



Chicago Continuum of Care Board of Directors Meeting
Virtual Meeting
December 16, 2020
9:30am – 11:30am
Agenda

Register to Attend: <https://register.gotowebinar.com/register/6088687886992476683>

- | | | |
|-------|--|----------|
| I. | Webinar Housekeeping Items – Nicole Bahena, All Chicago | 9:30 am |
| II. | Welcome, Introductions/Roll Call – Ben Applegate, Chair | 9:35 am |
| III. | <input checked="" type="checkbox"/>  Consent Agenda Items – Ben Applegate, Chair | 9:40 am |
| | a. December Meeting Agenda | |
| | b. October Board Meeting Minutes | |
| | c. Executive Committee Report | |
| | d. Board Affairs Committee Report | |
| | e. System Operations and Performance Committee Report | |
| | f. All Chicago Report | |
| IV. | <input checked="" type="checkbox"/>  CoC Implementation Structure Lines of Action for 2021 – Nicole Bahena and Beth Horwitz, All Chicago | 9:45 am |
| V. | <input checked="" type="checkbox"/>  2021 CoC Board of Directors and Executive Committee Slate – Nicole Bahena | 10:30 am |
| VI. | HMIS Vendor Change Update – Beth Horwitz | 10:45am |
| VII. | Public Comment Period – Ben Applegate | 11:00 am |
| VIII. | Year End Wrap Up – Carolyn Ross, All Chicago | 11:15 am |
| IX. | Adjournment – Ben Applegate | 11:30 am |

= Voting item

 = Document included in Board packet



BOARD COMMITTEE DESCRIPTION	<p>The Chicago Continuum of Care shall be governed by a Board of Directors (the Board), which will provide oversight and accountability for all Chicago CoC responsibilities.</p>
ATTENDEES	<p>Board Members: Amanda Pyron (The Network, At-Large); Amber Westbrooks (Youth Action Board); Bennett Applegate (At-Large, Chair); Christine Haley (Cook County Health, At Large); Christy Prah (Chicago Funders Together to End Homelessness); Colleen Mahoney (DOH); Dorothy Yancy (Lived Experience Commission), Fred Friedman (Lived Experience Commission); Ken Burnett (Service Providers Commission); Michael Banghart (Service Providers Commission); Pete Toepfer (Service Providers Commission); Rev. Sanja Stinson (Service Providers Commission); Richard Rowe (Lived Experience Commission); Sybil M. Madison (Mayor’s Office); Debbie Reznick (Polk Bros. Foundations); Steve Brown (UIC Health, At Large); Regina Freeman-Hodges (Jesse Brown VA, At Large); Carmelo Barbaro (Urban Labs, At Larger); Mary Howard (Chicago Housing Authority); Comm. Alison Arwady (Chicago Dept. of Public Health, At Large)</p> <p>Alternates: Robert Cunningham (Lived Experience Commission); Michele Gilbert (Lawyers’ Committee for Better Housing); Richard Ducatzenzeiler (Franciscan Outreach)</p> <p>All Chicago Staff: Nicole Bahena, Beth Horwitz, Karen Kowal, Carolyn Ross, Steve Gaydos, Keri Lower, Cindy Brown, Karisma Wilson</p> <p>Attendees: Brett Penner (CSH), Maura McCauley (DFSS), Tawanda Acosta (Christian Community Health Center), Sherri Allen-Reeves (Matthew House Chicago), Emily Metz (UChicago Urban Labs), Emily Krisciunas (Michael Reese Health Trust), Andrea Dakin (AIDS Foundation of Chicago), Arturo Bendixen, Britt Shawver (Housing Opportunities for Women), Christine Riley (Catholic Theological Union), Claire Corcoran,</p>
BRIEF SUMMARY OF DECISIONS MADE	<ul style="list-style-type: none"> • Robert Cunningham will fill Larry Smith’s seat on the Board. • Approved the recommendation for adoption of the Reallocation Policy.

Agenda Items

AGENDA ITEM	<p>Webinar Housekeeping Items and Welcome, Introductions/Roll Call</p>
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	<p>Nicole reviewed the webinar housekeeping items and Cindy conducted a roll call of CoC Board Members.</p>

AGENDA ITEM	Consent Agenda
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	<p>Consent Agenda Items – Ben Applegate, Chair</p> <ul style="list-style-type: none"> a. October Meeting Agenda b. August Board Meeting Minutes c. Executive Committee Report d. Board Affairs Committee Report e. System Operations and Performance Committee Report f. All Chicago Report <p>Richard made a motion: To amend the consent agenda to recognize that Larry Smith’s position will be filled by alternate, Robert Cunningham, it was seconded by Fred and Dorothy, the motion passed.</p> <p>The consent agenda was amended to recognize that Robert Cunningham will take Larry Smith’s seat on the Board.</p> <p>No one opposed the amended consent agenda, it was approved.</p>

AGENDA ITEM	Reallocation Policy Discussion
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	<p>Steve reviewed the Reallocation Policy highlights and discussion ensued.</p> <ul style="list-style-type: none"> • Debbie moved to end discussion and vote since the SPC was consulted and already provided feedback, seconded by Richard. • On behalf of the Committee a motion was made to approve the recommendation for adoption of the changes in the reallocation policy as it has been presented and included in the packet, there was no opposition, motion was approved.

AGENDA ITEM	Revised CoC Charter
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	<ul style="list-style-type: none"> • Fred reviewed the proposed changes in the revised CoC Charter. This was an informational presentation, and the vote will happen at the next All CoC Board Meeting. • The parliamentarian reviewed the revised charter after it was sent to the Board Affairs for approval. Steve reviewed the parliamentarian suggested changes. The amended revised charter was sent back to the Board Affairs yesterday for approval. He hopes to send to the Membership by Friday. • Fred and Joan discussed why Roberts Rule of Order request was rejected.

AGENDA ITEM	Racial Equity Group and Next Steps
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	<ul style="list-style-type: none"> • Carmelo gave an update on the Racial Equity Group and their next steps. Needs greater focus, attention and more action. He discussed the difficulties of the scope of initiative. Exploring hiring a consultant to support CoC to answer questions and guide future work. Discussion ensued. • Dr. Stinson requested to be added to the ad hoc committee. Nicole will connect with Dr. Stinson. • Dr. Arwady discussed Healthy Chicago 2025. More information can be found on the website below. https://www.chicago.gov/city/en/depts/cdph/provdrs/healthycommunities/svcs/healthy-chicago-2025.html . The general e-mail for individuals interested in being connected to the work is healthychicago@cityofchicago.org

AGENDA ITEM	CoC Implementation Structure Updates and Proposed Changes
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	<p>Nicole and Beth gave a brief presentation on the CoC Implementation Structure Updates and Changes.</p> <ul style="list-style-type: none"> • Beth discussed the HMIS line of work. There is group going through other vendors that will give a recommendation. She reported that All Chicago and the Board are working on the MOU, more information will be coming in the coming months. • Nicole reported on the Coordinated Entry Line. They are working on the MOU, possibly next meeting they will have update regarding CSH being lead agency on the coordinated entry line. • Nicole discussed the System Performance Data Research Line. They are working on accountability measures. Ranking Policy Committee is meeting in November, hopefully they will have something to propose at next Board meeting. • Nicole discussed Supporting Line Change. At the next Board meeting, Board members will be asked if they can continue to be on Board and standing up committees. • Nicole and Beth presented the proposed CoC Implementation Structure changes, that are still under constructions, will come to the Board in December.

AGENDA ITEM	Public Comment Period and Adjournment
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	Michele Gilbert of Lawyers' Committee for Better Housing introduced herself as a new alternant. There were no other public comments, and the meeting was adjourned.

DRAFT



BOARD COMMITTEE DESCRIPTION	The Executive Committee is responsible for: (1) Setting and timely dissemination of the agenda for CoC Board meetings, including regular updates on the work of Committees. (2) Setting and timely dissemination of the agenda for the all-CoC member meetings. (3) Providing Board leadership in ensuring clear and effective lines of communications between the Board and CoC members and stakeholders. (4) Providing Board leadership in ensuring that CoC planning and implementation is consistent with requirements articulated by HUD in 24 CFR Part 578 and other directives, with applicable federal, state, and local laws, and with the direction of strategic implementation plan. (5) Overseeing the activities of the CoC’s Implementation Structure (6) Reviewing appeals and grievances of CoC members.
CHAIR	Ben Applegate (At Large)
MEMBERSHIP	Ben Applegate (Chair, At Large), Carmelo Barbaro (SOPC Chair, At Large), Ken Burnette (SPC Member), Fred Friedman (BAC Chair, LEC), Com. Lisa Morrison Butler (ESG Recipient), Debbie Reznick (Funders Together) Richard Rowe (LEC, Finance Committee Chair) Staff Support: Nicole Bahena, Cindy Brown (All Chicago)
MEETING DATES SINCE LAST COC BOARD MEETING	November 20 and December 9, 2020

NON-VOTING ITEMS/UPDATES FOR COC BOARD

TOPIC	All CoC Meeting in December
SUMMARY	The Executive Committee agreed to have the meeting on December 18, from 12pm to 1pm. The Committee voted to hold voting through a simple poll on the call and not tie votes to membership for this upcoming meeting which as one voting item that is expected to be non-controversial – the 2021 CoC Board of Directors Slate.

**VOTING ITEMS FOR COC BOARD
 (to be discussed at the 12.16.20 meeting)**

TOPIC	2021 CoC Implementation Structure
SUMMARY	The Executive Committee agreed that the CoC Implementation Structure Lines of Action changes should be reviewed first by the Executive Committee of the Board, and then sent to the CoC Board for final approval.
VOTING ITEM FOR COC BOARD	After reviewing the proposed lines of action for 2021, they are bringing it to the Board for discussion and approval at the 12.16.20 meeting.



BOARD COMMITTEE DESCRIPTION	This committee is responsible for Board and Board Committee Nominations; Board Orientation; and Charter Amendments.
CHAIR	Fred Friedman (LEC)
MEMBERSHIP	Fred Friedman (LEC, CoC Board Member); Michael Banghart (SPC, CoC Board Member); Sherri Allen Reeves (SPC); Christy Prah (Private Funders, CoC Board Member); Sharon Cargile (LEC); Regina Freeman-Hodges (VA, CoC Board Member); Todd Fuller (IDHS, CoC Board Member), Chris O'hara (LEC) Staff Support: Nicole Bahena, Steve Gaydos
MEETING DATES SINCE LAST COC BOARD MEETING	November 18 and December 4, 2020

VOTING ITEMS FOR COC BOARD
(to be discussed at the 12.16.20 meeting)

TOPIC	2021 Board Slate
VOTING ITEM FOR COC BOARD	The Board Affairs Committee is proposing a slate for the CoC Board of Directors, Officers, and membership of the CoC Board Executive Committee.

NON-VOTING ITEMS FOR COC BOARD

TOPIC	2021 CoC Board Committees
SUMMARY	The Board Affairs Committee is running a recruitment campaign for CoC Members to join the CoC Board of Directors Committees and Subcommittees.

TOPIC	2021 Board Member Orientation Plan
SUMMARY	The Board Affairs Committee is creating an orientation plan for new CoC Board members and will roll this out for the CoC Board in early 2021.

TOPIC	2020 and 2021 Membership Dues
SUMMARY	All Chicago noted that the balance in the CoC membership account is more than sufficient to sustain the normal operations of the CoC for more than one year. The Committee agreed to collect membership fees from organizations, but not individuals, for 2021. All Chicago should follow-up with organizations that have not paid for 2020, but not for individuals. Sherri seconded. The motion passed.

TOPIC	2021 Workplan for Board Affairs Committee and the Membership Subcommittee
SUMMARY	Proposed workplans for the committees are proposed to be as outlined below.

Board Affairs Committee Deliverables	J	F	M	A	M	J	J	A	S	O	N	D
Review and recommend Board Committee applicants for positions	X											
Membership Subcommittee Created	X											
Board Orientation for 2021 Completed	X											
Board and Committee Nominations for 2022											X	
Board Orientation for 2022 Prepared											X	
Final Review and approval of Membership Subcommittee Workplan	X											
Create a survey of Board Members that covers pronouns and equity at minimum; review survey results and determine next steps.	X					X						

Membership Subcommittee Workplan for 2021	J	F	M	A	M	J	J	A	S	O	N	D
Review membership registration guidelines, benefits, expectations, and dues for 2021		X			X			X				
Determine what to do with members who didn't pay in 2020		X										
Create a membership outreach and recruitment plan		X			X							
Work with All Chicago staff to carry out membership outreach and recruitment.								X			X	
Ongoing Tasks, as necessary												
Granting hardship waivers of membership dues												



BOARD COMMITTEE DESCRIPTION	This committee is responsible for Lead Agency MOUs (Collaborative Applicant, HMIS, Coordinated Entry System); Annual Administrative Evaluation of Lead Agencies; and the System Data Dashboard.
CHAIR	Carmelo Barbaro
MEMBERSHIP	Adam Rogers (At-Large Member/CA Subcommittee), Amber Westbrooks (Youth Advisory Board, CoC Board Member); Andrea Dakin (SPC); Carmelo Barbaro (At large, Chair, CoC Board Member), Carolyn Ross (All Chicago), Gwendolyn Turner (LEC); Laura Bass (SPC); Margarita Gonzalez (SPC); Otha Gaston (LEC); Pete Toepfer (SPC); Sanja Stinson (SPC)
MEETING DATES SINCE LAST COC BOARD MEETING	November 20, 2020

NON-VOTING ITEMS & UPDATES FOR COC BOARD

TOPIC	Lead Agency MOUs
SUMMARY	The HMIS Evaluation Committee had initial meeting and is drafting the MOU. Aim to be finished in February. The CES Leadership Team has been reviewing the MOU and reporting template. The Committee extended the existing CES MOU through June 2021 to allow time for completing the updated MOU.

TOPIC	2021 SOPC Workplan
SUMMARY	The proposed workplan for SOPC in 2021 is outlined below.

Deliverables	J	F	M	A	M	J	J	A	S	O	N	D
Finalize HMIS Lead Agency MOU			X		X							
Finalize CES Lead Agency MOU	X		X									
Review CA Lead Agency Reporting Template			X						X			
Review CA Report Out/Summary from Collaborative Applicant Committee's Community-wide Survey									X			
Review HMIS Lead Agency Reporting Template					X						X	
Review HMIS Report Out/Summary from HMIS Evaluation Committee											X	
Review CES Lead Agency Reporting Template					X						X	
Review CES Report Out/Summary from the CE Leadership Team					X							
Review 2020 System Performance Data			X									
Review System Data Dashboard Data and Trends							X		X		X	
Review CoC Implementation Structure Dashboard Data Summaries	X		X		X		X		X		X	



NON-VOTING ITEMS & UPDATES

TOPIC	HUD 2020 NOFA Update
SUMMARY	<p>Based on the latest updates, HUD is pursuing a simplified, noncompetitive process for the FY20 Notice of Funding Availability (NOFA), but this requires congressional authorization. Both parties have put forward bills that would allow for a simplified process, but efforts to pass the legislation have not succeeded.</p> <p>It is unknown if a NOFA process will occur, but All Chicago has developed a contingency plan which includes the ability to quickly assemble a ranking policies committee and other workgroups as necessary.</p>

TOPIC	2021 Housing Inventory Count
SUMMARY	<p>All Chicago is currently preparing for the annual Housing Inventory Count (HIC) scheduled to occur on Tuesday, January 26, 2021. The HIC gathers important information to reflect Chicago's system of beds and units available for homeless individuals and families within the City of Chicago. The HIC counts all beds and units dedicated to homelessness in each program, regardless of the funding source.</p> <p>The Pre-HIC will open on December 23, 2020. Providers can confirm information about their projects at their convenience until the process closes. The Pre-HIC focuses on HUD type, funding, the number of beds, units, and dedicated beds, and several other data elements including HMIS participation.</p> <p>The HIC will open on January 26, 2021. Agencies will provide occupancy information on projects on the night of January 26.</p>

TOPIC	2021 Point-in-Time Count Methodology
SUMMARY	<p>All Chicago supports DFSS's efforts to conduct the Point-in-Time count. The next page of this report provides an overview of the methodology changes due to COVID-19.</p>

2021 Point-in-Time Count of People Experiencing Homelessness

Overview of Methodology Changes

December 2020

The Point-in-Time (PIT) Count is used to inform service and resource planning, seek funds to assist people experiencing homelessness, build public awareness of homelessness, and track trends over time. In response to the COVID-19 pandemic, the Chicago PIT Count methodology will be adapted this year understanding the limited capacity of the CoC community and the risks of COVID spread. The revised 2021 methodology was created by the PIT Subcommittee and informed by [updated guidance from HUD](#).

The 2021 PIT Count will be held on January 26, 2021, although the unsheltered count will be conducted over the course of several days up to January 29, 2021.

Changes to PIT Count Methodology for 2021

Sheltered Count

- Data will be collected through an online survey, rather than hard copies of the survey and tally.
- Training will be provided over webinar, rather than in-person.
- Shelter staff will follow COVID-safe practices when surveying participants, including maintaining social distancing, wearing masks, providing PPE, etc.

Unsheltered Count

- The unsheltered count will be conducted by only outreach staff, rather than both staff and volunteers.
- The count will cover only a sample of areas, rather than a full canvas of the city, following a sampling method to be developed by the UIC Vorhees Center.
- The count will use a survey-based method over the course of several days, rather than one night. Outreach staff will administer a shortened survey that will collect data only on where people slept on the night of January 26, 2021 and demographic information.
- Training will be provided over webinar, rather than in-person.
- Outreach staff will follow COVID-safe practices when surveying participants, including maintaining social distancing, wearing masks, providing PPE, etc.

Supplemental Youth Count

- Data on youth (under age 25) experiencing homelessness will be included in the above methodology for the unsheltered count. Chicago typically conducts a Supplemental Youth Count during the day to account for the fact that youth experiencing homelessness may be less likely to be identified in the overnight count than other populations.

Implications

As a result of changes in methodology, the 2021 PIT Count will collect limited data on people experiencing homelessness in unsheltered locations compared to previous years. Reporting will include only an estimate of how many people were experiencing homelessness on the night of the count, by demographics and potentially by location. The 2021 Count will collect and report on consistent data on people experiencing homelessness in sheltered locations compared to previous years, as in the [2020 PIT report](#).



Voting Item: CoC Implementation Structure Lines of Action for 2021

Motion: Vote to affirm the CoC Implementation Structure Lines of Action for 2021 as approved by the CoC Board Executive Committee.

The CoC Executive Committee voted to approve the proposed 2021 Lines of Action at their meeting on December 9, 2020.

Background Information

In 2019, the Continuum of Care adopted the Implementation Structure (IS), formerly known as the Action Agenda, to enact the strategic vision of the CoC. The IS fosters collaboration and communication while allowing the community to engage in targeted decision-making. It spurs action, innovation, and implementation, making the continuum more responsive than a long-term strategic plan. The IS supports regular review of data to track progress toward preventing and ending homelessness and responding to the community's immediate needs.

Throughout 2021, All Chicago and the CoC IS project managers obtained feedback from the community in several ways, and used that feedback to make recommendations and adjustments for the 2021 CoC IS.

A Line of Action (LOA) is organized to advance the CoC's strategic direction and priority areas. LOAs centralize and coordinate collective work to solve complex problems. They are focused on issues that require coordinated stakeholder involvement, address complex problems, and require a significant amount of system change. LOAs may also be established in response to large amounts of new resources or focused attention which requires a coordinated response. Broad community input and leadership is essential to the success of LOAs.

The 2021 Proposed Lines of Action up for vote are:

- System analysis and resource development
- Homeless response system front door services
- Expedited Housing Initiative
- Racial equity
- Connecting to Other Sectors: Employment and Income

A [Community Guide to the Proposed 2021 CoC IS](#) provides detailed information about the Lines of Action and operations of the CoC IS as proposed for 2021.



Voting Item: Vote to affirm the 2021 CoC Board of Directors Slate

Motion: Vote to affirm the 2021 CoC Board of Directors Slate as proposed by the Board Affairs Committee (see next page).

Background Information

The Board of Directors' Board Affairs Committee is proposing a slate for the 2021 CoC Board of Directors, Officers and Executive Committee. The slate for the Board will be affirmed by CoC Membership at the December 18, 2020 All CoC Membership Meeting.

The [Chicago CoC Charter](#) states that "The Chicago Continuum of Care shall be governed by a Board of Directors, which will provide oversight and accountability for all Chicago CoC responsibilities."

The Charter also states, "...the Board will act on behalf of the Chicago CoC to fulfill the regulatory duties of a continuum of care as set forth in 24 CFR § 578, or as otherwise articulated by HUD. The Board will be responsible for approval and implementation of all CoC policies and procedures and the strategic implementation plan." You can read more about the Board's duties, composition requirements and more in the [Charter](#) on pages 10 and 11.

Supporting Documentation

The CoC Board of Directors, Officers and Executive Committee members proposed slate for 2021 is provided on the next page.

Representation	Name	Organization	Term End	Executive Committee Member	Officer Role
At Large	Amanda Pyron	The Network	12/31/2022		
Youth Advisory Board	Amber Westbrooks	Youth Action Board	12/31/2022		
Business Leader	Bennett Applegate	Applegate, Thorne & Thomsen	12/31/2021		
At Large	Carmelo Barbaro	Urban Labs	12/31/2022	X	
Collaborate Applicate (Non-Voting)	Carolyn Ross	All Chicago Making Homelessness History	12/31/2023		
At Large	Christine Haley	Cook County Health	12/31/2021		
Private Funders	Christy Prah	Crown Family Philanthropies	12/31/2021		
Private Funders	Debbie Reznick	Polk Bros. Foundation	12/31/2022	X	Secretary
Lived Experience	Dorothy Yancy	Lived Experience Commission	12/31/2022		
Lived Experience	Fred Friedman	Lived Experience Commission	12/31/2022	X	
Service Provider	Ken Burnett	Christian Community Health Center	12/31/2021	X	Vice Chair
ESG	Lisa Morrison Butler	Chicago Dept. of Family & Support Services	12/31/2021	X	
At Large	Marisa Novara	Chicago Dept. of Housing	12/31/2021		
At Large	Mary Howard	Chicago Housing Authority	12/31/2023		
At Large	Megan Cunningham	Chicago Dept. of Public Health	12/31/2023		
Service Provider	Michael Banghart	Renaissance Social Services	12/31/2023	X	Treasurer
Service Provider	Pete Toepfer	Center for Housing and Health	12/31/2021		
At Large	Regina Freeman-Hodges	Jesse Brown VA	12/31/2022		
Lived Experience	Richard Rowe	Lived Experience Commission	12/31/2023	X	Chair
Lived Experience	Robert Cunningham	Lived Experience Commission	12/31/2021		
Faith-Based	Saeed Richardson	Samuel DeWitt Proctor Conference, Inc.	12/31/2023	X	
Service Provider	Sanja Stinson	Matthew House	12/31/2023		
At Large	Steve Brown	UIC Health	12/31/2023		
Mayor's Rep	Sybil Madison	Deputy Mayor of Education & Human Services, Mayor's Office	12/31/2022		
At Large	Todd Fuller	Illinois Dept. of Human Services	12/31/2023		