

WCICCC Steering Committee Conference Call
Conference Call Number: 309-298-3680
April 11, 2013, 10:30 a.m.

Attendance via Phone:

| | |
|--------------------|--|
| Joanne Dedert | Madonna House (Quincy) |
| Cindy Grawe | Madonna House (Quincy) |
| Lori Sutton | Illinois Institute of Rural Affairs/WIU (Macomb) |
| Amanda Davis | Illinois Institute of Rural Affairs/WIU (Macomb) |
| Mary Muehlenfeld | YWCA of Quincy |
| Glenda Hackemack | West Central Illinois Center for Independent Living (Quincy) |
| Eileen Worthington | ROE #26 (Hancock/ McDonough) |
| Dona Leanard | Crisis Center Foundation (Jacksonville) |
| Vanessa Tyus | New Direction (Jacksonville) |
| Megan Duesterhaus | QUANADA (Quincy) |
| Tammi Longergan | MCS Community Services (Jacksonville) |
| Katy Gregory | Red Cross (Jacksonville) |
| Jim Kaiser | ROE #1 (Adams/Pike) |
| Julie Entrup | YWCA (Quincy) |

Agenda

1. Provider Update and/or Personnel Changes (all providers)
 - a. YWCA: 2 empty units.
 - b. Madonna House: Few rooms opening this week. Almost all rooms will be full. Renovations are coming along.
 - c. MCS: 1 open unit
 - d. New Direction: 14 in shelter now. New change everyone coming into the building must have a breathalyzer. Anyone failing is barred from the facility for 3 days
 - e. QUANADA: 6 open beds. 1 open TH unit open.
 - f. ROE: No changes
 - g. Red Cross: Vanessa is the new executive director. Building a referral list for longer term victims
 - h. CCF: Few openings in shelters
 - i. IIRA: Amanda was hired as office support
 - j. WCICIL: There is a waiting list for 4 open units. Jenny Calvert was hired for the Macomb office.
2. CoC Grant
 - a. MCS TH and the Planning Grant were in Tier 2 and we are awaiting word on these projects. March 25 one CDP mailing indicated HUD expected to make decisions on Tier 2 renewals within the next 60 days.
 - i. MCS' grant ended in February. People in housing have been warned about possibilities on non-renewal
 - b. 2013 grant may be released in May.
 - c. Point in Time and annual Housing Inventory Counts were submitted to HUD's Homeless Data Exchange (HDX) on April 4, count occurred January 30. Did not get a response back from New Direction, Jacksonville and Starting Points two shelters in Monmouth. The Well House in Quincy, Mary Muehlenfeld was able to get basic capacity data. (handouts)
 - i. Samaritan Well not in HMIS currently but hopefully will be later
3. ESG
 - a. Grantee Status Update (Salvation Army, MCS, Crisis Center Foundation, Madonna House, & QUANADA)
 - b. 2013 ESG Application (Lori Sutton)
 - i. The following organizations have been recommended for 2013 ESG funding:

| | | Points | | Total |
|-----------------------------|--------------|------------|------------|------------------|
| | | (Total | Percentage | Recom. |
| Organization | City | Avail 150) | of Points | 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 |

Projects were scored based on the following criteria: facility handicap accessible, case management, ESG history, CoC region served, match, homeless individual participating on board, CoC participation (PIT count, HMIS, overall meeting participation).

Organization had to receive over half the points to be considered for funding. Ranking based on points received. To ensure geographic distribution of funds, the top ranking project in each community were ranked first. In this case requests came from three communities, so one project from each community got ranked one thru three based on the project scores. All other projects followed based on their scores.

Barb Baker Chapin, Mary Muehlenfeld and Lori Sutton served on the evaluation committee.

- ii. Continuum needs to submit their portion of application by April 15. (handout) **Lori will need to get a copy of each agencies budget to make sure she has the types of services correct by April 12.**
 - 1. Look over their section and make sure an appropriate response was recorded.
 - 2. Performance measures have been included in the document.
 - 3. On the Recommended Funding portion there were some errors.
 - 4. Each organization needs to send a copy of their budget to Lori by Friday.
- iii. Agencies need to submit their portion of application by April 30. Organizations should email Lori a copy of the completed funding packet. Lori does not need copies of the attachments.
- iv. Performance measures are requested in the applicant and CoC portion of the applications. Revised measures based on last month's conference call and comments made to Lori by ESG recipients. (handout)
 - a. Reduce length of stay to no longer than 60 days- goal 40%
 - b. Exit to PH destination- goal 40-65%
 - i. Report numbers for agency as a whole in Infonet.
 - c. 20% receive mainstream benefits and are employed
- c. *WCICCC's Emergency Solutions Grant (ESG) Guidebook* – providers asked to review and discuss at April meeting. (Lori Sutton - handout)
 - i. Pg. 2, plan to change Table 1. Definitions of Homeless to the version DCEO handed out at March 7 meeting.
 - ii. Pg. 4, item 3, guidebook currently indicates clients must be at or below 30% of the area medium income (AMI) to qualify.

ESG regulation: Rapid rehousing (RR) doesn't have an income threshold at initial evaluation, but does at the annual re-evaluation. Homeless prevention (HP) does have the below 30% AMI at initial evaluation. HP requires evaluation every 3 months, whereas RR requires annually. Program recipient can choose to require re-evaluation each time a participant experiences a change in income, household composition, or need for assistance with RR.

- 1. MCS, QUANADA, and CCF : wants 30% for both
- iii. Pg. 5, item 4, "Treatment of assets: clients will be required to spend down their assets to an amount of \$2,500 before they become eligible to receive financial assistance"...
 - 1. Majority agreed upon \$2,500
- iv. Pg. 6, item 11, "Subgrantees are expected to make follow-up contacts with program participants after program discharge at 3 month and 6 month post discharge in order to determine current housing status."
 - 1. Hard to track down clients after they leave the agency
 - 2. Change to "Subgrantees are encouraged to make a follow-up..."
- v. Pg. 16, performance measures will match the ones decided on for the 2013 ESG grant.
- vi. Pg. 20, ESG Applicant Name (DV shelters use agency identification number):
This will be changed on all forms that require client name.

4. HEARTH Implementation (Mary Muehlenfeld)

- a. **Homework from March Meeting:** Each agency should submit the names of 2 people (include their areas of expertise: public housing, education, legal, law enforcement, landlord, etc) as possible board members. One person on the board needs to be formerly homeless.

b. Illinois Continua of Care Training and Technical Assistance Initiative

May 9 & 10, Springfield, location and time TBA

SHPA and CSH will deliver intensive training and TA for Continuum of Care (CoC) bodies in Illinois to align newly implemented Homelessness Emergency and Rapid Transition to Housing (HEARTH) Act regulations and related Interim Rules. This will include two full days of training, followed by TA for CoC strategic planning. This Initiative is designed to be highly interactive and to provide detailed, individualized technical assistance to motivated CoC teams. This Initiative is funded through the Illinois Department of Human Services so there is no registration fee to participate in the Initiative.

Each CoC is asked to identify 10-12 key stakeholders to participate in the training as a 'CoC team' and identify a team leader. CSH and SHPA reserve the right to review the makeup of the CoC team and make recommendations to the person or entity that submits the application to ensure that each CoC team is appropriately represented and its members are committed to the process. It's expected that team members may wear multiple hats (i.e. CoC leadership may also be an ESG funded provider). WCICCC's representatives include:

| Individual/Organization | CoC Roles |
|--|---|
| Mary Muehlenfeld, Executive Director YWCA of Quincy | Team Leader WCICCC Steering Committee Member HUD CoC Funded Applicant – PSH & TH Projects HUD CoC Grant's Collaborative Applicant/Planning Grant Applicant HMIS Program Administrative Agency |

| | |
|---|--|
| Glenda Mackemack, Executive Director West Central IL Center for Independent Living | WCICCC Continuum Chair (CoC Leadership) |
| Suzan Nash, Executive Director Western IL Regional Council-CAA | WCICCC Steering Committee Member HUD CoC Funded Applicant –TH Project DHS Homeless Prevention Recipient DV Representative Community Action Agency – represents 4 counties (Hancock, Henderson, McDonough, and Warren) |
| Tammi Lonergan, Housing Coordinator MCS Community Services | WCICCC Steering Committee Representative Morgan County staff representative HUD CoC Funded Applicant – PSH & TH Projects DCEO ESG Recipient – 2011 & 2012, recommended for 2013 funds DHS Homeless Prevention Recipient Community Action Agency – represents 3 counties (Morgan, Cass, and Scott) |
| Howard Kirchner, Executive Director Two Rivers Regional Council of Public Officials | WCICCC Steering Committee Member DCEO ESG Recipient – recommended for 2013 funds DHS Homeless Prevention Recipient Community Action Agency – represents 4 counties (Adams, Brown, Pike, and Schuyler) Foundation representative |
| Heidi Welty, Emergency Shelter Director The Salvation Army Emergency Shelter | WCICCC Steering Committee Member DCEO ESG Recipient – 2011 & 2012, recommended for 2013 funds Community Action Agency – represents 4 counties (Adams, Brown, Pike, and Schuyler) |
| Mindy Boyd, Assistant Case Manager YWCA of Quincy | Formerly Homeless Individual |
| Vanessa Tyus, Director New Directions Warming/Cooling Center | Emergency Shelter representative |
| Lori Sutton, Data Analysis & TA Manager Illinois Institute for Rural Affairs/WIU | CoC staff (University Partner) CoC HMIS Coordinator |
| Amanda Davis, Office Support Associate Illinois Institute for Rural Affairs/WIU | CoC staff (University Partner) |

5. HMIS

- a. Mary Muehlenfeld sent Deb Little with Municipal Information Systems (Rosie’s creator) a 30 day notice. WCICCC will discontinue contract on April 30, 2013.
- b. Who has started to enter info into ServicePoint? Comments?
 - i. Two Rivers, New Start, New Direction, and the Samaritan Well House still need to be set up
- c. HMIS Revised Forms (handouts)

All HMIS users need to fill out an updated user form. The executive director needs to sign the Agency Agreement. See handouts for forms. **Forms need to be mailed back to Julie Entrup by April 30, 2013**, YWCA of Quincy, 639 York Street, Suite 202, Quincy, IL 62301. If you have questions, please call Julie at 217-221-9922 ext. 193 or email at julieentrup@ywcaquincy.org

The Client Consent – Release of Information and the Client Revocation of Consent to Release Information have not changed. If you need copies of these two forms, they are available at: <http://www.wciccc.com/HMIS/>

d. HMIS Participation Fees, Oct. 1, 2013-Dec. 31, 2014 (based on ESG grant timeframe)

| | | | | | All HMIS Users | ESG Grant ONLY | | | | |
|--------------------------------------|-----------------------------|---------|-----------|----------------------------------|--------------------------------|---|---|--------------------|-------------------|---|
| | Amount Grant Funds Received | Percent | Users | Extra User Fees (billed by YWCA) | Service Point (billed by YWCA) | HMIS Technical Support, Reviewing & Reporting Fee to Lori for only ESG (billed by Lori) | HMIS Technical Support for only ESG (DV Shelters Only - billed by Lori) | Total YWCA to Bill | Total YWCA & Lori | |
| Total by Organization | | | | | | | | | | |
| YWCA (one free user for HMIS Admin) | \$ 558,381 | 58.4% | 3 | \$ 219 | \$ 8,867 | | | \$ 9,086 | \$ 9,086 | * |
| WIRC | \$ 70,395 | 7.4% | 1 | | \$ 1,118 | | | \$ 1,118 | \$ 1,118 | * |
| TRRC | \$ 54,296 | 5.7% | 3 | \$ 438 | \$ 862 | \$ 1,100 | | \$ 1,300 | \$ 2,400 | * |
| MCS | \$ 177,405 | 18.5% | 1 | | \$ 2,817 | \$ 1,100 | | \$ 2,817 | \$ 3,917 | * |
| MH | \$ 30,761 | 3.2% | 2 | \$ 219 | \$ 488 | \$ 1,100 | | \$ 707 | \$ 1,807 | |
| SA | \$ 34,885 | 3.6% | 3 | \$ 438 | \$ 554 | \$ 1,100 | | \$ 991 | \$ 2,091 | |
| SW | \$ 30,292 | 3.2% | 1 | | \$ 481 | \$ 1,100 | | \$ 481 | \$ 1,581 | |
| CCF (DV) | \$ 27,122 | | 0 | | \$ - | \$ - | \$ 700 | | \$ 700 | |
| QUANADA (DV) | \$ 26,221 | | 0 | | \$ - | \$ - | \$ 700 | | \$ 700 | |
| IIRA - Free User | | | 1 | | | | | | | |
| New Direction - Free User | | | 1 | | | | | | | |
| New Start Rescue Mission - Free User | | | 1 | | | | | | | |
| Well House - Free User | | | 1 | | | | | | | |
| Total | | | 18 | | \$ 15,188 | \$ 5,500 | \$ 1,400 | \$ 16,501 | \$ 23,401 | |

* Agency decides how they want to split fees between their grants – CoC, ESG, and/or DHS Homeless prevention.

This does not include the fees the three CAA pay for overall HMIS technical assistance Lori Sutton provides that is tied to the YWCA’s PH grant.

6. Other

a. Other?

- i. HUD Environmental Review Records 101 Training May 22-23 Chicago

7. Meeting Schedule:

- a. May 16, 2013, 10:30 a.m., Full Continuum Meeting/Conference Call (call in number: 309-298-3680), Salvation Army’s Emergency Shelter, Quincy- 501 Broadway (New date & location)