

**WCICCC Steering Committee Meeting and Conference Call
September 9, 2008, 10:30 a.m.**

Conference Call Number: 309/298-3682

Meeting Location:

YWCA of Quincy, 1400 North 30th Street, Suite 6, Quincy, IL 62301, phone (217) 221-9922.

Attendance:

Suzan Nash, Western Illinois Regional Council (WIRC), Macomb (by phone)

Royal White, WIRC, Macomb (by phone)

Anne Lobdell, WIRC, Macomb (by phone)

Barb Chapin, Transitions of Western Illinois, Quincy

Melissa Holden, YWCA of Quincy

Tammi Lonergan, MCS Community Services, Jacksonville

Lori Sutton, Illinois Institute for Rural Affairs/WIU, Macomb

Minutes

1. Welcome (Lori Sutton)

2. Housing Provider Update/Personnel Changes
 - a. WIRC: One unit in Monmouth is open. WIRC does have a lead on a new client. Suzan needs to meet with other staff members to see if they can clear some of the obstacles preventing this person from entering the program.
 - b. MCS: Two units in Jacksonville are open.
 - c. YWCA: There is a new person in place in the permanent housing program. Over the weekend, one of the clients with severe mental illness (SMI) left the program. Unfortunately, SMI makes a challenging client due to the poor decisions being made. This person was only with the program for two weeks. Melissa noted some individuals have a hard time transitioning from homelessness to stability with housing. There has been a few people leave the program this year, which will make her numbers appear low on the APR. Melissa is good at documenting the issues in her APR and stated that Darrell, HUD in Chicago, expects a substantial narrative to explain issues involving the program in the APR.
 - d. Transitions: Building 2 new group homes for adults with developmentally disabled. The homes should be finished early next summer.

3. Calendar for Upcoming Year:
 - Oct. 9, 10:30 a.m. Full Continuum Meeting at WIRC, Macomb
 - Nov. 13, 10:30 a.m. Steering Committee Conference Call
 - Jan. 15, 10:30 a.m. Steering Committee Conference Call
 - Jan. 28, Point-in-Time Counts and Unsheltered Counts
 - Feb. 12, 10:30 a.m. Steering Committee Conference Call
 - March 12, 10:30 a.m. Full Continuum Meeting at MSC, Jacksonville
 - April 9, 10:30 a.m. Steering Committee Conference Call

- May 14, 10:30 a.m. Steering Committee Conference Call
- TBA Full Continuum Meeting in the summer, Quincy
- TBA 1-2 Steering Committee Meetings/Conference Calls in the summer

Adding more face-to-face meeting should satisfy HUD's requirement for more involvement by the continuum members. Serious funding cuts have result in agencies to limit traveling, unless necessary. Due to this issue, all face-to-face meetings will have a conference call number for individuals who cannot participate in person. Suzan and Barb indicated both of their agencies are limiting travel. Barb reported that it was hard to hear at the Jacksonville meeting two weeks ago, when she participated by phone. Tammi said that Dan is looking at getting some of the phone jacks fixed, which may help the difficulties previously experienced. Suzan reported that the quality of today's phone call at the YWCA was great. At WIRC, Suzan's phone is the only phone at her agency with speaker capabilities. Suzan's phone line will run to the conference room.

HMIS User Training schedule for after today's meeting has been postponed until Oct. 9 after the Full Continuum Meeting in Macomb. It was decided that it would be too difficult for Royal to follow along over the telephone. Since Tammi is at the YWCA today, Melissa will show Tammi some of the stuff they do with the HMIS. Melissa will go over the info again with Royal. Lori plans on sitting in on the meeting with Melissa and Royal.

The Oct. 10 meeting in Jacksonville, with Deb Little WCICCC's HMIS system provider (ROSIE), needs to be postponed. DHS has not released the new report, which is info needed for Deb to incorporate into our system. The DHS report is due Oct. 20, which would make it impossible for Deb to implement into the HMIS for the first report. Melissa will contact Mary Sue at DHS to get more info on when the new report will be released. Then, Melissa will send out three possible dates for us to consider for a meeting with Deb Little.

4. Training/Conference Opportunities

- Sept. 11, 9 a.m.-4 p.m., Social Entrepreneurship Training, Springfield
- Sept. 18-19, HUD Tenth Annual Peer to Peer Homeless Provider Conference, Oak Brook
- Sept. 21-23, HUD 2008 HMIS Training, Atlanta GA (registration closed, waiting list available) -- <http://www.hmistraining.info/hmistraining/register.nsf>

5. Issues to be addressed in upcoming year:

- a. Increasing HMIS coverage. At some of the HUD trainings, HUD has indicated, that in the future, continuums could lose funding if HMIS participation is not at 65% or better. Participation by non-HUD funded agencies has been a problem for WCICCC. Based on Lori's preliminary housing inventory chart, this is the participation rates:

i. Individuals in emergency shelter beds	0%
ii. Family beds in emergency shelters	0%
iii. Individuals in transitional housing beds	4%
iv. Family beds in transitional housing	68%
v. Family beds in permanent supportive housing (just McKinney-Vento funded units)	100%

WCICCC has been told by Deb Little that Salvation Army in Macomb and Jacksonville will join our system because their regional office is moving all their locations to ROSIE. Glenda Farkas, is a board member for Madonna House, she has indicated Madonna House may possibly rejoin the system. If this happens WCICCC's participation rates will increase in the following areas:

- i. Individuals in emergency shelter beds 22%
- ii. Family beds in emergency shelters 50%
- iii. Family beds in transitional housing 86%

Please note, these are only preliminary estimates since Lori needs to talk to Samaritan Well and Salvation Army on how their beds have or will changed. Once the numbers are finalized, Lori will try to come up with a priority list of organizations to contact that will improve our HMIS participation. Domestic violence shelters do not need to be on the system.

Glenda, Melissa, and Lori have made a commitment to meet with non-HUD funded shelters to see if they can join the system. New Start Mission in Quincy may be a possibility to get on the system, however, they have limited financial resources.

The annual buy in is \$375 to the HMIS. Melissa didn't know why there was different levels people paid for the HMIS. Lori explained why the CAA pay more than the \$375. CAAs pay \$700+ with their CSBG grant, this helps to pay the costs to bring the HMIS to the region and to offset the amount of funds that pays for Lori services and the HMIS. When the original PH grant application was submitted with HMIS services, the CAA's agreed to pay \$1,000 per year for the match portion of the grant for HMIS. At the time the grant was submitted, only WIRC and YWCA had HUD-funded agencies. The same year the PH grant was submitted, MCS submitted a grant for TH, and it included some HMIS funds. Besides the \$700+ that MCS pays for the PH/HMIS leveraging, it also submits \$1,000 to IIRA for HMIS services. Lori indicated that ROSIE's annual fees are based on concurrent users, and she can't speculate how that works. As WCICCC tries to increase participation, it should contact Deb Little to see how bringing additional agencies on the system will increase costs.

Barb suggested that in special circumstances, such as New Start Mission, WCICCC should try to cut them some financial breaks to join HMIS. It was indicated that MCS doesn't use all their funds each year. That could open up possibilities on expanding the HMIS, if Dan was open to the idea. Some creative practices would need to take place. Tammi thought it was around \$20,000 year that they don't use, but Dan may want to add an additional unit with the funds in the future. Melissa indicated the HUD usually wants organizations to use all the funds. MCS has been turning back funds each of the three years it has been operating it's program. Lori mentioned that it might be beneficial to use HUD's reallocation process to make one dedicated HMIS grant, by merging the YWCA's HMIS funds with MCS's HMIS funds. If an expansion of the HMIS is possible,

Lori noted it would be nice for each of the regions to have technical assistance straight from ROSIE when problems arise.

- b. Discharge planning. Several years ago, Lori contacted the various shelters to see if they had problems with the following system discharging clients into homelessness and into their shelter – foster care, health care, mental health, and corrections. The shelters did not indicate that this was a problem. So Lori would report on the grant that final protocols were in place. However, in order to use “Final Protocols Implements” the final document must be submitted to HUD. Due to having to submit a document, WCICCC is at the “Initial Discussions” phase. WCICCC need to work towards getting final protocols.
- c. Point-in-time (PIT) unsheltered counts. PIT counts need to be done every other year. Glenda performed the last one for the continuum. HUD has documents on their website that could assist us in implementing the January 2009 count.
- d. Site visits. This is an area we get points for in our grant. MCS and WIRC indicated that neither agency has received a visit from HUD. Glenda, when she was at the YWCA, did go through one with HUD. Glenda is willing to perform the visits and review procedures and documents. Lori would tag along and review HMIS compliance issues.

6. HUD CoC Grant Application

- a. Exhibit 2: YWCA (2 renewals and 1 new proposals), MCS, and WIRC. Deadline to submit Exhibit 2 is September 17 by noon. Lori will need to rank projects after they are submitted. Rankings will be like last year, with the new project coming in as number five. The group indicated the proposals were close to being ready to submit.
- b. Exhibit 1
 - i. The deadline for the grant has been extended, it will be published in the Federal Register, but will be no earlier than Oct. 9. This is due to technical difficulties with the program and applicants affected by the hurricanes and related power outages.
 - ii. Lori is very comfortable at where she is at with the application. She is down to the questions sent out with the agenda, contacting specific people for information, completing the unsheltered section, and comparing the housing inventory chart this year with last years. A lengthy discussion took place about the questions Lori had.
 - iii. APR Comparisons by Organization for 2007 and 2008. Melissa noted that the years were off on the printout that Lori sent. Lori indicated that the years were based on the HUD grant submitted, so she will check the actual APRs to list the correct years. Lori noted that the percentages in the mainstream programs and employment information table were off, except for the CoC numbers. Lori encouraged the programs to look over the numbers to make sure they were correct. Lori may have had some DRAFT APRs that she used to create the information.