

WCICCC Full Continuum Meeting & Conference Call
Meeting Location: Salvation Army Emergency Shelter, 501 Broadway, Quincy, IL
May 16, 2013, 10:30 a.m.

At Meeting:

Amanda Davis, Illinois Institute for Rural Affairs (WIU)
Carol Cornwell, Chaddock (Quincy)
Cynthia Stiffler, Samaritan Well, Inc. (Macomb)
Eileen Worthington, ROE #26
Glenda Hackemack, West Central Illinois Center for Independent Living (Quincy)
Heidi Welty, Salvation Army (Quincy)
Howard Kirchner, Two Rivers Regional Council (Quincy)
Jim Kaiser, ROE #1 (Adams/Pike)
Joanne Dedert, Madonna House (Quincy)
Kristy Miller, Well House (Quincy)
Lori Sutton, Illinois Institute for Rural Affairs (WIU)
Mary Muehlenfeld, YWCA of Quincy
Megan Dusterhaus, QUANADA (Quincy)
Tammi Lonergan, MCS Community Services (Jacksonville)

Via Conference Call:

Barb Baker Chapin, Transitions of Western Illinois
Cynthia Grawe, Madonna House (Quincy)
Krista Kunz, ROE #46 (Brown/Cass/Morgan/Scott)
Melanie Bonie, Crisis Center Foundation (Jacksonville)
Suzan Nash, Western Illinois Regional Council (Macomb)

Minutes

1. Provider Update and/or Personnel Changes (all providers)
 - a. Transitions: No changes, full
 - b. Samaritan Well, Inc: Assessing and correcting flood damage.
 - c. ROE #26: DHS training on 5/15 went well. Eileen is bringing a grant to Springfield 5/17 for 3 years of funding.
 - d. Salvation Army: No changes. Open house May 30.
 - e. ROE #1: No changes.
 - f. Madonna House: 2 open beds. New support staff.
 - g. ROE #46: No changes.
 - h. YWCA of Quincy: No changes. 1 opening in PSH
 - i. QUANADA: No changes. Confirmed that cost of caregivers in shelter is covered by DORS.
 - j. Crisis Center Foundation: No changes. ESG funds went to 5 families.
 - k. Western Illinois Regional Council: Full. Flooding cause the evacuation of one unit. DHS Homeless Prevention funds were used to house the displaced client in a motel for 12 days.
 - l. MCS Community Services: No changes. TH renewed.
 - m. Two Rivers Regional Council: No changes. LIHEAP funds are available until 5/31.
 - n. Well House: Well House is a Christ-centered home in Quincy and serves women navigating a transition period, including transitioning out of incarceration. Four beds are open now. One client recently graduated from John Wood College's welding program, and others are full- or -part-time employed. There is no limit to the length of time a client can stay. Transportation is an ongoing challenge.
2. CoC Grant
 - a. MCS TH grant funded. Waiting to hear about Planning Grant.
 - b. 2013 grant may be released earlier than last year, possibly as early as July
 - c. Conditional award recipients (YWCA, WIRC & MCS): Post award activities changing to an electronic process thru esnaps – see email from Darrell Bugajsky, 5/10/13.

3. ESG

a. 2013 ESG Application

- i. The following organizations have been recommended for 2013 ESG funding. To ensure funds were distributed geographically within the eleven county service area the top ranking project in each community were ranked first:

Organization	City	Points	Percentage of Points	Total
		(Total Avail 150)		Recom. Funding
Salvation Army	Quincy	114	76%	\$34,936
Crisis Center Foundation	Jacksonville	109	73%	\$27,122
Samaritan Well	Macomb	102	68%	\$30,333
Madonna House	Quincy	107	71%	\$30,567
MCS Community Services	Jacksonville	106	71%	\$27,037
Quanada	Quincy	105	70%	\$26,323
Two Rivers Regional Council	Quincy	81	54%	\$27,037
TOTAL				\$203,355

Organizations submitted their portion of the application on or before April 30, 2013.

- b. See handout for performance measures ESG recipients used for their grant applications (Handout A). The performance measures are also included in the *WCICCC's Emergency Solutions Grant (ESG) Guidebook*.
- c. Guidebook and other ESG forms will be put on WCICCC's website in the near future - wciccc.com

4. HEARTH Implementation—WCICCC's target completion date: January 2014 (HUD deadline: August 20, 2014)

- a. Illinois Continuum of Care Training and Technical Assistance Initiative, May 9 & 10, Springfield
 - i. Training attended by: Mary Muehlenfeld, Glenda Hackemack, Tammi Lonergan, Howard Kirchner, Mindy Boyd, Lori Sutton, and Amanda Davis.
 - ii. SHPA and CSH hosted training for CoC to start to align with the newly implemented Homelessness Emergency and Rapid Transition to Housing (HEARTH) Act regulations and related Interim Rules.
 - iii. WCICCC identified team, which included above individuals and Suzan Nash, Heidi Welty, and Vanessa Tyus.
 - iv. SHPA and CSH will be providing technical assistance to CoC's. They will contact lead (Mary Muehlenfeld) to see what technical assistance is need for our CoC in the following areas: CoC Governance, Coordinated Access, Performance, and Local Capacity Building. Mary plans to ask for assistance on the coordinated access.
- b. Entities receiving ESG and CoC funds (Handout B):
 - i. Cannot split families up, they must keep families together!
 - 1. ESG operations funds can be used to fund hotel/motel vouchers.
 - ii. Homeless participation is required on all HUD/ESG boards and should be documented.
- c. WCICCC Board (Handout C)
 - i. Possible candidates to ask:
 - 1. Dr. Tracy, WIU Social Work Department (could also fill the role of formerly homeless);
 - 2. Dr. Tracy's wife;
 - 3. Jerry Gillie, PHA;
 - 4. Elaine Davis, City Planning Commission/TRRC;
 - 5. Brad PHA;
 - 6. Well's Center representative;
 - 7. Melita Finney, Hancock Co. Health Department;
 - 8. Krista Kunz, ROE;
 - 9. Vanessa Habitat for Humanity and formerly homeless;
 - 10. Mike Kelleberew, formerly homeless with DCEO and Chicagoland Chamber of Commerce representative; and
 - 11. Chamber of Commerce member
 - ii. New Committees Formed (Handout C)

1. Board Committee: Glenda Hackemack (Chair), Howard Kirchner, Suzan Nash, Tammi Lonergan, Eileen Worthington (will contact Dr. and Mrs. Tracy). Mission: Establish board representative of the relevant organizations and projects serving homeless and include at least one homeless or formerly homeless individual.
 2. Governance Charter Committee: Mary Muehlenfeld (Chair), Joann Dedert, Megan Dusterhaus. Mission: Create Governance Charter, which will include all procedures and policies needed to comply with HEARTH final interim rules (HMIS, code of conduct, recusal process for the board, chairs, and any person acting on behalf of the board).
 3. HMIS Administration Committee: Lori Sutton (Co-Chair), Julie Entrup (Co-Chair), Amanda Davis. Mission 1: Create a centralized or coordinated assessment system, including how system addresses DV victims seeking shelter or services from nonvictim service provider. Mission 2: Develop data quality plan for HMIS. Review current HMIS privacy and HMIS security plan to make sure HUD compliant.
 4. Council of Service Providers for Homeless (idea from Champaign CoC): no action on this proposed group.
 5. Monitoring Committee: no formal committee at this time. Glenda indicated that Jane Lear may be interested being involved. Lori will look at creating some type of monitoring that can be done if the Planning Grant is not funded.
- iii. Current WCICCC Committees
1. HMIS Committee: all organizations on HMIS
 2. PIT Committee: all ES, TH, & HUD PSH providers that provide information for PIT/HIC in January.
 3. Evaluation Committee: brought together when projects need to be evaluated and prioritized for state or federal grant applications, includes Lori Sutton with 2 steering committee members not receiving grant funds proposals being evaluated.
 4. Homeless Prevention Work Group: used to be the CAAs that completed the Illinois DHS Homeless Prevention grant application; now includes ESG recipients
5. HMIS
- a. April 30 was last day for ROSIE service. Deb Little with Municipal Information Systems (Rosie's creator) will be creating a file using HUD's CSV (comma separated file format). We will be getting an estimate for the export file.
 - b. ServicePoint Implementation

Organizations on ServicePoint

Organization	User Name(s)	Setup Doc	User Agrmnt	Partner Agrmnt	Date to Back-Enter Data	Data 1/1/12 – 4/30/13 (Individual + Families)
Western Illinois Regional Council	Terry Amenell	Yes	Yes	Yes	HUD 4/1/2012 EFS 10/1/2012 DHS 7/1/2013	In Program: 3 + 5 Exited Program: 8 + 1
Madonna House	Cindy Grawe Megan Flamm	Yes	Yes Yes	Yes	ESG 8/1/2012	In Program: 1 + 5 Exited Program: 4 + 7
MCS Community Services	Tammi Lonergan	Yes	Yes	Yes	HUD 3/1/2012 ESG 8/1/2012 EFS 10/1/2012 DHS 7/1/2013	No Data
YWCA	Myndi Boyd Lori Merrell Lynette Conkright	Yes	Yes Yes Yes	Yes	HUD PSH 8/1/2012 HUD TH 4/1/2012	In Program: 1 + 22 Exited Program: 0 + 0
Salvation Army, Quincy	Heidi Welty User 2 User 3 (family svcs)	Yes	No No No	No	ESG 8/1/2012	In Program: 2 + 0 Exited Program: 22 + 0
Illinois Institute for Rural Affairs	Lori Sutton	Yes	No	No	NA	NA

Organizations Needing to Go On ServicePoint

Organization	User Name(s) / Contact Name	Setup Doc	Notes
Two Rivers Regional Council	Sandy Trusewych Becky Pruden User 3	No	Quincy: Required to start entering IDHS Homeless Prevention (July 2013) and ESG information (October 2013)
Samaritan Well	Cynthia Stiffler, Executive Director	No	Macomb: Required to start entering ESG information (October 2013) Operates Men's TH and Women's TH Programs

Organizations Being Offered Free ServicePoint Access in Future

Organization	Contact Name	Notes
New Start Rescue Mission	Bill Hahn, Executive Director	Quincy: ES Single Men
New Direction Warming/Cooling Center	Vanessa Tyus, Executive Director	Jacksonville: ES Single Men & Women
The Well House		Quincy: Single Female TH Program
Chrysalis Shepherding Home	Chelsie Bliss, House Manager Sherry Bliss, Executive Director	Burnside: Single Females and Females with Children TH Program Tri-State Family Services, Parent Organization
Starting Point	Jack Toal, Executive Director	Monmouth: ES & TH Single Men Programs and Women's TH Program

6. Meeting Schedule

- a. June 13, 2013, 10:30 a.m. Conference Call (call in number: 309-298-3680)
- b. July 11, 2013, 10:30 a.m. Conference Call (call in number: 309-298-3680)
- c. August 22 or 29, 2013, 10:30 a.m., ROE Homeless Liaisons / Homeless Shelter Providers Meeting, Hosted by Eileen Worthington, Regional Office of Education, 130 S. Lafayette Street -- Suite 200, Macomb, IL (call in number: 309-298-3680)
- d. September 12, 2013, 10:30 a.m. Conference Call (call in number: 309-298-3680)
- e. HUD's Peer to Peer, September 17 & 18, location TBA.
- f. October 10, 2013, 10:30 a.m. Conference Call (call in number: 309-298-3680)
- g. November 10, 2013, 10:30 a.m. Full Continuum Meeting/Conference Call (call in number: 309-298-3680)

Handout A. WCICCC's Performance Measures for ESG Grantees

WCICCC's ESG Performance Measures			
Activity	Measure (Output/Outcome)	Target	Basis/Notes
Emergency Shelter (ES)	Reduce length of stay for clients to be no longer than 60 days	40% or more	HUD defines ES for 90 days or less
	Exiting to permanent housing destinations	40% or more	HUD CoC Grant – 65% system performance for TH
	Percentage of participants that are employed at program exit.	20% or more	HUD CoC Grant – system performance
	Percentage of participants that obtained mainstream benefits.	20% or more	HUD CoC Grant – system performance
	Percentage of participants receiving case management at least monthly <i>(It is expected that service providers will provide case management weekly, but at minimum monthly aggregated HMIS entry will be reviewed to ensure case management is occurring.)</i>	100%	Federal requirement for monthly meetings
	School-aged children enrolled in school within 72 hours of program entry	90% or more	WCI CoC Youth Education Performance Measure
ES with Transitional Housing – Dormitory-Style or Group/Large House (i.e. each client & family in one bedroom) and Homelessness Prevention and Rapid Rehousing	Exiting to permanent housing destinations	ES w/TH... 40% or more HP/RR... 65% or more	HUD CoC Grant – 65% system performance for TH
	Percentage of participants that are employed at program exit.	20% or more	HUD CoC Grant – system performance
	Percentage of participants that obtained mainstream benefits.	20% or more	HUD CoC Grant – system performance
	Percentage of participants receiving case management at least monthly <i>(It is expected that service providers will provide case management weekly/bi-weekly, but at minimum monthly aggregated HMIS entry will be reviewed to ensure case management is occurring.)</i>	100%	Federal requirement for monthly meetings
	School-aged children enrolled in school within 72 hours of program entry.	90% or more	WCI CoC Youth Education Performance Measure

Handout B. Entities receiving ESG and CoC funds:

- h. Cannot split families up, they must keep families together! **Federal Register, HEARTH Interim Final Rule**, July 31, 2012, pg. 45438, bottom of column 1 and top of column 2: “Section 578.93(e) incorporates the “preventing involuntary family separation” requirement set forth in Section 404 of the McKinney-Veto Act into this interim rule. This provision clarifies, especially for projects where the current policy is to deny the admittance of a boy under the age of 18, that denying admittance to a project based on age and gender is no longer permissible. HUD encourages Continuums of Care to use their centralized or coordinated assessment systems to find appropriate shelter or housing for families with male children under the age of 18.”

Pg. 45462, Section 579.93 (e): “Prohibition against involuntary family separation. The age and gender of a child under age 18 must not be used as a basis for denying any family’s admission to a project that receives funds under this part.”

- i. **§ 578.75 (g) Federal Register, HEARTH Interim Final Rule**, July 31, 2012, pg. 45458, middle of column 1:
(g) *Participation of homeless individuals*. (1) Each recipient and subrecipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or subrecipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or subrecipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.

(2) Each recipient and subrecipient of assistance under this part must, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project.

Handout C. WCICCC's Action Plan, May 2013

Strategy (What)	Action Steps (How)	Person(s) / Organization(s) Responsible (Who)	Timeframe (When)
Establish board representative of the relevant organizations and projects serving homeless and include at least one homeless or formerly homeless individual.	<ol style="list-style-type: none"> 1. Create Board Committee. 2. Develop action steps and responsible parties with ultimate completion 1/2014. 	Members: Glenda (chair), Howard, Suzan, Tammi, Eileen	5/16/2013 1/2014
Create Governance Charter , which will include all procedures and policies needed to comply with HEARTH final interim rules (HMIS, code of conduct, recusal process for the board, chairs, and any person acting on behalf of the board).	<ol style="list-style-type: none"> 1. Create Governance Charter Committee. 2. Develop action steps and responsible parties with ultimate completion 1/2014. 	Members: Mary (chair), Joann, Megan	5/16/2013 1/2014
<p>Create a centralized or coordinated assessment system, including how system addresses DV victims seeking shelter or services from nonvictim service provider.</p> <p>Develop data quality plan for HMIS. Review current HMIS privacy and HMIS security plan to make sure HUD compliant.</p>	<ol style="list-style-type: none"> 1. Create HMIS Administration Committee. 2. Gather current assessment forms being used by WCICCC's providers on HMIS and present draft at July 11 WCICCC meeting. 3. Gather sample data quality plans from internet and present draft at July 11 WCICCC meeting. 	Members: Lori, Julie & Amanda Amanda & Lori Amanda & Lori	5/16/2013 By 7/11/13 By 7/11/13
Monitor ESG and CoC-funded recipients – performance, evaluate outcomes, and take action against poor performers.	<ol style="list-style-type: none"> 1. Develop monitoring plan to use if Planning Grant is not funded, which may include site visits and/or desk audits with HMIS/InfoNet reports. Present draft at July 11 WCICCC meeting. 2. Create Monitoring Committee at July 11 WCICCC meeting. 	Lori All WCICCC members	By 7/11/13 7/11/13
Review ESG policies in <i>WCICCC's Emergency Solutions Grant (ESG) Guidebook</i> to ensure policies are compliant with the HEARTH Act.	<ol style="list-style-type: none"> 1. Review Guidebook and report issues to Lori Sutton. 2. Put ESG documentation on website. 	ESG recipients Lori	Ongoing 6/30/2013