Chicago Continuum of Care Board of Directors Meeting
Jesse Brown VA
820 S. Damen Ave. – Vision Room/2nd Fl. (Damen Bldg.)
Chicago, IL
Wednesday December 21, 2016
9:30 AM-11:30AM

AGENDA

I. Welcome & Introductions
   Richard Rowe 9:30am

II. ☑ Review & Approval of:
    a. Agenda
    Richard Rowe 9:35am
    b. October 19, 2016 Meeting Minutes

III. All CoC Meeting Recap
     Richard Rowe 9:40am

IV. ☑ Committee Reports:
    a. Executive Committee
       i. Parliamentarian Discussion
       Richard Rowe 9:50am
       ii. 2017 Board Meeting Dates
       iii. 2017 Board Officers Discussion
    b. ☑ Finance Committee Report & Budget
       Bobbi Ball 10:15am
    c. ☑ HMIS Committee-HMIS MOU
       Tawanda Acosta 10:30am

V. Coordinated Entry Implementation Update
   Stephanie Sideman 10:40am

VI. 2017 New Projects Process/Selection Committee
    a. Standing Panel as a Committee
    b. 2017 Slating
    Dave Thomas 11:00am

VII. 2017 HEARTH FOTG
     Dave Thomas 11:10am

VIII. Updates:
    a. HUD
    Ray Willis 11:20am
    b. DFSS
       i. PIT Volunteers
       Alisa Rodriguez
    c. All Chicago
       Consuella Brown

IX. Adjournment
    Richard Rowe 11:30am

**Next meeting: February 15, 2017; 9:30am – 11:30am; Location TBD**

☑ = Voting item
☑ = Document included in Board packet
Chicago Continuum of Care  
Board of Directors Meeting  
Chicago Community Trust  
225 N. Michigan Ave. Suite 2200  
Chicago, IL  

Wednesday October 19, 2016  
9:30am – 11:30am  

MINUTES  
(As submitted by Dave Thomas, All Chicago)  

ATTENDEES  
Members: Richard Rowe (chair), Fred Friedman, Robert Cunningham, Dorothy Yancy, Larry Smith, Gwendolyn Turner, Susan Reyna, Jackie Edens, David Esposito, Art Bendixen, Perry Vietti, Bobbi Ball, Alisa Rodriguez, Corrine Donley, John Cheney Egan, Lisa Cohen, Jenny Hansen, Anna Lee, Ed Shurna  

Alternates: Melvin Alexander, Rev. Sanja Stinson, Maura McCauley, Jennifer Fabbrini, Megan Spitz  

Guests: Dave Thomas, Nonie Brennan, Jeri Linas, Paul Hamann, Jim LoBianco, Adriana Camarda, Padma Thangaraj, Gary Kenzer, Brett Tucker, Heather Mueller, Consuella Brown, Betsy Benito  

TOPICS  
I. Welcome & Introductions:  
   a. The meeting was called to order at 9:40am by Richard Rowe.  
   b. Alisa completed the roll call. Quorum was established.  
   c. Introductions were made.  

II. Review of agenda and minutes:  
   a. Minutes: Art motioned to correct October minutes to: The decision of the New Projects Selectin Panel rejected the “bonus project” proposal by AFC and in doing so 1.5 million in cash match that would have been used for individuals. Jackie moved; Sanja seconded. The motion passed unanimously.  
   b. Agenda: Items were rearranged to accommodate speakers.  

III. Committee Reports:  
   a. CAIC report: Paul Hamman presented CAIC’s proposed Charter amendments to the Board. Discussion ensued. Each amendment was voted on separately with the following outcomes:  
      i. Article 3, Section 3-Board Composition: Passed unanimously.  
      ii. Article 7, Section 2-Membership: Passed unanimously.  
      iii. Article 7, Section 8-Quorum and Voting: Passed unanimously.  
      iv. Article 7, Section 4-Committees for the Board and CoC: Passed unanimously.  
      v. Article 12, Section 1-Conflict of Interest and Recusal: Discussion ensued. Motion carried with 11 in favor; 8 opposed; 1 abstention. Roll call: In favor: Fred Friedman, Robert Cunningham, Dorothy Yancy, Larry Smith, Gwendolyn Turner, Alisa
Rodriguez, Molly Burke, John Cheney Egan, Lisa Cohen, Jenny Hansen, Anna Lee; **Opposed:** Rev. Sanja Stinson (alt for Nancy Radner), Susan Reyna, Jackie Edens, David Esposito, Art Bendixen, Perry Vietti, Corrine Donley, Ed Shurna; **Abstained:** Bobbi Ball

vi. Article 13-Appeals: Discussion ensued. Motion carried with 12 in favor; 8 opposed. Roll call: **In favor:** Fred Friedman, Robert Cunningham, Dorothy Yancy, Larry Smith, Gwendolyn Turner, Alisa Rodriguez, Molly Burke, John Cheney Egan, Lisa Cohen, Jenny Hansen, Anna Lee, Ed Shurna; **Opposed:** Rev. Sanja Stinson (alt for Nancy Radner), Susan Reyna, Jackie Edens, David Esposito, Art Bendixen, Perry Vietti, Bobbi Ball, Corrine Donley

vii. A recommendation was made to let the entire CoC Membership be made aware of the votes at the All CoC Meeting in December.

b. Finance Committee Report: Bobbi Ball discussed the dues and the need for follow-up. All Chicago contributions. Bobbi reviewed the financials. Bobbi discussed the process of asking committees to submit a budget to help shape the overall CoC Membership budget. The Finance Committee made a motion that dues go towards paying LEC stipends. Discussion ensued. The motion was tabled and the Board charged the Finance Committee with bringing additional information on stipends back to the Board.

c. Chicago Taskforce on Homeless Youth: Jeri Linas presented on the Youth Homeless Demonstration Project RFP recently released by HUD. The Taskforce motioned to develop the plan for the Youth Homelessness Demonstration Program Notice of Funding Availability (NOFA) and ratify their decision toward the lead agency. Discussion ensued. The motion passed unanimously.

Jenny Hansen motioned to extend the meeting by 15 minutes, John Cheney Egan seconded. Motioned carried with 18 in favor; 1 opposed; 1 abstention.

III. Updates:

a. All Chicago: Consuella Brown announced AC had received a grant that would allow the organization to focus on how it can better support the CoC and cultivate governance. CSH will be the consultant and will meet with community stakeholders.

b. DFSS: Adriana Camarda, presented the Point-in-Time methodology and minor changes to the 2017 PIT.

IV. SPC Motion: All CoC Meeting – Discussion ensued. Fred motioned to table, John Cheney Egan seconded; Motion passed with 9 in favor; 8 opposed; 2 abstentions.

V. Membership Committee motion: The Membership Committee motioned to accept Gary Kenzer as an At-Large Alternate. Gary presented his background and desire to serve on the Board. Robert Cunningham seconded. The motion passed unanimously.

VI. Richard acknowledged Art for his service to the CoC.

VII. Adjournment: Jackie motioned to adjourn; Dorothy seconded. The motion passed unanimously.
2017 Chicago Continuum of Care
Board of Directors Meeting Dates

(All meetings will be 9:30-11:30am at locations TBD)

February 15
April 19
June 21
August 16
October 18
December 20
1. Full Name of Person Submitting this Report
   Katie Durrah

2. Email:
   kdurah@heartlandalliance.org

3. For which committee are you submitting a report?
   Coordinated Access Steering Committee

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)
   The Assessment Tool workgroup will be meeting to finalize the script in order to administer the assessment.

   The Health & Hospital Systems workgroup is working identify ways that hospitals would identify someone who is homeless and connect them to the greater Coordinated Entry system.

   A Domestic Violence workgroup is forming to address specific DV issues.

6. Please list any major successes or significant milestones you would like to highlight? (maximum 1000 characters)
   Workgroups will each complete their own work plan and timeline and report on this to CASC at the monthly meetings to monitor their progress, etc.

7. Please list any major challenges or significant workplan setbacks that are important to bring to the attention to the Board. (maximum 1000 characters)
   Youth-specific Coordinated Entry is continuing to meet with key community partners to ensure unique challenges that affect the Youth community are addressed within the larger Coordinated Entry system.

8. Do you have any committee report items that need be on the agenda for the next Board meeting?
   Yes (please insert description of report item(s) here): Review of needed budget

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

10. Do you have any motions that need to be voted on by the Board at the next meeting?
    No

2. Thank You!

Chicago CoC Board of Directors Committee Report Submission

Dec 07, 2016 12:56:23 Success: Email Sent to: kdurah@heartlandalliance.org
1. Full Name of Person Submitting this Report
   David Esposito

2. Email:
   david.esposito@thresholds.org

3. For which committee are you submitting a report?
   Collaborative Applicant

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)
   Committee has full representation as outlined in the charter and have been progressing through work as planned and described below:
   1) RFP - In process
   2) MOU - 1yr Extension
   3) Evaluation - Collaborative Applicant
   4) Review of Applications submitted on behalf of the CoC by the Collaborative Applicant

6. Please list any major successes or significant milestones you would like to highlight? (maximum 1000 characters)
   1) Distribution of the CA-RFP - Applications are due December 12. Application review to proceed after the new year with final decision to be made by the end of the first quarter of 2017
   2) MOU - currently under review for revisions to the scope of services, budget, and performance matrix. MOU document to be completed by the end of the year with exhibits to follow early January
   3) Stakeholder Survey - to be finalized in December with distribution immediately following.

7. Please list any major challenges or significant workplan setbacks that are important to bring to the attention of the Board.
   (maximum 1000 characters)
   There are no major setbacks however, since this is a new committee with new members to the CoC our work has been slower than anticipated however has been moving forward efficiently and effectively.

8. Do you have any committee report items that need be on the agenda for the next Board meeting?
   No

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

9. Do you have any motions that need to be voted on by the Board at the next meeting?
   No

2. Thank You!

Chicago CoC Board of Directors Committee Report Submission
1. Full Name of Person Submitting this Report
   Lavon French

2. Email:
   lfrench@chc1.org

3. For which committee are you submitting a report?
   Data Quality Steering

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)
   During the last meeting, we reviewed the Data Quality Results regarding missing data and child only entries. Other topics discussed were utilization and timeliness issues. The timeliness standards originated with Coordinated Entry, particularly with ES and PH. We had several issues come up that resulted in higher rates of utilization than compliance requirement. All Chicago will reach out to other programs to be sure they know how to submit google forms to avoid being out of compliance for utilization. This will ensure that programs will be in compliance doing the Data Quality Assessment report.

6. Please list any major successes or significant milestones you would like to highlight? (maximum 1000 characters)
   At the present time, we did have a significant milestone in the timeliness percentage expected to be in compliance. We have experienced an increased from 50% to 75%.
   Also, in the Data Quality Results we had more participation, improved overall with the agencies that submitted in April, June and September 2016. Their data has increased.

7. Please list any major challenges or significant workplan setbacks that are important to bring to the attention to the Board. (maximum 1000 characters)
   At this present time, we did have several issues that have come up have and resulted in higher rates of utilization than compliance required in the Data Quality report. All Chicago will reach out to other programs to ensure they are submitting google forms in a timely manner to avoid being out of compliance for utilization.

8. Do you have any committee report items that need be on the agenda for the next Board meeting?
   No

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

9. Do you have any motions that need to be voted on by the Board at the next meeting?
   No

2. Thank You!
1. Full Name of Person Submitting this Report
   Chris O'Hara

2. Email:
   sharpaugustin2014@gmail.com

3. For which committee are you submitting a report?
   HMIS Data Quality Steering Committee

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)
   There has been a Pre-PIT Survey sent out to the shelters using HMIS. This was done in preparation for the actual PIT Count that will take place on Jan. 26th. There has also been the start of the rollout of getting programs to enter the quarterly data in a timely and accurate measure. The rollout has been recorded at 25% and 50%. There is some technical assistance that is being offered to the programs that have had issues. The end target is to eventually hit 95% accuracy and timeliness for programs using HMIS. We have a slate for the 2017 year and will meet at least every 3 months.

6. Please list any major successes or significant milestones you would like to highlight? (maximum 1000 characters)
   We have filled most of the slate with the exception of one agency part of the committee. We have had great leadership from our Co-Chair Melanie Stathis. She has been a great person to work with in this committee. We have had some sessions to inform the lower performers in HMIS to achieve their goals in a more timely matter.

7. Please list any major challenges or significant workplan setbacks that are important to bring to the attention of the Board. (maximum 1000 characters)
   Melanie Stathis is stepping down but staying on as an AT Large in the Committee. Lavon French is now the other co-chair going forward into 2017 alongside myself. We have had to move some meeting times due to conflicts but have always managed viable solution.

8. Do you have any committee report items that need be on the agenda for the next Board meeting?
   No

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

9. Do you have any motions that need to be voted on by the Board at the next meeting?
   No

Thank You!
Chicago CoC Board of Directors Committee Report Submission
1. Full Name of Person Submitting this Report
   Carrie Thomas

2. Email:
   carrie@cjc.net

3. For which committee are you submitting a report?
   Employment Task Group

4. Are you the chair or co-chair of the committee for which this report is being submitted?
   No (state your role within this committee): member

5. Please provide a brief general committee status update. (maximum 1000 characters)
   - Provide Updated Committee Slate
   - Secured new member from Chicago Cook Workforce Partnership that is a direct result of meetings with the Partnership on
     the Task Group's WIOA recommendations
   - Hosted DFSS Deputy Commissioner Joel Mitchell to hear about "A Day for Change" and he invited Task Group input in
     DFSS workforce planning
   - Task Group members provided workforce policy update to the Policy committee.

6. Please list any major successes or significant milestones you would like to highlight? (maximum 1000 characters)
   - Met with the Assessment tool work group and worked through a set of employment questions to add to coordinated access.
     These are almost final.
   - Recommended questions for PIT survey
   - Made significant progress on an "employment navigator" proposal that would focus on helping job seekers in housing
     program secure appropriate workforce services. This included: several task force members attended relevant workshops at
     the Heartland Alliance "A Nation that Works" conference to learn more about the Houston and Seattle Navigator models; Task
     force members had preliminary conversations with DFSS, the Partnership and IDHS about the model and secured their
     commitment to discuss further; and drafted a preliminary model that could be targeted to individuals in interim housing or
     rapid-rehousing programs.
   - Completed a preliminary "workforce 101" workshop curriculum that we want to deliver through the Learning Center in the
     first quarter of calendar 2017; date TBD

7. Please list any major challenges or significant workplan setbacks that are important to bring to the attention to the Board.
   (maximum 1000 characters)
   We did not yet complete a final asset map as planned, but the content is informing the navigator model discussions noted
   above.

8. Do you have any committee report items that need be on the agenda for the next Board meeting?
   No

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

9. Do you have any motions that need to be voted on by the Board at the next meeting?
   No
1. Full Name of Person Submitting this Report
   Kathy Booton Wilson

2. Email:
   kbwilson@deborahsplace.org

3. For which committee are you submitting a report?
   Evaluation Tool Subcommittee

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)
   The subcommittee has completed the Agency Component and the Project Component of the 2017 Evaluation Instrument. Both components have been approved by the Systems Performance and Evaluation Committee (SPEC). The Submission Policies have been reviewed and completed. A sub-group is working on the Instruction Manual, and a three sub-committee members will test the tool on Survey Gizmo.

6. Please list any major successes or significant milestones you would like to highlight? (maximum 1000 characters)
   The Agency Component and Project Component of the 2017 Evaluation Instrument have been completed.

7. Please list any major challenges or significant workplan setbacks that are important to bring to the attention to the Board. (maximum 1000 characters)
   The Additional Financial Review portion of the Agency Component solicited questions and discussion on the process used to identify agencies that might be experiencing serious financial difficulties. The group has outlined a clearer process, which will be fully explained in the Instruction Manual.

8. Do you have any committee report items that need be on the agenda for the next Board meeting?
   No

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

9. Do you have any motions that need to be voted on by the Board at the next meeting?
   No

2. Thank You!

Chicago CoC Board of Directors Committee Report Submission

Nov 29, 2016 08:58:06 Success: Email Sent to: kbwilson@deborahsplace.org
1. Full Name of Person Submitting this Report
   Audrey Thomas

2. Email:
   athomas@deborahsplace.org

3. For which committee are you submitting a report?

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)
   Our committee held a joint meeting with the Nominating Sub-Committee to review all nominations for open CoC Board seats for 2017. We affirmed the slate of new members and alternates. Both committees felt that the process was solid and that we made a recommendation for members that is in the best interest of the CoC and in adherence to the Charter and to the overall goal of having a board that represents the broad community of Chicagoans committed to ending homelessness.

6. Please list any major successes or significant milestones you would like to highlight? (maximum 1000 characters)

7. Please list any major challenges or significant workplan setbacks that are important to bring to the attention of the Board. (maximum 1000 characters)

8. Do you have any committee report items that need be on the agenda for the next Board meeting?
   No

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

9. Do you have any motions that need to be voted on by the Board at the next meeting?
   No

2. Thank You!

Chicago CoC Board of Directors Committee Report Submission

Dec 06, 2016 09:55:00 Success: Email Sent to: athomas@deborahsplace.org
1. Full Name of Person Submitting this Report
   Audrey Thomas

2. Email:
   athomas@deborahsplace.org

3. For which committee are you submitting a report?
   Nominating Sub-Committee

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)
   The Nominating Sub-Committee met on November 16th in a joint meeting with the Membership Committee. There was a review of the 11 nominations for open 2017 BoD and alternate seats. The nominees were vetted and the committees developed a recommended slate to be presented to Continuum of Care at the All Chicago CoC Meeting on December 15.

6. Please list any major successes or significant milestones you would like to highlight? (maximum 1000 characters)
   The Nominating Sub-Committee developed a form and process for vacant BoD seats that resulted in a more broad representation of the Chicago community going into 2017.

7. Please list any major challenges or significant workplan setbacks that are important to bring to the attention to the Board. (maximum 1000 characters)
   Nothing at this time.

8. Do you have any committee report items that need be on the agenda for the next Board meeting?
   No

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

9. Do you have any motions that need to be voted on by the Board at the next meeting?
   No

2. Thank You!

Chicago CoC Board of Directors Committee Report Submission

Nov 30, 2016 11:08:58 Success: Email Sent to: athomas@deborahsplace.org
1. Full Name of Person Submitting this Report
   Adriana Camarda

2. Email:
   adriana.camarda@cityofchicago.org

3. For which committee are you submitting a report?
   PIT Subcommittee

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)

6. Please list any major successes or significant milestones you would like to highlight? (maximum 1000 characters)
   The subcommittee has reviewed and updated the 2017 Homeless Count survey instrument. Feedback from the group was solicited based on HUD guidance and the survey used during the Voices of Youth Count. Questions were added and modified to reflect the feedback from providers and Persons with Lived Experience on the subcommittee. Registration to volunteer is open, the link is www.surveymonkey.com/r/2017ChicagoHomelessCount.

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. Do you have any committee report items that need be on the agenda for the next Board meeting?
   No

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

9. Do you have any motions that need to be voted on by the Board at the next meeting?
   No

2. Thank You!