

WCICCC Steering Committee Conference Call
August 22, 2009, 10:30 a.m.

Attendees: Cynthia Grawe, Madonna House; Suzan Nash, Western Illinois Regional Council (WIRC); Glenda Farkas, West Central Illinois Center for Independent Living (WCICIL); Barb Chapin-Baker, Transitions of Western Illinois; Tammi Lonergan, MCS Community Services; Melissa Holden and Audrey Hackamack, YWCA of Quincy; and Lori Sutton, Western Illinois University.

1. Welcome (Glenda)
2. Housing Provider Update/Personnel Changes (all providers)
 - a. WIRC: Three out of their four units are filled with clients. They have a client lined up for the vacant Warren County unit. They just recently went through a difficult eviction in McDonough County. Suzan was able to work with the two Housing Authority directors in order for her to keep the units for her homeless project. The Housing Authority directors will complete the paperwork that HUD needs to keep the program at the Housing Authorities.
 - b. MCS: The Meredosa unit is empty and they plan on giving that unit back to the Housing Authority and look for a unit in Jacksonville. MCS recently hired a new case manager.
 - c. YWCA: The YWCA has hired two new case managers, one for the homeless programs and one to work on the HPRP activities. They has one opening in their permanent housing program but expected it to be filled the following day.
 - d. Transitions: The new group home is filled. The group home has six bedrooms.
 - e. Madonna House: They are at full capacity.
3. HPRP Update (TRRC/YWCA, MCS, and/or WIRC)
 - a. Two Rivers and YWCA: The two organizations are working on creating procedures manual. DCEO has not released money to TRRC, they are expecting funds next week. The Two Rivers staff has gotten onto the HMIS.
 - b. WIRC: They have gotten their grant agreement packet, they haven't placed anyone yet.
 - c. MCS: They are in the same situation as WIRC.
 - d. Melissa mentions that there was an online Q&A area for the HPRP. It is available at: <http://www.hudhre.info/index.cfm?do=viewFaqByTopic&topicid=102#byTpc>
 - e. It was suggested that the HPRP provider get together for a conference call to discuss issues. A call has been set up for Nov. 5 at 10:30. The conference call-in number is: 309-298-3682
4. HUD CoC Application Update (Lori, YWCA, MCS, and/or WIRC)
 - a. **(Updated information, released after meeting)**, HUD CoC grant is due **Nov. 25** (was Nov. 9). Exhibit 2 data needs to be submitted to the CoC by **Nov. 10**. Lori plans on submitting all the grant documents by **Nov. 18**. This year's grant will be for four renewals.
 - b. Melissa indicated the screen version of the Submission Summary doesn't always match up with the PDF version of the Submission Summary. You should do a screen shot of the Submission Summary and paste into a Word document to show as proof that the information has been submitted completely and the date submitted.
 - c. Lori will have some questions that she will send out that she needs assistance with for Ex. 1.
5. HMIS / AHAR Update (Lori)
 - a. Computer Purchase Policy: MCS's HUD grant has some extra money that will allow new agencies, joining the HMIS, to purchase computers to be used for HMIS purposes. A policy must be developed beforehand. After the HUD-CoC grant is submitted, Lori will work on developing this policy. There was discussion about extending this policy to existing HMIS users. Lori will discuss this option with Dan, MCS's executive director. Madonna House, the YWCA of Quincy, and possibility WIRC may be interested in getting a computer. The computer purchase option would only be allowed as long as MCS has the extra funds in their grant.
 - b. **October 23, 2009:** Please have client files up-to-date in HMIS from October 1, 2008-September 29, 2009. This will allow Lori to have the ROSIE staff start looking at our AHAR data and Lori can access the information she needs to complete Exhibit 1 of the HUD CoC grant application.
 - c. Sept. 2010 HUD will have a HMIS conference in Denver or Atlanta.

6. Peer-to-Peer Recap (Lori, Melissa, and/or Tammi)
 - a. HUD is going through some changes from Oct.1 thru Dec. 31. Their homeless reps will be working on entitlement community and vice versa. Cynthia Carruth will be the overall CoC rep and in charge of quarterly conference calls.
 - b. Hearth Act may change how we are structured in the future. This act will affect us for the 2011 competition. Chicago HUD may be passing off the responsibilities they do to the local group. HUD is interpreting the act, so it's too early to know the exact changes. The Act covers the Emergency Solutions Grant Program, CoC programs, and a Rural Housing Stability Program.
 - c. Policy manuals for each HUD CoC-funded agency. Melissa will send her manual to the other to review and adapt as necessary for their agencies. This manual is requested when a remote monitoring is done by the Chicago HUD office.
 - d. Online SHP Desk Guide: HUD recommends that you consult this guide since changes are made regularly to the Desk Guide. At the Peer-to-Peer they highlighted the changes in the Desk Guide made over the past year.
7. Meeting Schedule:
 - a. Nov. 12 – full continuum
 - b. Dec. no meeting
 - c. Jan. 14 – steering committee
 - d. Feb. 11 – full continuum
 - e. March 11 – steering committee
8. New Business
 - a. Lori is looking to hire a Social Work Intern to work on CoC projects in January. The following ideas were discussed as projects for the intern: CoC Policy Manual(s), CoC/HPRP Manual(s), and/or Brochure.
9. Calendar for Upcoming Year
 - Oct. 23, 8 a.m.-1:30 p.m., 5th Annual Area 3 Homeless Symposium, Innovations: Meeting the Needs of Families in Transitions, Macomb, IL.
 - Nov. 13, 2-3 p.m., the National Alliance to End Homelessness Center for Capacity Building will host a webinar on HPRP in Rural Areas. As the date gets closer, please see the <http://www.endhomelessness.org/> for more details.