

WCICCC Conference Call
<https://global.gotomeeting.com/join/475148725>
United States: +1 (224) 501-3217
March 12, 10:30 a.m.

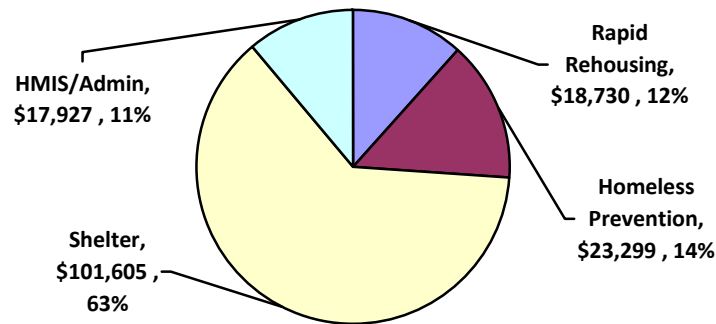
Al Coleman, ROE #22
Amanda Davis, IIRA/WIU
Barb Chapin, Transitions of Western Illinois
Carol Wells, Two Rivers Regional Council
Cynthia Grawe, Madonna House
Derrius Scott, IIRA/WIU
Emily Robberts, United Way of Adams County
Heiti Welty, Salvation Army (Quincy)
Jennifer Vancil, QUANADA
Jerry Gille, Housing Authority of Adams County
Joanne Dedert, Madonna House
Lori Sutton, IIRA/WIU
Mary Muehlenfeld, YWCA of Quincy
Myndi Boyd, YWCA of Quincy
Tammy Lonergan, MCS Community Services

Minutes

1. Roll Call (Amanda Davis)
2. Welcome (Mary Muehlenfeld)
3. Provider Update and/or Personnel Changes
 - a. Al Coleman, ROE #22: No changes
 - b. Barb Chapin, Transitions of Western Illinois: no updates
 - c. Carol Wells, Two Rivers Regional Council: No changes
 - d. Emily Robberts, United Way of Adams County: Tim Miller, Community Research Associate, is new helpline referral person.
 - e. Heiti Welty, Salvation Army (Quincy): Cook position open; 7 people in shelter.
 - f. Jennifer Vancil, QUANADA: full
 - g. Joanne Dedert, Madonna House: 3 open; Shelter Director opening, and looking to hire part time prevention advocate
 - h. Mary Muehlenfeld, YWCA of Quincy: No changes;
 - i. Tammy Lonergan, MCS Community Services: No changes; 1 bedroom handicap accessible open now, and a 2 bedroom will open soon
4. WCI Homeless Assistance Council
 - a. CoC Program Application Standing Committee (**Chair**)
 - i. CoC Program Application Committee Responsibilities from Governance Charter (Mary Muehlenfeld): Overseeing of all application processes related to the HUD CoC Program: reviewing applications for funding, recommending project rank, developing technical assistance events, and answering questions related to the process.
 - ii. Grant Inventory Worksheet for CoC funded programs was due Feb. 16 to HUD local field office. The purpose of the worksheet is to ensure that HUD and CoC agrees on all grants that will expire during the time period beginning January 1, 2016 and ending December 31, 2016 and to establish each CoCs FY 2015 Annual Renewal Demand (ARD) amount.
 - iii. Programs funded thru CoC: YWCA of Quincy and MCS Community Services (Jacksonville)
 - b. Homeless Prevention Standing Committee (**Chair**)
 - i. Homeless Prevention Committee Responsibilities from Governance Charter: Oversee of the DHS application process related to the Illinois DHS Homeless Prevention Grant Application and the ESG application process related to the Illinois DCEO ESG application: reviewing applications for funding, recommending project rank, developing technical assistance events, and answering questions related to the process.
 - ii. ESG (Lori Sutton)

Please see our website for meeting schedule and minutes: <http://www.wciccc.com/MeetingSchedule/>

- a) DHS released the 2015 ESG Grant Application packet. DHS has scheduled two conference calls to answer question - March 16 or March 19 at 10 a.m., need only to attend one of the calls. The call in number is 1-888-494-4032, access code 1201439668.
 - a. The CoC's funding amount this year is \$187,991, \$9,809 more than FY14.
 - b. The CoC portion of grant application is due April 15th to Stacey Difuccia at DHS, which includes the providers the CoC recommends funding. The minimum grant amount is \$25,000.
 - c. Providers have until May 15 to submit their portion of funding packet
- b) The annual aggregated statistics that DCEO/DHS needed were due Feb. 13. Salvation Army (Quincy), QUANADA (Quincy), Madonna House (Quincy), Crisis Center Foundation (Jacksonville), MCS Community Services (Jacksonville), and Samaritan Well (Macomb) provided data to Lori to put into the annual CAPER [Consolidated Annual Performance & Evaluation Report]. The reporting period was calendar year 2014.
- c) Highlights of the CAPER include:
 - a. 816 persons were assisted in 2014 with ESG funds, 597 (73%) were assisted with shelter funds, 158 people or 19% received homeless prevention assistance, and 61 people or 7% received rapid rehousing assistance.
 - b. ESG Expenditures by Category



- iii. DHS Homeless Prevention Grant (Suzan Nash or Lori Sutton)
 - a) Homeless Prevention Grant was due March 3.
 - b) Grant has been given to the 3 community action agencies (CAA) in the past. The three CAA received the grant prior to the grant going thru the WCICCC.
 - c) One year, the WCICCC did opening the grant to other agency (included the Salvation Army Emergency Shelter in Quincy). DHS rejected the proposal and WCICCC went back to the 3 CAAs.
 - d) FY16 Funding: Western Illinois Regional Council (Macomb – serving McDonough, Henderson, Hancock & Warren counties) 25%: \$15,489; MCS Community Services (Jacksonville – serving Morgan, Cass, & Scott counties) 31% \$19,206; and Two Rivers Regional Council of Public Official (Quincy – serving Adams, Brown, Pike & Schuyler counties) 44% 27,259 for total of \$61,954 (funding has been this amount since FY14)
 - e) Need to Governing Board approve to be a CoC Appeal Rights and Process Policy and CoC Supportive Housing Policy and Procedures that was submitted with grant – this is a hybrid document based document Suzan Nash, Western Illinois Regional Council created and the one the MCS Community Services uses – see attachment
- c. Research & Evaluation Standing Committee (Emily Robbearts, Chair)
 - i. Research & Evaluation Committee Responsibilities from Governance Charter: Oversight of the point-in-time count, conducting an annual gaps analysis of the homeless needs and services available, establishing system and project-level performance targets appropriate for population and program type, monitoring grant performance, developing a fair process for performance improvement, recommending action per that process, evaluating outcomes of projects funded under HUD (CoC and ESG Programs) and coordinating data collection and systems (including HMIS and Coordinated Assessment).

- a) Volunteers are still needed for this group. If you would like to be involved, contact Emily Robberts (EmilyR@unitedwayadamsco.org) or Mary Muehlenfeld (marymuehlenfeld@ywcaquincy.org).
 - ii. Combined group with Emergency Food and Shelter Program (EFSP) for Adams, Brown, Hancock, and Pike county meeting. Group meets first Tuesday in January, April, July, and October. January and October meeting focus on EFSP, April and July focus on CoC needs.
 - iii. In April and July, are there individuals from other areas of the CoC that would participate in the meetings since these meetings are focus more on the CoC needs?
 - iv. Next meeting April 7, 2015 at United Way of Adams County, 936 Broadway, Suite F, Quincy IL, 1 p.m. April meeting topics:
 - a) Recommendation for ESG 2015 funding
 - b) Review of point in time data
 - a. Housing Inventory
 - b. Characteristics of Sheltered Clients
 - c. Unmet Needs – see attachment
 - d. Information due in HUD’s database normally by end of April
 - c) Coordinated Assessment update
 - d. Governance Standing Committee (**Chair**)
 - i. Governance Committee Responsibilities from Governance Charter: Annually reviewing, updating, and ensuring Continuum approval of all policies, including the Governance charter, code of conduct, conflict of interest and recusal policies, and the WCI Homeless Assistance Council election process; overseeing Continuum voting eligibility and elections; and coordinating capacity-building activities within the Continuum.
 - ii. Inactive this month
 - e. Communication Standing Committee (**Chair**)
 - i. Communication Committee Responsibilities from Governance Charter: Coordinating implementation of goals related to community awareness, public policy, advocacy, education, partnership development, Continuum communications (internal and external), and related strategies.
 - ii. Inactive this month
 - f. Coordinated Assessment Committee (Dona Leanard, Chair)
 - i. In the process of bringing in a trainer to train on VI-F-SPDAT (for families). Quincy will be the first area to implement the VI-F-SPDAT. Implementation needs to take place before submission of CoC Application due to possible bonus points awarded based on participation in Coordinated Assessment. CoC Planning Grant is paying for implementation, including about \$8,000 for Jacksonville and Macomb roll-out.
 - ii. Up to 15 people can log in to initial training webinar. Tentative location is John Wood Community College
 - iii. Met, via conference call on Feb. 12, 2015 and March 5. Team members include:
 - a) Quincy: Cindy Grawe, Madonna House; Heidi Welty, Salvation Army; Mary Muehlenfeld and Myndi Boyd, YWCA of Quincy
 - b) Jacksonville: Dona Leanard, Crisis Center Foundation (DV Shelter); Tammi Lonergan, MCS Community Services
 - c) Macomb: Suzan Nash, Western Illinois Regional Council
5. Point-In-Time (Lori Sutton)
 - a. HMIS reports are being pulled, but some ServicePoint trouble-shooting is happening and the HIC/PIT Art reports are down until Monday. Agencies will likely be contacted for clarification and cleaning of data.
 6. HMIS (Lori Sutton)
 - a. GoToMeeting was used to facilitate an HMIS follow-up training remotely.
 7. Other
 8. Final Roll Call for Late Attendees (Lori Sutton or Derrius Scott)
 - a. Amanda Davis was not present for Final Roll Call
 9. Meeting Schedule
 - a. April 7: Research & Evaluation Committee/Emergency Food and Shelter Program (Adams, Brown, Hancock, Pike Counties) United Way of Adams County, 936 Broadway, Suite F, Quincy – assist on CoC needs

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- b. April 9: WCICCC conference call
- c. May 14: WCICCC Meeting/Conference Call, YWCA of Quincy, 639 York Street, Quincy
- d. July 7: Research & Evaluation Committee/Emergency Food and Shelter Program (Adams, Brown, Hancock, Pike Counties) United Way of Adams County, 936 Broadway, Suite F, Quincy – assist on CoC needs
- e. August TBA: Full Continuum Meeting/Conference Call ROE Homeless Liaisons / Homeless Shelter Providers Meeting, Hosted by Eileen Worthington, Regional Office of Education, 130 S. Lafayette Street -- Suite 200, Macomb, IL
- f. September 10: WCICCC conference call
- g. October 6: Research & Evaluation Committee/Emergency Food and Shelter Program (Adams, Brown, Hancock, Pike Counties) United Way of Adams County, 936 Broadway, Suite F, Quincy – Emergency Food and Shelter Program allocations process emphasis
- h. October 8: WCICCC conference call
- i. November 12: Continuum Meeting/Conference Call; MCS Community Services, 345 West State, Jacksonville
- j. January 5, 2016: Research & Evaluation Committee/Emergency Food and Shelter Program (Adams, Brown, Hancock, Pike Counties) United Way of Adams County, 936 Broadway, Suite F, Quincy – Emergency Food and Shelter Program allocations process emphasis

HIC - Unmet Need

All Year-Round Beds/Units						Seasonal	Overflow
Beds for Households with at Least One Adult and One Child	Units for Households with at Least One Adult and One Child	Beds for Households without Children	Beds for Households with Only Children	Units for Households with Only Children	Total Year-Round Beds	Total Seasonal Beds	Overflow Beds
Emergency Shelter							
155	41	148	62	51	365	40	46
Transitional Housing							
472	147	227	62	51	761		
Safe Haven							
		20			20		
Permanent Supportive Housing							
532	168	187	62	51	781		

APPEAL RIGHTS and PROCESS

An applicant's rights and the appeal process under the Homeless Prevention Program

The DHS Homeless Prevention Program is designed to help homeless families to obtain and retain shelter in a safe living environment. In order for a household to be deemed eligible, it must fall into one of the following categories:

- Imminent danger of eviction
- Imminent danger of foreclosure
- Imminent danger of homelessness
- Currently homeless.

Additionally, the household must document a temporary economic crisis beyond its control, evidenced by at least one of the following conditions:

- Loss of employment
- Medical disability or emergency
- Loss or delay of some form of public benefit
- Natural disaster
- Substantial change in household composition
- Victimization by criminal activity
- Illegal action by a landlord
- Displacement by a government or private action
- Some other action that is a documentable hardship.

An applicant has the right to appeal if denied services and if the applicant disagrees with the outcome of the application and the decision of the local agency.

Process

1. The first step in the appeal process is an informal conference at the local agency where the application and subsequent denial were made. The informal conference will be held by the designated hearing officer at the local agency. The purpose of the informal hearing is to ensure that the applicant understands the outcome of the application and/or the reason for the denial. If this fails and resolution seems impossible, clients may use the grievance procedure and are not to be penalized for doing so.
2. Grievances are submitted in writing to the case manager with a copy to the Executive Director at the local. The grievance is a concise statement of facts upon which the complaint is based. It should include specific reference to the policies, procedures or practices that have allegedly been misinterpreted, misapplied or violated. It must be dated and signed. Within three (3) working days of receipt, the case manager and the client shall meet to discuss the

grievance. The case manager must communicate a written response, with supporting reasons, to the client and Executive Director within two (2) working days of the conference.

3. If the client is not satisfied with the disposition of the grievance or if no decision has been rendered within two (2) working days following the conference, the client shall notify the Executive Director in writing of the intention to initiate the second step of the procedure. The case manager shall send to the Executive Director a copy of the decision rendered at the first step and a written appeal for reconsideration of the decision by the Executive Director. The appeal to the Executive Director must be filed within five (5) working days of the conference with the case manager. Following an immediate conference between the Executive Director and the aggrieved client, the Executive Director shall communicate their decision with supporting reasons to the client, in writing, with a copy to the case manager. This shall be done within five (5) working days.
4. If the client is not satisfied with the Executive Director's decision, he/she has the right to appeal this decision to the West Central Illinois Homeless Assistance Council which is the decision-making entity for the West Central Illinois Continuum of Care. The appeal must be made in writing to the Council who shall convene a Homeless Prevention Committee meeting within three (3) days. The Executive Director shall send to the Chairman a copy of the original decision rendered, the written appeal for reconsideration of the decision, a copy of the Executive Director's decision and the written appeal of the Executive Director's decision. The Committee shall review the matter and render a final decision with five (5) days. The committee will include the members of other agencies that receive funding appealed; the members can be Executive Directors or case managers. The decision of the Homeless Prevention Committee will be final and the local agency will adhere to this judgment if ruled in favor of the applicant.