

SICO CN

Membership Meeting

Location: Crosswalk Community Action Agency, 410 W. Main, West Frankfort, IL

Thursday, July 12, 2018

Meeting Minutes

Welcome and Introductions:

Camille Dorris, SICO CN president, opened the meeting and welcomed all who were in attendance. She stated that we are in need of a secretary for our COC and asked if there were any volunteers. Sue Castleman volunteered to take minutes for this meeting only. Camille then asked those present to introduce themselves. The following people were present: Linda Bookwalter, SWAN; Peggy Russell, Family Crisis Center; Deb Little, MISI; Renee Kindle, Shawnee Development Council; Monica Cruthrid, Shawnee Development Council; Jeannine Woods, Cairo Women's Center; Chris Shopinski, Addus Home Care; Angel Wilson, Good Samaritan; Wally King, Bethany Village; Robert Schroeder, Western Egyptian; Sharon Atchison, The Lighthouse Shelter; Jen McCarthy, Lifeboat Alliance; Joe Elliott, Family Counseling Center; Betty Rose, SIHF Healthcare; Ashley Garlick, Wabash Area Development; Doug Phillips, SI Center for Independent Living; Anna Margram, The Women's Center; Bethanne Chance, Crosswalk CAA, Sue Castleman, BCMW; Jennifer Harnish, BCMW; Camille Dorris, SICH.

Approval of Minutes:

The minutes of the May 3, 2018 meeting were reviewed. Following a slight change to strike a partial sentence which was typed in error, Jeannine Woods made a motion to approve the minutes. It was seconded by Anna Margram. All were in favor; minutes were approved.

Treasurer's Report:

Treasurer, Peggy Russell handed out the treasurer's report. The current balance is \$4,257.64. She reported there were no disbursements this month. We did receive \$275.00 in receipts for two organization memberships and one individual membership fee. Linda Bookwalter made a motion to approve the Treasurer's Report. It was seconded by Wally King. All were in favor; Treasurer's Report was approved.

Committee Reports:

Linda then explained that HMIS is the Homeless Management Information System and is a HUD requirement. It is a data base for homeless services. Linda is our HMIS lead and is working hard to help us improve our processes. Programs not funded through HUD are able to get on the system even if they are not ESG or COC HUD funded. The initial fee to access the HMIS system was \$500, but Linda will be restructuring that fee.

The Service Point Housing Programs Data Quality Report was presented by Deb Little of MISI. She said our goal is to have less than 10% error rate on our reports. Joe Elliott of Family Counseling Center added that training on HMIS is so essential. Linda Bookwalter discussed quarterly training for HMIS. It was also mentioned that there is new user training the first Friday of the month and data quality training the 4th Thursday of the month. Deb Little added that there is a bulletin page when you first log into the HMIS system.

Child Youth Education:

There was no actual report however Johna Schullian with ROE 21 had provided homeless resource guides and parent information packs to make available to our homeless families.

Public Education:

Rob Schroeder, Public Education Chair stated he has posted all recent updates he received on our SICO CN.ORG website. He had added the Housing Action Illinois Conference and has also added a Links Section to publicized agency events.

Membership:

Jennifer Harnish passed the SICO CN Directory to get updates. Members were reminded that organization memberships are \$125 per year and individual memberships are \$25.00. Memberships run on a calendar year. It was discussed that a new letter needs developed to invite and encourage housing authorities to be more involved in our COC. Camille wants the letter first sent to her when developed. It was also mentioned that there is a new Housing Preference List initiative for housing authorities.

Program Evaluation:

Peggy Russell stated the ranking and review tool is being revised to ensure the tool is objective. She also stated the board will be developing a quarterly report to monitor expenditures of ESG and Homeless Prevention. Jen McArthy had a question on the ESG and Homeless Prevention close out.

New Business:

2018 NOFA – Camille Dorris encouraged current and potential HUD applicants to get on the HUD site and read the NOFA. In addition to our Annual Renewal Demand (ARD) dollars there is bonus money, domestic violence money and planning grant funding. There is a question and answer area. You will need to look at your current projects, and if it is low-performing, you may need to think about doing something different. If you have Transitional Housing, you may want to consider a PH-RRH Project. You would still have up to 24 months to work with them. Camille also stated that grants are due in the system on 8/18/18. It was also noted that the SICO CN Domestic Violence agencies will be meeting to discuss applying as a COC.

The estimated Annual Renewal Demand (ARD) for our COC is \$810,521. Tier 1 is equal to 94% of the COC's ARD. Depending on the ranking a program could fall into Tier 2. Tier 2 is the difference between the COC's Tier 1 amount and COC's ARD, plus any bonus funds, but not including the DV bonus. There is also the possibility of applying for a planning grant for our continuum. There is \$50,391 available for the planning grant which could be utilized for coordinated entry or development of T/TA. There is a match required. There is also \$100,783 Bonus money to develop new projects. The Domestic Violence Bonus dollars available is \$167,972.

The SICO CN ranked poorly in the area of using objective criteria and past performance to review and rank projects.

There were two proposals to write the COC portion of the 2018 COC Grant. It was recommended that we stay with LeAnn Speiser based on the fee and her familiarity with our 27 county continuum. All were in favor of selecting LeAnn. Linda Bookwalter abstained from voting.

Coordinated Entry:

Camille Dorris explained that each continuum of care must develop a coordinated entry. We can do a paper form or input directly. The Coordinated Entry form is the beginning process to determine what housing options are needed and to determine if the customer can be diverted to other options or if the VISPDAT will be necessary.

Customers can be put in the system, but to share their information they must sign. There is a lock on the screen that enables you to lock the system, if the customer does not want their information shared. If you have a bed, it must go on the list. There will be a paper version of the list for those who will not be in the system. Most COC's have named a person in charge of the Domestic Violence list which ranks

higher. Linda can keep the master list. Linda recommended starting to use the SICO CN Coordinated Entry Intake to make sure they meet the definition of homelessness and to determine their level of need. An agency has five days to complete the VI-SPDAT to get them on the list for housing. Wally King made a motion to approve the Coordinated Entry Form for all HUD Funded Programs; it was seconded by Peggy Russell. Motion approved. Camille Dorris volunteered to start using the form inputting the data beginning August 1, 2018 for HUD funded programs.

Coordinated entry training is being planned for the first part of August and Linda Bookwalter recommended the person who enters the data be at the training.

The next SICO CN meeting will be a training meeting held at the Magnum Building in Mt. Vernon on September 6, 2018.

There being no further business, Jennifer Harnish made a motion to adjourn; it was seconded by Jen McArthy.