

# McHenry County Continuum of Care to End Homelessness

## Steering Council Agenda – January 4, 2024 at 2:00 PM



To attend virtually: <https://meet.goto.com/525139381>

To attend by phone: 1-872-240-3212    Access code: 525-139-381

Next meeting date: Thursday, February 1<sup>st</sup>

1.0 Roll Call and Introductions

2.0 Review and Approval of Meeting Minutes

2.1 November 2, 2023 – Steering Council Committee meeting minutes

2.2 December 7, 2023 – Steering Council Committee meeting minutes

3.0 Public Comment Period

4.0 Old Business

4.1 Systems Updates

4.2 Strategic Plan Goals – Survey Results

4.3 Point in Time Count

5.0 New Business

6.0 Review and Approval of the January 18, 2024 Full Board meeting agenda

7.0 Open Forum and Member Announcements

8.0 Adjournment



# McHenry County Continuum of Care to End Homelessness STEERING COUNCIL MEETING MINUTES

**MEETING DESCRIPTION:** CoC Steering Council Meeting

**DATE/TIME/LOCATION:** November 2, 2023 2:00 pm; via Videoconference

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**ATTENDANCE:** Lillie Prince, Brandon Kyker, Laura Franz, Andrew Turner, Joe Davis, Liz Heneks, Gina Zinck, Kya Hays, Donna Rasmussen, Megan Bennett, Anneliese Thurston

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## 1.0 Call to order and Roll Call

Lillie Prince called the meeting to order at 2:00 p.m.

## 2.0 Review and Approval of Meeting Minutes

### 2.1 October 5, 2023 ~ Steering Council Committee Meeting minutes

Motion by Brandon to approve the minutes as presented, seconded by Liz, all in favor and motion carried.

## 3.0 Public Comment Period

Gina announced that the Cold Weather Program flier is out ~ it is the same as last year's in terms of programming.

## 4.0 Old Business

### 4.1 HMIS/Coordinated Entry/Built for Zero

**HMIS:** Joe Davis reported that in October there was an HMIS update to account for HUD's new data standards (see attached HMIS manual). Reports are not functioning as normal. New projects are getting set up.

**CE:** Gina reported things are looking better in the system; there is room in the shelters for placements so no wait list. 55 people at PADS. Families are in hotels and some are moving into housing. New referrals for Pioneer Group Homes.

**BFZ:** Gina stated we received our 'report card' and we achieved 100%. Meeting in the next week with the BFZ representative to get to functional zero related to veteran data. Every month we're moving forward towards reaching functional zero.

### 4.2 Gaps and Systems Updates

Joe stated there is a new grant opportunity, Medical Respite for the Homeless. This is funding that would allow systems planning for homeless individuals to shelter in place while they heal.

### 4.3 Strategic Plan to End Homelessness ~ Goals

Joe stated we have been discussing measurable goals with Kathrine's lead. Brandon, Gina and Joe met and created a list of preliminary goals. The hope is that the goals will inspire more participation from others. Brandon stated these goals are more focused on programs as opposed to numbers of units. Gina described how she could see these goals being inspiring and create interest/involvement as well as make things easier for those who are unhoused.

Brandon shared that these are a lot of goals and perhaps we should prioritize 3. He was hoping we could weigh in on which to prioritize and this was discussed. Liz offered to assist with one of the goals (pet inclusion research). Brandon commented that we need to hone in on the goals and get the plan finalized as we've missed 2023. December Steering is our goal for choosing. Gina



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suggested sending a survey monkey to Steering and having us choose the top 4-5. Brandon will do this.

## 4.4 Point in Time Count ~ Approval of Count Type

Brandon stated we are able to choose sheltered vs unsheltered count for 2024, which will be led by Sam Tenuto. In years past we have decided to do both and the consensus was that this has been to our advantage. Proposed date of January 25 into the 26<sup>th</sup> which includes the Community Resource Day (CRD), improved our data. Donna commented that the 26<sup>th</sup> is the People in Need Forum as well. The 18<sup>th</sup> will be the PIT count date with the 25<sup>th</sup> being the snowdate.

## 5.0 New Business

### 5.1 HMIS Policies and Procedures

Joe stated there have been some updates to the HMIS guide. Joe created a data quality management plan which he will share in the future. There will be monthly HMIS meetings to remain updated.

Motion made by Brandon to move forward the HMIS policy and procedures to the Board for vote, seconded by Gina, no discussion and all in favor, motion carried.

### 5.2 Coordinated Entry Policies and Procedures

Gina stated the policy reflects some BFZ changes. She reviewed some of the changes. We received positive feedback from BFZ about the updates.

Motion made by Lillie to move forward the CE policies to the Board for vote, seconded by Liz, no discussion and all in favor, motion carried.

### 5.3 CoC ByLaws

Brandon reviewed draft updates to the CoC Bylaws. Clarified that as long as 7 Steering Council members of 13 are present at full Board, this creates a quorum at full Board meetings.

Reviewed changes and updates to the committee structure, highlighting the quorum issue.

Extensive discussion about making Steering Council the voting entity instead of the full Board; the reason being that most who attend full Board are not involved in anything else and are not fully aware of what they are voting for. Further discussion needed on this topic at the December Steering Council meeting.

Motion made by Brandon, seconded by Lillie, to move forward the CoC Bylaws to the full Board for vote, no further discussion and all in favor, motion carried.

## 6.0 Review and Approval of the November 16, 2023 Full Board meeting agenda

Brandon briefly reviewed action items.

Review and update of Board agenda: Gina motioned to approve the agenda, seconded by Lillie, all in favor and motion carried.

Clarification: Consent agenda is when you have several items that you put together instead of separate votes. Action items are usually individual items.



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### 7.0 Open Forum and Member Announcements

Andrew with Warps Corps announced 2<sup>nd</sup> Annual Thanksgiving Luncheon at Woodstock Metra.  
Open to all.

Liz stated HOS is having their grand opening November 8 in Woodstock, 5:00 to 8:00 pm.

### 8.0 Adjournment

Brandon moved to adjourn 3:46 pm, seconded by Lillie, all in favor and meeting was adjourned.

Minutes taken by Laura Franz



# McHenry County Continuum of Care to End Homelessness STEERING COUNCIL MEETING MINUTES

**MEETING DESCRIPTION:** CoC Steering Council Meeting

**DATE/TIME/LOCATION:** December 27, 2023 2:05 pm; via Videoconference

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**ATTENDANCE:** Lillie Prince, Brandon Kyker, Kathrine Violet, Laura Franz, Andrew Turner, Joe Davis, Bill Meath, Carrie Freund, Gina Zinck, Kya Hays, Donna Rasmussen, Megan Bennett, Annelies Thurston

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## 1.0 Call to order

Lillie Prince called the meeting to order at 2:05 p.m.

## 2.0 Roll Call

## 3.0 Public Comment Period

None

## 4.0 Old Business

### 4.1 HMIS/Coordinated Entry/Built for Zero

**HMIS:** J Davis commented on HMIS bumps with WellSky. He also raised the question of an addition to HMIS policy/procedures: when users have not logged in for 90 days, Joe will reach out to the user and disable their access if they do not respond.

Brandon made the motion to approve the addition to the HMIS Policy/Procedures of seconded by Laura, all in favor so motion carried.

**CE:** Gina ~ CE meetings are going well and are well-attended. There is room at the shelter.

**BFZ:** Gina ~ some frustrations with BFZ that are going to get straightened out. GPD throws the numbers off for the county and BFZ doesn't have an answer for this aspect. We had received a 100% scorecard and now it's different based on this question. Another frustration is that they move people around a lot which affects continuity.

### 4.2 Gaps and Systems Updates

Joe Davis said Julie Davis said they have space for a warming center if anyone is interested in helping plan for this. They need staffing/coordination assistance.

## 5.0 New Business

### 5.1 Survey Results ~ Strategic Plan to End Homelessness Goals

Brandon included Page 2 of the Survey results: Landlord Engagement and Assistance Program (LEAP) and Creating a No Barrier Shelter were the highest. HOS is hiring someone to assist with the LEAP for the county. Brandon mentioned the need for more committee members and involvement. Comment on Housing and Services Committee needing more involvement.

Discussion of Strategic Plan goals. Suggestion of sending it to the full Board for additional responses, and then we can revisit in January.

Kathrine motioned to present the survey again to the Steering Council, seconded by Laura, no discussion, all in favor by dissonance stated.

## 6.0 Review and Approval of the December 21, 2023 Full Board meeting agenda



## **McHenry County Continuum of Care to End Homelessness STEERING COUNCIL MEETING MINUTES**

Review and update of board agenda: Kathrine motioned to approve the agenda, seconded by Megan, all in favor.

Clarification: Consent agenda is when you have several items that you put together instead of separate votes. Action items are usually individual items.

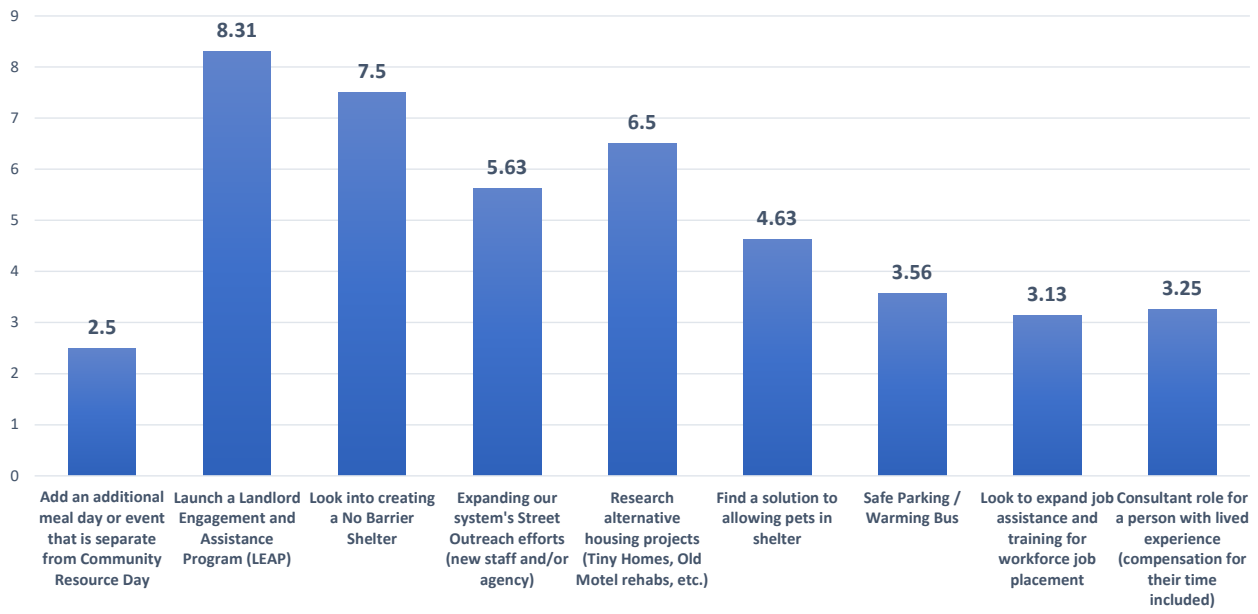
### **7.0 Open Forum and Member Announcements**

### **8.0 Adjournment**

Kathrine moved to adjourn 3:14 pm, seconded by Gina, all in favor and meeting was adjourned.

Minutes taken by Laura Franz

### CoC Strategic Plan Goals - Survey Results



# McHenry County Continuum of Care to End Homelessness

## Full Board Agenda – January 18, 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, February 15<sup>th</sup>

- 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 September 14, 2023 – Full Board meeting minutes
  - 5.2 December 21, 2023 – Full Board meeting minutes
- 6.0 Action Items
- 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
- 9.0 Open Forum and Member Announcements
- 10.0 Adjournment