

West Central Illinois Continuum of Care Consortium

Minutes of October 13, 2016 9:00 a.m. meeting Conducted via GoToMeeting

I. Attendance

Mary Muehlenfeld, Myndi Boyd, Bob Pritchett, Jennifer Vancil, Jennifer Diggs, Michelle Mason, Tammi Lonergan, Ashley Jackson, Emily Robbearts, Heidi Welty, Cindy Grawe, Dona Leanard, Jerry Gille, Joanne Dedert, Krista Kunz, Will Wetzel.

II. Welcome and Updates – Mary Muehlenfeld

Trudy Willis will join the YWCA staff as a substance abuse counselor December 1.

III. CoC Application – Mary Muehlenfeld

Submitted on September 9, 2016. Process from beginning to end is posted to the WCICCC website and includes all supporting documents. Application required revision of:

- Governance Charter
- Written policies and procedures for prioritizing and placing participants in Permanent Supportive Housing. All PSH projects must use this.
- HMIS Policy and Procedures revised verbiage to assign YWCA which was already the HMIS Lead. Change was necessary due to the loss of Illinois Institute for Rural Affairs staff as consultants.
- Revisions were necessary to meet compliance with HEARTH Act and to maximize points on CoC application
- Refer to website for all revised documents, committee and council meeting minutes, CoC application as this was a very transparent process.

IV. Research and Evaluation – Emily Robbearts

- July 5 Meeting Updates
- August 16 Meeting Updates
- No October meeting
- Next meeting January 10, 2017
- Minutes on CoC website

V. Coordinated Assessment/Entry - Dona Leanard

- Jacksonville completed its Regional Plan. Crisis Center and New Directions will administer the Emergency Response Screen to determine if individual/family should be referred for domestic violence and to refer to MCS for VI-SPDAT/SPDAT assessment
- October 4, training on SPDAT and VI-SPDAT was held for HMIS users
- Jacksonville start date November 1

VI. HMIS – Mary Muehlenfeld

HMIS Policy and Procedure was revised to provide for the YWCA to be HMIS System Administrator, replacing WCU-IIRA. Because System Administrator must monitor ESG and

CoC programs; and the YWCA is a CoC program; council approved appointing an alternate system administrator to monitor the YWCA and to act as system administrator in the event of conflicts of interest that may arise concerning the YWCA. Council appointed Cyndi Grawe from Madonna House as alternate system administrator.

Onsite training in August for Myndi Boyd, YWCA, System Administrator; Mary Muehlenfeld, Collaborative Applicant and HMIS Lead Agency; Cindy Grawe, Madonna House, Alternate System Administrator; Tammi Lonergan, MCS, CoC Program user; and Ashley Jackson, Salvation Army, ESG Program user, attended.

Myndi Boyd, Mary Muehlenfeld, Cindy Grawe, and Tammi Lonergan attended an HMIS training provided by Bowman Systems-Service Point in September:

- Upcoming release of version 6 of Service Point a much more user friendly version but won't be released until later in 2017
- Qlik Sense that will replace ART for the creation of reports should be released in January 2017
- Coordinated Assessment/Entry processes

Annual billing for Service Point and CoC Planning will be invoiced to participating ESG and CoC HMIS users. The invoice will be a prorated amount according to how much an agency receives in the CoC funding. YWCA pays 80% and asks other users to pay 20% which equals the match for HMIS and CoC Planning. Mary will be emailing users for the amounts of their awards to determine everyone's fair share.

VII. Annual Homeless Assessment Report (AHAR)

- Process opened October 1, 2016
- Draft data due October 25, 2016
- Final data due December 1, 2016
- Uses HIC, PIT and data taken from CoC's HMIS
- Upload information to HUD Exchange

VIII. Peer to Peer

- Mary Muehlenfeld, Myndi Boyd, and Billie Washburn from YWCA
- Tammi Lonergan, MCS
- Heidi Welty, Salvation Army
- Training for strategic planning for CoCs, system performance measures, coordinated assessment, housing for target populations, and detailed program training
- Mary Muehlenfeld advised that the training on system performance measures was very informational because it will have a great impact on all ESG and CoC recipients. A low performing program will reflect on the entire CoC; therefore the matrix used to score ESG projects will need to be revised to enforce/ensure programs are working toward stated goals. This matrix will be developed and provided to ESG recipients prior to the application process. Heidi Welty asked what was the goal for the number of days in shelter? Mary stated she was not sure but baselines are being established and what HUD will look at is from year to year is the number of days decreasing, increasing or remaining the same. Dona reported she thinks the goal to achieve is 60 days or less. Mary said she would try to find out at the training this month.

- Information on system performance measures can be found at this link:
<https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf>

IX. ESG

- Revised Guidebook due December 2016. Mary and Dona are working on it but due to AHAR being due, will not begin until November.
- Training October for ESG recipients in Springfield. All ESG on call reported being registered plus Collaborative Applicant.

X. PIT – January 25

- Will be doing a service site-based count day after and including hospital ERs and public libraries as well as the soup kitchen for unsheltered. Mary invited anyone to volunteer to conduct service site-based count and acknowledged Tim Miller from United Way and Cindy Grawe from Madonna House for doing the PIT 2016 count.
- PIT pulls from our HMIS for sheltered count.
- Planning for PIT will be discussed at the November CoC meeting as the focus now is on the AHAR due this month.

XI. Announcements

- Invitation for new CoC members please send Mary their name and she will contact
- Invitation for agencies to sit on CoC committees was made
- Nominations for vacancy on Council due to Bill Jacobs retiring – send to marymuehlenfeld@ywcaquincy.org. Have enough representation from Quincy region so focus is on other counties, especially Henderson, Warren and McDonough.
- Emily Robbearts reported that the Quincy Realtors Association has a \$16,000 Veteran Housing Grant they must use by the end of the year. Money can be used for down payment on home purchase or rent. Glen Zwick is the contact.
- Cindy Grawe at Madonna House and Heidi Welty at Salvation Army stated they are assisting with this program by providing home-buyers readiness training.
- Will Wetzel announced that Genesis Garden's shelter will be open March 1, 2017.
- Will reported his agency is experiencing an increase in homeless persons in Macomb due to economic situation. Bob Pritchett reported McDonough County has the highest unemployment rate in the state of Illinois at 9.7%. Jennifer Diggs reported that their men's and women's shelter in Macomb is full and has a long waiting list.
- Mary Muehlenfeld advised that if there are homeless families in McDonough County willing to relocate to Quincy, their staff would assist in getting family assessed and put on the prioritization list for housing in the YWCA PSH.
- Mary Muehlenfeld advised that since Macomb lost its permanent supportive housing programs; the YWCA is willing to apply for bonus funding through the CoC if/when offered if an agency will partner with YWCA to do the case management and put up match and leveraging. The YWCA has the experience in PSH needed to obtain the funding but does not want to be responsible for raising the match or providing the supportive services.
- Will Wetzel requested that Genesis Gardens be added as an HMIS user. Mary advised that Myndi Boyd was coming to Macomb to train the staff at Samaritan Well and she could train

his staff at the same time. Myndi will make arrangements with both agencies for the training.

- Mary Muehlenfeld advised that a regional plan for coordinated assessment should be created for the Macomb region and with Genesis Gardens becoming a HMIS user, this is perfect timing.

XII. Future CoC Go To Meetings

- **November 10, 2016**
- **January 12, 2017**