicago to determine the number of homeless persons who are veterans, chronic, exited foster care, formerly incarcerated, etc. This information helps shape policy and services needed to address barriers to housing.

**Counting and Surveying Unsheltered Homeless Persons**

DFSS will partner with homeless providers to conduct a comprehensive street outreach count that covers all city areas. The homeless service providers will act as co-lead agencies responsible for hosting teams of volunteers at their site, making volunteer team assignments that includes specific geographical areas of the city, and providing detailed instructions on how to complete the tally and survey. Volunteers will be recruited from City staff, for-profit and non-profit organizations, institutions of higher learning, and the general public. Train the Trainer sessions will be conducted for all individuals that will conduct on-site training for volunteers on the night of the count.

The City will be divided into geographic areas and the teams will receive maps based on census tract numbering that are unique to eliminate duplication among other teams. The inventory of census maps constitutes a complete canvas of the city. In addition, DFSS will dispatch specialized teams that will cover emergency rooms, known locations of encampments, other hard-to-reach areas, and mass transit lines. The Chicago Police Department will cover a random sample of abandoned building units. The Chicago Park District will assist by having staff cover those parks with reported sightings of homeless persons. The Chicago Housing Authority will cover public housing developments. Further, both airport terminals will be covered. The local Veterans Affairs Office will also provide assistance at co-lead agency sites and with the specialized teams. The specialized teams will assist with connecting veterans with housing resources and providing follow up.

Every unsheltered homeless person encountered will be approached if appropriate and asked to participate in a survey. On encounters where individuals are sleeping or refuse to participate, information will be gathered by observation. Whether or not homeless individuals agree to participate in the survey and/or count, they will be counted. In those areas or situations when the encounter is “time sensitive”, such as on the CTA; or when it is deemed too dangerous, such as an abandoned building or car; a “headcount” form will be used to gather a count and basic demographic information on the homeless persons encountered.

The survey responses are self-reported and will be indicated by the survey enumerator based on actual responses received from the homeless person being interviewed. To ensure that individuals are not counted twice, the instrument asks if they participated earlier in the night. Further, each form is individually numbered allowing for DFSS to log those forms given to a shelter provider, co-lead agency, and specialized team as it relates to the geographical area assigned.

A draft copy of the 2019 PIT survey instrument is attached. The survey includes questions related to determine the barriers to housing homeless persons face. Chicago is open to input on the survey questions. This year, Chicago will seek input again from all stakeholders and will be reviewed by the PIT Subcommittee of Systems Performance and Evaluation Committee.
Veteran Count – Unsheltered Count
In the 2016 PIT, Chicago ensured that providers with known veteran participants that had not been assessed through the Ending Veteran Homelessness Initiative (EVHI) had trained volunteers to complete those assessments. Further, providers were asked to indicate on tallies if veteran status was known. Therefore, the sheltered veteran results were more accurate than estimation. Chicago will continue this same process in 2019.

Youth Count – Unsheltered Count
DFSS will extend the hours of the count for the purposes of identifying homeless youth. Beginning at 3 p.m. on January 24th, homeless service providers and volunteers will begin to survey homeless youth in various youth outreach programs and public spaces. The PIT Subcommittee requested a creation of a Youth PIT workgroup to review the youth count and obtain input on the Youth PIT survey for the extended hours. The Youth PIT workgroup consisted of youth service providers and members of the Youth Advisory Board. The Youth PIT workgroup determined special teams will be dispatched throughout the afternoon of January 24th and continue throughout the next day until dusk in effort to locate and survey homeless youth. Based on strategies used to identify homeless youth in Chicago’s 2016 Voices of Youth Count, the youth count will include peer-led teams and social media, special events and other outreach efforts. Locations to be searched during the youth count will be determined by the Youth Point in Time workgroup and other work sessions as deemed appropriate. Youth team members will be trained on the count process and survey.

Data Collection and Analysis
DFSS will collect all the tallies and surveys within 24 hours of the sheltered and unsheltered count. DFSS mandates that all forms are returned so that they can be compared to the log of forms issued and reviewed for obvious errors. This enables DFSS to ascertain if missing forms are not accounted for and reduce omissions and discrepancies. All tallied persons and survey responses are entered into a database. All Chicago will draw all PIT sheltered count information from HMIS and a cross comparison of hand submitted data will be made. Chicago will utilize HMIS as the primary source of collection for the HDX PIT sheltered count and hand submitted data will be utilized in the event a program did not participate via HMIS.

Data will be analyzed by researchers at the Nathalie P. Voorhees Center for Neighborhood and Community Improvement at the University of Illinois at Chicago. The analysis includes data cleansing that removes duplicated counted persons and geocodes the location of where they were in a program or found on the street.

The sheltered survey data, which is a sample, is extrapolated based on sample weights constructed relative to the shelter/program response rate. Although each shelter is instructed to interview 10 percent of all clients on the night of the PIT count, practical considerations in many instances result in a greater or smaller fraction of all residents actually being interviewed. Consequently, a set of shelter-level weights will be constructed in order to insure that the representation of persons staying in each shelter during the 2019 count, relative to all shelter residents, is correct. This method allows for inclusion of all surveys collected in producing estimated percentages but reduces the impact of shelter data from over and under sampled sites (i.e. more or less than ten percent). The results are then reported to HUD and a summary report is prepared.