

McHenry County Continuum of Care to End Homelessness

Full Board Agenda – April 11, 2024 at 9:00 AM



To attend virtually: <https://meet.goto.com/569451645>

To attend by phone: 1-312-757-3121 Access code: 569-451-645

Next meeting date: Thursday, May 16th

1.0 Call to Order

2.0 Roll Call and Guest Introductions

3.0 Public Comment Period

4.0 Presentation

5.0 Consent Agenda Items – Review and Approval of Meeting Minutes

5.1 March 21, 2024 – Full Board meeting minutes

5.2 March 7, 2024 – Steering Council Committee meeting minutes

5.3 October 6, 2023 – Finance Committee meeting minutes

5.4 January 5, 2024 – Finance Committee meeting minutes

6.0 Action Items

6.1 Homeless Prevention Program – Funding Recommendation

6.2 Emergency Solutions Grant – Rubric Review

7.0 Old Business

7.1 Committee Chair Updates

- Community Awareness
- Coordinated Entry
- Finance
- HMIS
- Housing and Services

7.2 Point in Time Count

8.0 New Business

8.1 State Payments

8.2 Proposed change to Committee meeting dates

9.0 Open Forum and Member Announcements

10.0 Adjournment



McHenry County Continuum of Care to End Homelessness MEETING MINUTES

MEETING DESCRIPTION: CoC Board Meeting

DATE/TIME/LOCATION: March 21, 2024, 9:00 am; via video conference

1. **CALL TO ORDER** – L Prince called the meeting to order at 9:03 am.
2. **ROLL CALL AND GUEST INTRODUCTIONS**

ATTENDANCE:

Agency	Designated Voting Member	Present?	Alternate Voting Member	Present?
A-C: Community Coordinated Child Care	Jessica Iandola		Kim Lamz	
22nd Judicial Circuit	Josie Shattuck		Jennifer Chavez	x
Advocate Good Shepherd Hospital	Suzanne Martinez	x		
Association for Individual Development	Alejandra Gutierrez		Gabrielle Kitchell	x
Catholic Charities	Amber Emmert	x	Cathy Weightman-Moore	
Consumer Credit Counseling Services	Donna Rasmussen	x	Diane Christensen	
Family Health Partnership Clinic	Suzanne Hoban		Erin Kemp	
Head Start	Alma Wright		Mayra Leanos	
Home of the Sparrow	Elizabeth Heneks		Kristin Miller	x
Housing Action Illinois	Foluke Akanni		Bob Palmer	
Independence Health and Therapy	John Buckley		Shannon Guzick	
Lovell Federal Health Care Center	Kya Hays	x	Lillie Prince	x
McHenry County College	Sam Clifford			
McHenry County Community Development	Brandon Kyker	x	Hans Mach	x
McHenry County Department of Health	Leslie Schott		Sarah Oliveira	
McHenry County Housing Authority	Kim Ulbrich	x	Pepper LaFontaine	
McHenry County Regional Office of Education	James Menzer		Matt Tabar	
McHenry Savings Bank	Kathrine Violett	x		
McHenry Township	Deborah Macrito	x	Gary Barla	
Mental Health Board	Leonetta Rizzi		Karin Frisk	
New Directions	Bobby Gattone		Dan Woodward	
Northwestern Medicine	Anne King		Sarah Santoria	
Options and Advocacy for McHenry County	Elyse Sereyka		Courtney Behrens	
Pioneer Center	Carrie Freund	x	Gina Zinck	x
Prairie State Legal Services	Ryan Sugas	x	Paul Zukowski	
Refuge for Women	Meredith Hodge		Sybil Baxa	
Restoration America	Anna Hill		Irene Tapla	
Salvation Army	Mercent Smith	x	Nancy Rivera	
Senior Care Volunteer Network	Sarah Schrempf		Ellen Rood	
Service Inc. of Illinois	Carrie Gallery	x		
Society of St. Vincent de Paul	Bill Meath	x		
Steven's Home	Nada Lunsford			
Supportive Housing Providers Association	Joseph Winford		David Esposito	
Thresholds	Kim McCoy	x	Aaron Neal	x
Turning Point	Nancy Erickson			
United Way of Greater McHenry County	Jamie Maravich		Sofie Dzik	
Veterans Assistance Commission	Michael Iwanicki		Tara Guy	
Veterans Path to Hope	Laura Franz	x	Angela Wood-Zuzevich	
Warp Corps	Andrew Turner		Jon Purden	
Willow Crystal Lake	Julie Davis			
Woodstock Food Pantry	Virginia Peschke		Jan Parker	
Workforce Network	Jeffery Poynter		Elijah Wedwick	
Members at Large:	Rich Ring			
	Sam Tenuto			
Non-members attending:	Joe Davis			
	Samantha Marcellis	x		
	Pioneer Center			
	Tom Riley	x		
	Pioneer Center			



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3. PUBLIC COMMENT PERIOD - None

4. PRESENTATION-Ride to Recovery Bus–Jennifer Chavez, 22nd Judicial Circuit Specialty Court

Jennifer Chavez provided a presentation on the Ride to Recovery Bus called McHenry County Problem Solving Courts (specialty courts – DUI Court, Drug Court and Mental Health Court). Program serves those individuals who have issues that deal with the court. Goal is to reduce recidivism and promote healthy choices. Anyone can ride the bus who needs to get to the predetermined stops on any of the routes. Riders must adhere to the routes – no in between stops. Bus Route fliers will be sent to the Board. B Meath asked that the flier be put on the CoC website and B Kyker stated he would put it there. K Violetta stated the Community Resource Days group should also know about this resource.

5. REVIEW AND APPROVAL OF MEETING MINUTES - CONSENT AGENDA ITEMS

5.1 Approval of February 15, 2024 – Full Board Meeting Minutes

5.2 Approval of February 1, 2024 – Steering Council Committee Meeting Minutes

5.3 Approval of January 22, 2024 – Community Awareness Committee Meeting Minutes

5.4 Approval of February 26, 2024 – Community Awareness Committee Meeting Minutes

B Kyker motioned to approve the Consent the Agenda items as presented with the exception of the Full Board Meeting which stated he was not in attendance but he was. S Martinez seconded the motion with the correction. All in favor, motion passed.

6. ACTION ITEMS

6.1 HMIS Data Quality Management Plan – J Davis

B Kyker stated that this went through the HMIS committee and the Steering Council as a follow up to HUDs request to have a stronger policy especially with regards to best practice recommendation for data entry. This will help with the overall data quality and scoring of our CoC. B Meath asked if this would strengthen the CoC application to HUD. B Kyker said yes. K Violetta motioned to accept the plan as presented. B Meath seconded. All in favor, motion passed.

Recording at 24.11 return to this here.

7. OLD BUSINESS

7.1 Committee Chairs Updates

7.1.1 *Community Awareness Committee* – B Kyker stated that the committee has decided to do a movie screening of “The Public” for 2024 World Homeless Day event. Nina from Steven’s Home will assist with providing the food. Date is October 10, 11 or 12 based on location access. Additional details are being planned and will be shared once the committee has decided. Looking for a Popcorn Machine. Landlord engagement program – Home of the Sparrow has agreed to be the lead in this area to help further to develop this program. If you have someone at your agency working with landlords, please share the internal contact person and the landlord, if possible, to join this committee.

7.1.2 *Coordinated Entry* – G Zinck reports there has been some movement with PSH spots and moving through the list to put people in spaces. Pioneer Center also has some PSH opportunities – please contact her if you have clients that could qualify. Lots of activity for Veteran clients as well.

7.1.3 *Finance Committee* – D Rasmussen – On April 5th next meeting ESG



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and Homelessness Prevention funding per B Kyker. B Meath asked if there would be information sent to the committee ahead of the meeting – yes.

7.1.4 HMIS Committee – G Zinck stated that we are looking at another HMIS provider that competes with WellSky. Some additional data has opened in the portal and they are working with these new reports to make sure they work for our CoC. She keeps other data documents to compare for report pulls from WellSky.

7.1.5 Housing & Services Committee – No update at this time.

7.2 Point in Time (PIN) Count – B Kyker asked it be tabled as J Davis has a report to share at the next full Board meeting and really would like for everyone can really analyze the data in the gaps of WellSky reports.

8. NEW BUSINESS

8.1 UFA Spend Down Letters – Erik stated that 45.19% of the grant has been spent at this time. We are on target for the monies that were distributed. All reimbursements have been being sent to the County and money is flowing – currently not behind. B Meath asked if the CoC Board gets spend down reports. B Kyker would like to provide quarterly reports to the Board moving forward.

9. OPEN FORUM AND MEMBER ANNOUNCEMENTS

9.1 Community Development Week – April 1-5. On April 1, they are recognizing the Community Development Partner of the Year award Senior Care Volunteer Network – at the Taylor Place ground breaking of these apartments providing affordable housing to those targeted as “Workforce Housing.” H Mach stated that the more people who can attend it will assist us with impressing upon our Congressional officials the importance of this project and affordable/workforce housing is to the community.

9.2 B Kyker on March 19th he asked to ESG potential awards and agencies worked together so everyone walked away with something. Working with agencies ahead of the actual LOI/funding packets helps us to all work together sharing resources as best we can. Agencies like knowing who is asking for what is helpful prior to the release for the LOI. This collaboration was well received by the participating agencies. K Ulbrich also stated this is helpful for the McHenry Housing Authority as well. B Meath thanked Brandon for coming up with the idea to bring the organizations together. Collaboration is the key.

9.3 D Rasmussen stated she got an IDHA email for emergency rental assistance program (HERA funding) and they are not moving forward with this program. They rolled it out early and have now rescinded it – as of now it is off the table.

10. ADJOURNMENT

B Meath motioned to adjourn at 9:58 a.m., seconded by K Ulbrich. All in favor, motion passed.

Minutes respectfully submitted by K Violet.

NEXT MEETING DATE/TIME/LOCATION: April 11, 2024 @ 9:00 am Videoconference

McHenry County Continuum of Care to End Homelessness

Steering Council Minutes – March 7, 2024 at 2:00 PM



Virtual attendance: <https://meet.goto.com/525139381>

Phone attendance: 1-872-240-3212 Access code: 525-139-381

Next meeting date: Thursday, April 4th

ATTENDANCE: Lillie Prince, Brandon Kyker, Laura Franz, Andrew Turner, Joe Davis, Gina Zinck, Anneliese Thurston, Kathrine Violet, Hans Mach, Liz Heneks, Kathrine Violet, Aaron Neal

Meeting called to order at 2:05 pm by Laura Franz.

1.0 Roll Call and Introductions

Roll call taken by Brandon.

2.0 Review and Approval of Meeting Minutes

2.1 February 1, 2024 – Steering Council Committee meeting minutes

Motion made by L Franz, seconded by B Kyker, to approve minutes as written; all in favor so motion carried.

3.0 Public Comment Period

4.0 Old Business

4.1 Systems Updates

J Davis on HMIS: HMIS committee rescheduled for next Tuesday, will review PIT data.

G Davis on CE: Systems are all moving well, there is room in most systems. Wait list for HOS of just several waiting. Built for Zero still has no answer to the GPD system question. Cold Weather program has been okay operationally. Glitches in PIT related to WellSky that Joe/Gina are sorting through. J Davis said the HMIS Committee is looking at using Clarity instead of WellSky; in the exploration stage now.

5.0 New Business

5.1 HMIS Data Quality Management Plan

Was approved by the HMIS Committee based on a recommendation by HUD. Outlines the guidelines to use for data quality management. Will be voted by full board. A Neal made a motion to accept the data quality plan as proposed, seconded by K Violet who added to vote on by full board. All in favor and motion carried.

5.2 Emergency Solutions Grant – Notice of Funding Opportunity

B Kyker did not receive our funding allocation but is wanting us to be proactively strategic in regards to the expected funding. He'd like to see us meet ahead of time for discussion. Notice is out already and LOI information is on the website. Brandon will pull a meeting together. LOI is due March 25. The Homeless Prevention funding will be handled the same way.

6.0 Review and Approval of the March 21, 2024 Full Board meeting agenda

Agenda reviewed. G Zinck made a motion to add the UFA Spend-down letters to the agenda, seconded by H Mach, all in favor and motion carried.

7.0 Open Forum and Member Announcements

K Violet commented on the recent presentation about affordable housing. G Zinck said there are a couple of projects underway. March 18 at the Arlington Heights Library ~ Andrew will reach out to the presenter, Hugh, who will be presenting there (time TBD).

H Mach announced the Lead Safe Home program applications are now open. Property built before 1978 and children under age 6 involved ~ program is free.

H Mach said County is part of a collection of other counties who applied for Pro-Housing CDBG funds. HUD has not made a decision of the Pro-Housing funds yet. Looking at a lot of different ideas for adding housing. McHenry County has a lot of single individuals which makes housing challenging due to cost; the available housing stock is for larger numbers of people living together. Most of the new construction is for luxury or higher end housing. The group will write a white paper to present to the County Board to advocate for affordable housing.

B Kyker stated DECO are releasing the Shelter Rehab notice, minimum of \$500k grant. Recording shared of the DECO meeting and PowerPoint presentation.

CDHD commission is next week ~ CDBG grant hearings will be posted on the McHenry County meeting portal.

8.0 Adjournment

K Violet seconded by B Kyker at 2:41 pm that the meeting be adjourned; all were in favor and motion carried.

McHenry County Continuum of Care Finance Committee Meeting Minutes

Date: October 6, 2023

Location: Zoom Meeting

Call to Order: 11:02

Attendees: Donna Rasmussen-Consumer Credit Counseling Service (Finance Committee Chair); Brandon Kyker-Community Development-McHenry County; Lili Prince- Lovell Federal Health Care Center; Kya Hayes-Lovell Federal Health Care Center; Aaron Neal-Thresholds

2.0 Review & Approval of Meeting Minutes:

2.1 September 5, 2023 Motion: Aaron Neal Second: Brandon Kyker **All in Favor.** Motion passes.

3.0 Public Comment Period: No public comments

4.0 Old Business None

5.0 New Business

5.1 Introduction to the new Treasurer and Finance Committee Chair, Donna Rasmussen

5.2 Suggested Goals: Spend down reports reviewed regularly quarterly. Discuss renaming the Finance Committee to Project Overview Committee, or Project Performance Review Committee. This would more clearly describe the role of the Finance Committee.

6.0 Open Forum & Member Announcements Donna Jackowiak is retired, so new minute taker is needed.

7.0 Adjournment- Motion: Lili Prince, **Second:** Brandon Kyker **All in favor.** Meeting adjourned at 11:45

Respectfully submitted by: Donna Rasmussen

**McHenry County Continuum of Care
Finance Committee Meeting Minutes**

January 5, 2024

11:17 Call to Order

1.0 **Roll Call:** Present: Brandon Kyker, Donna Rasmussen, Bill Meath, Kya Hayes, Lili Prince

2.0 Review & Approval of Meeting Minutes:

2.1 October 5, 2023 Item Tabled. Minutes are not completed; new minute taker is needed. Donna Rasmussen agrees to be minute taker.

3.0 **Public Comment Period:** No public comment

4.0 Old Business

5.0 New Business

5.1 Review Emergency Solutions Grant (ESG) Program Materials Brandon suggests eliminating the Ranking Workgroup Review from the application, as it is subjective and not based on data. Existing System Performance Measures for recommendations are fulfilling the requirement.

B.Meath makes motion to delete Supplemental Narratives from 2024 ESG Program. **Lili Prince Seconds.** No discussion, **All in favor. Motion passes.** Brandon will note on NOFO that the narratives are removed from List of Required Documents. Brandon states that ESG and Homeless Prevention Quarterly and Annual reports have not previously been submitted to CoC, only to the state. CoC will enforce these reports being submitted going forward. Agencies will not be scored on this for the next year, but going forward will be scored on the submission of the quarterly/annual reports. CoC will request the most recent quarterly reports from currently funded agencies.

B.Meath makes motion to approve NOFO for 2024 ESG as amended. **Second: Lili Prince**

Roll call vote: All in favor. Motion passes.

6.0 **Open Forum & Member Announcements** No comments.

7.0 **Adjournment- Motion:** Bill Meath. **Second:** Brandon Kyker All in favor. Meeting adjourns at 12:01 pm.

Homeless Prevention Program	Total allocation: \$60,000.00	
Agency	FY 25 Requests	Recommendation
Consumer Credit Counseling Services	\$19,000.00	\$34,500.00
Home of the Sparrow	\$25,500.00	\$25,500.00
Prairie State Legal Services	\$15,500.00	\$0.00
Total	\$60,000.00	\$60,000.00



McHenry County Continuum of Care to End Homelessness

SFY 25/PY 24 Emergency Solutions Grant Scoring Rubric

Financial Capacity Log (FCL)

15 Points Max

The Community Development Division will review the financial audits of applicant organizations. There are eight questions on the FCL that measure the financial stability of a non-profit organization. The FCL also looks at the level of reliance on government funding versus other avenues of fundraising. The points awarded here will be the score multiplied by the maximum available of 15 points. The tool is very rigorous in terms of the ability to get a very high score. That is intentional.

Cost per proposed client served with ESG funding

10 Points Base

Each applicant will receive a base score of ten points. The Community Development Division will add up the total amount of ESG funds requested and will add up the total proposed number of clients to be served by all applicants. A mean number will be determined from this. Then, each individual request will be reviewed to determine the cost per proposed client served by the agency. The base score will be reduced by the percentage OVER the average and will increase by the percentage UNDER the average. There is an opportunity for bonus points with this question. Before officially awarding these points, the Finance Committee should assess whether the proposed number is realistic based on past performance.

Compliance with the McHenry County CoC Coordinated Entry

20 Points Max

10 points will be awarded if the agency attends at least 75% of the CE ~~quarterly~~ meetings during HUD fiscal year 2023, otherwise 0 points will be awarded.

The percentage of total clients served who were entered into 'ServicePoint' utilizing CE procedures during HUD fiscal year 2023 will be awarded that percentage multiplied by 10 points.

Considering DV agencies protocols limit the use of CE procedures, the applicant will not be scored by this measure. Their total point percentage/score will be adjusted to reflect the inability to score this measure.

System Performance Measure 1 – Length of time homeless**10 Points Max**

Using HMIS reports from HUD fiscal year 2023, each applicant will be reviewed to determine the average length of time in shelter. If the length increased, the amount of the increase as a percentage will be the percent by which the score is reduced. If the average stay decreased, the score will be 10 points. This measure can be used for both DV and non-DV applicants. For Rapid Rehousing, the length of time to place the client will be used as the measure.

System Performance Measure 4 – Income Growth/Safety ~~Pass/Fail 10 Points~~ ~~10 points max~~

~~*Using HMIS reports from HUD fiscal year 2024, each applicant will be reviewed to determine the “total income” growth of “Leavers.” If the average increased, the score will be 10 points. If the average decreased, the score will be reduced by the percentage of decrease. This measure can be used for non-DV applicants.*~~

~~*For DV applicants, the percentage of clients reporting they are entering into a safe environment at program exit will be used, and the program seeks to avoid the victim returning to the abuser.*~~

Using HMIS reports from HUD fiscal year 2023, each applicant will be reviewed to determine percentage of “Leavers” with income. If 30% of the “Leavers” had income, the score will be 10 points. If 30% of the “Leavers” did not have income, then the score will be 0 points.

For DV applicants, this measure will not be scored. The total amount of points on the rubric will be reduced by 10 points.

System Performance Measure 7 – Exits/Safe Exits**10 Points Max**

Using HMIS reports from HUD fiscal year 2023, the percentage of successful exits will be measured. Successful measure will be the combined non-abuse return clients from a DV agency (which can include entry into a transitional program or different housing, for example). For any other shelter, the percent of clients entering into an improved setting from where they exited (for example, from transitional shelter to permanent housing or from emergency shelter to transitional shelter).

Assisting the CoC with accessing clients**5 Points Base**

Using HMIS reports from HUD fiscal year 2023, the number of clients served in the project will be assessed. If the number decreased, the score for this question will be lowered by that amount. If the number increased, the score will be increased by that amount. There is an opportunity for bonus points with this question.

Procedure following scoring:

Relative allocation based on total score. The total of scores will be added together. The relative percentage of the score will determine the allocation. Here is an example:

Fred's Homeless Agency: 67 points

Josie's Shelter: 55 points

Lars Bach's Homeless Emporium: 77 points

Sunny Day Shelter Services: 56 points

The total of all these points is 255

The percentage of the allocation will be split as follows, based on \$120,000 being the total amount available:

Fred's Homeless Agency: 26.274% or \$31,529

Josie's Shelter: 21.569% or \$25,882

Lars Bach's Homeless Emporium: 30.196% or \$36,235

Sunny Day Shelter Services: 21.960% or \$26,353

(please note due to rounding, there would be another dollar to give to someone)

The thing to remember is that at least 40% of the money would need to be some form of Rapid.

After data scoring a degree of subjectivity will be used to adjust allocations due to various program complexities.