

SICO CN Membership Meeting

Location: Lifeboat Alliance, Mt. Vernon, IL

Thursday, January 10, 2019

Meeting Minutes

Welcome and Introductions:

Sue Castleman, SICO CN president, opened the meeting and welcomed all who were in attendance. The following people were present: Renee Kindle, Shawnee Development Council; Monica Cruthird, Shawnee Development Council; Mercedes Collado, SHIF – Healthcare; Jennifer Harnish, BCMW; Sue Castleman, BCMW; Anna Margrum, Women’s Center; Ashley Garlick, WADI; Deb Little, MISI; Jeannine Woods, Cairo Women’s Shelter; Patricia Sawyer, IL Migrant Council, Ashton Madsen, Family Counseling Center; Angel Wilson, Good Samaritan; Deb Lehde, ROE #13; Brandy Sechrest, ROE #12; Linda Bookwalter, SWAN; Bethanne Chance, Crosswalk; Paul McKnight, Light the Way; Matt Robbins, SWAN; Jan Waller, MCMHC; Jen McArthy, Lifeboat Alliance; Johna Schullian, ROE # 21 Peggy Russell Family Crisis Center; Camille Dorris, SICH; Wally King, Bethany Village.

Approval of Minutes:

The minutes of the November 1, 2018 meeting were reviewed. Linda Bookwalter made a motion to approve the minutes. It was seconded by Jeannine Woods. All were in favor; minutes were approved.

Treasurer’s Report:

Treasurer, Peggy Russell reported that the balance on hand was \$4,657.64. We received 2019 dues from ROE #12 of \$25 and made a disbursement of \$292.18 for the cost of lunch for the Membership Meeting. (The previous cost for the lunch was estimated), leaving a balance remaining of \$4,390.46. It is once again time for SICO CN membership dues. Membership dues are for January – December, 2019. Invoices are different from last year with dates and amount. Invoice form can be found on the website. A question was raised regarding who can sign SICO CN checks. Patty Mullins and Peggy Russell can sign checks – it takes just one signature.

Jennifer Harnish made a motion to approve Treasurer’s Report, second by Wally King. All were in favor; Treasurer’s Report was approved.

Committee Reports:

HMIS: Linda stated she had applied for an HMIS grant offered through HUD. It deals with reporting and how to improve our data quality. This should not only improve our data quality,

but build capacity of the HMIS as well. It is a two year, one time only grant. Swan will be hiring someone contractually for traveling and training staff.

DebLittle and Linda Bookwalter discussed the summary report and data quality report for 3rd quarter. They will be contacting all agencies and sending individual pages from the report. The data has been cleaned up data and will be sending out list of client ID & errors to agencies. We still need to improve data quality. Swan will be hiring someone with the grant funds to help with training staff.

Child/Youth Education: Johna Schullian with ROE 21 reported that their last homeless count revealed 4,240 homeless students which covers our continuum. Numbers are going up. 185 school staff and 40 community agency staff attended Mckinny-Vento training. If you are working with any homeless families with needs such as clothing, household items, transportation, health services, medical, and school supplies have them contact their homeless liaisons. If you don't know your homeless liaisons, contact Johna and she will be able to give you who to contact. Her email is jschullian@roe21.org and phone 618-967-6089.

Public Education: No report at this time. We will have the invoice for membership on the website. The website address is sicocn.org. It was mentioned that the website is kept up pm am ongoing basis by Rob Schroeder. A newsletter was prepared and sent out by Dorian Heimbach. If there is anything you want in the newsletter, please send to Dorian at SICH.

Membership: The contact list was sent around for everyone to update. Jennifer Harnish, membership chair, has started working on calling people on the contact list. Jennifer also asked if there was COC letterhead. She will be sending letters out to housing authorities. Linda stated should be enough in budget for envelopes, paper and postage. Members were reminded that when the meeting comes to your area be sure to invite city councils and housing authorities.

Program Evaluation: Peggy Russell stated during the breakout planning meeting that not very many people signed up for the evaluation committee. She expressed the need for committee members. Peggy also talked about the need for a new instrument for monitoring HUD agencies. The SICOCN Board will meet to come up with a tool, then present to whole group. Peggy also expressed the need for more people that do not receive HUD funds to assist with evaluating of the programs.

We also need a form for evaluating ESG and homeless prevention fund recipients. The committee, along with the board, need to create a financial expenditure form for agencies receiving ESG funding. This form would eliminate the last minute of trying to get funds spent before end of grant year. We should be looking at language in the grant and policy and procedures. Board will meet early before next meeting to figure out some of these items.

Program Evaluation Committee: Camille Dorris, Sue Castleman, Jenny McArthy, Linda Bookwalter/Matt Robbins, Patty Mullins. Will need more people to review deliverables and on-site visits.

HMIS Committee: Jeannie Woods, Becky Boren, Matt Robbins, Deb Little, ex officio

Chairman of the Committees are: Program Evaluation – Peggy Russell; HMIS Committee – Linda Bookwalter; Public Education Committee: Rob Schroeder; Membership – Jennifer Harnish; Child/Youth Education – Johna Schullian

New Business:

PIT Count: Passed out posters in regards to the count. January 29, 2019 is the count date. Passed out copies of form for filling out on count date. December sent out forms for count to region reps. The form is front and back. The count is number of homeless individuals on any given night. HUD chooses the count date. You can use the form for people in the shelters on that date. Once count is completed Region reps send forms back to Linda at SWAN. You do not have to compile the forms, just send them to her at PO Box 176, Olney IL 62450. There will be no reimbursement of copies. She would like the forms back to her by February 10th

Mercedes Collado from SHIF Healthcare discussed what they do in St. Clair County for the Point in Time Count. She discussed how they have an event at one place. They set up where people have several different agencies offering things such as barber, provide food, etc. They put something in paper about homeless count.

If you know any additional places send them information for homeless count. Any questions call Linda 618-879-2214.

Old Business:

2018 NOFA: Haven't heard anything since shut down. Don't have a budget at this time.

Coordinated Entry: All should be trained to use the system. If having issues let Linda Bookwalter know.

There are webinars for new users. There are videos you can watch to do all steps – halfwaves.org.

If you need more training or clarifications, got a list of questions or concerns send it to Linda Bookwalter.

There was additional discussion on the Coordinated Entry as to the prioritization list. There will be an email sent out on the step by step to get to the list.

Updates and Announcement:

Don't forget Point in Time Count.

Next Meeting March 7, 2019. Board will meet at 9 am to discuss some items. BCMW will provide lunch.

Wally King made a motion to adjourn; it was seconded by Matt Robbins.