

McHenry County Continuum of Care to End Homelessness

Steering Council Agenda – June 1, 2023 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, July 6th

- 1.0 Welcome and Introductions
- 2.0 Review and Approval Minutes
 - 2.1 May 4, 2023 – CoC Steering Council Committee meeting minutes
- 3.0 Public Comment
- 4.0 Old Business
 - 4.1 HMIS / Coordinated Entry / Built for Zero
 - 4.2 Gaps and Systems Updates
 - 4.3 Strategic Planning Committee
- 5.0 New Business
 - 5.1 UFA Budget Amendment
 - 5.2 CoC Bylaws Review
 - 5.3 Letter to Prairie View
 - 5.4 Shelter Report – April 2023
- 6.0 Review and Approval of the June 15, 2023 Full Board meeting agenda
- 7.0 Member Announcements and Success Stories
- 8.0 Adjournment

May 4, 2023 - CoC Steering Council minutes

Attendees:

Sam Tenuto – Absent
Elizabeth Heneks – Present
Bill Meath – Present
Kathrine Violet – Absent
Brandon Kyker – Present
Aaron Neal – Present
Andrew Turner – Present
Lillie Prince – Absent

Kya Hays – Present
Gina Zinck – Present
Laura Franz – Absent
Joseph Davis – Present
Sue Rose – Present
Mike Neumann – Present
Anneliese Thurston – Present
Carrie Freund – Present

1.0 Welcome and Intros

Liz Heneks called the meeting to order at 2:04 p.m.

2.0 Review and Approval of Minutes

2.1 April 6, 2023 – Steering Council

Sue Rose motioned to approve minutes. Brandon Kyker seconded. The motion carried.

3.0 Public Comment

None.

4.0 Old business

4.1 HMIS/Coordinated Entry/BFZ Updates

Joe Davis said the in-person training takes place May 16 and 17. The agenda is currently being finalized and meeting invites will be sent.

Gina Zinck thanked Joe Davis for help with the quarterly HMIS reports. No referrals for PSH have come through coordinated entry, but did say the meetings have to well attended and participation is high.

4.2 Gaps and System Updates

Sue Rose spoke about how Housing Authority has gained some new funding to assist with past due rent. Brandon Kyker said he's still working on the Prairieview apartment complex letter discussed at the previous full CoC meeting.

4.3 Strategic Planning Committee

Brandon Kyker said the Housing and Services committee will meet one more time. The Plans committee will be hosting its second meeting Friday and the Resource and Partnerships group has had two meetings.

5.0 New Business

5.1 Homeless Prevention Program

Liz Heneks said Home of the Sparrow, Consumer Credit Counseling Services and Prairie State Legal Services met to discuss the funding and what the agencies needed to determine a plan where it won't have to go to competition. The agencies came to agreed upon distributions that would be voted on at a later date. Gina Zinck said it was great the organizations were able to do this. CCCS provides rental assistance while PSLS assists with eviction issues. HOS is looking at case management for some of the people in rental assistance programs. Bill Meath thanked the agencies for their cooperation, and said it would have been next to impossible for the ranking committee to meet and rank the projects in time for submittal.

6.0 Review and Approval of May 11, 2023 full CoC board meeting agenda

Only presentations will occur if it's pertinent and needed at the time. Brandon Kyker will determine if the presentation is relevant. The vote on the Homeless Prevention Program funding will be brought up near the top of the agenda so the CoC has a quorum for any votes.

Brandon Kyker motioned for approval with amendments. Gina Zinck seconded. The motioned carried.

7.0 Member Announcements

Andrew Turner said the Housing and Services committee needs more members, if needed. The Warp Corps is having a street festival later this month and all are invited. A flyer will be sent to the full CoC.

8.0 Adjourn

Brandon Kyker motioned to adjourn. Liz Heneks seconded. The meeting adjourned 2:49 p.m.



Developmental Disabilities • Behavioral Health • Homeless Services

Passion to Serve. Commitment to Care.

Date: May 24, 2023

To: Hans Mach
McHenry County Planning and Development
2200 North Seminary Avenue
Woodstock, IL 60098

Subject: Jackson Lawndale Budget Revision Request PY 2021

Hello Hans:

This is regarding the Jackson Lawndale Grant FAIN B-21-BC-17-0007. We are requesting approval to revise the Jackson Lawndale budget for the purpose of best utilizing the remaining award in the amount of \$95,059.57 as of March 2023.

These funds will be used to maintain program quality and efficiency. This request is to reclassify \$35,000 of Operations and move it to Supportive Services. This will allow Pioneer to spend additional dollars on direct supportive services to better serve clients. The Jackson Lawndale Program only incurs costs that are necessary to carry out the functions of the program.

Budget Item	Current Budget	Proposed Budget
1030 Operating Costs	\$68,976.25	\$33,976.25
1050 Supportive Services	\$130,708.75	\$165,708.75
1060 Administrative Costs	\$19,942.50	\$19,942.50
Total	\$219,627.50	\$219,627.50

Pioneer Center for Human Service's 64 years of providing services should serve as evidence that its fiscal grant management and communication with funding agencies will ensure the continued communication and compliance with the regulations set forth by the Federal, State, and other accrediting associations.

If you have any questions or require additional information, please let us know. Thank you (and Jackson Lawndale staff) for your continued support.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank Samuel", is written over a light blue horizontal line.

Frank Samuel
Chief Executive Officer (CEO)
fsamuel@pioneercenter.org
(815) 759-7135

Sue Rose's suggestions:

On page 4, I would change this:

Section 5: Voting

All Members of the McHenry County CoC Board who have completed an MOU and signed the Code of Conduct and Conflict of Interest forms shall be eligible for voting rights.

To this:

Section 5: Voting

All Members of the McHenry County CoC Board who have completed an MOU and signed the Code of Conduct and Conflict of Interest forms **and have not missed more than 3 meetings in a row** shall be eligible for voting rights.

Also, in that same section on page 4, I would change this:

A Voting Representative must attend at least one McHenry County CoC Board meeting in the previous Fiscal Year in order to maintain Member voting rights in the following Fiscal Year. Failure to send a Voting Representative to at least one McHenry County CoC Board meeting in the previous Fiscal Year will result in a forfeiture of voting rights for the Member. It is an expectation of the McHenry County CoC Board that all Members exercise due diligence in understanding of all issues prior to voting.

To this:

A voting member who misses 3 or more McHenry County CoC Board meetings in a row without having an approved alternate voting member present to vote in their absence shall forfeit their voting rights and their status shall be changed to "non-voting member." It is an expectation of the McHenry County CoC Board that all Members exercise due diligence in understanding of all issues prior to voting.

Also on page 4, I would change this:

New Members and Members whose voting rights have been forfeited must establish or re-establish voting rights by attending one McHenry County CoC Board meeting within the current Fiscal Year. Then the Member will be entitled to vote at subsequent McHenry County CoC Board meetings.

To this:

New Members **must attend three meetings in a row before they establish voting rights.** Existing members whose voting rights have been forfeited must re-establish voting rights by attending **three McHenry County CoC Board meetings in a row and then re-submitting a new MOU.** Then the Member will be entitled to vote at subsequent McHenry County CoC Board meetings.

On page 5 under conflict of interest, I would change this:

When a Member is the subject discussed or decided upon, a conflict of interest is presumed to exist. Members must recuse themselves from voting on any items for which they have an actual or presumed conflict of interest.

To this:

When a Member is the subject discussed or decided upon, a conflict of interest is presumed to exist. Members must **abstain** from voting on any items for which they have an actual or presumed conflict of interest.

My reasoning for that last suggestion is that to recuse oneself means to remove oneself from the process completely, whereas when one abstains they are still participating in the process. Members who have a conflict of interest have been abstaining anyway, so we should have a provision for it in our bylaws. That will prevent any questions about whether those who have a conflict of interest should be counted among the total number of votes, thus heading off any voting quorum issues.

Additionally, I think the attendance sheet should be revised to look something like this so we can see at a glance who is attending, who isn't, and who is a voting/nonvoting member (Brandon, I can send you my spreadsheet if you want to use it as a starting point):

Voting Member Organization/Individual	Voting member's name	Jan '23	Feb '23	March '23	April '23	May '23	June '23	July '23	Aug '23	Sept '23	Oct '23	Nov '23	Dec '23
WeHelpU Agency													
Voting member	Jane Doe	P	P	A	A	P							
Alt voting member	Joe Schmo	A	P	P	A	A							
Rent 4 Less LLC													
Voting member	Mary Marvelous	P	A	P	P	P							
Alt voting member	Nancy Nicely	P	P	P	A	P							
Non-Voting Member Organization/Individual													
Non-voting member's name													
Good Intentions, Inc.	Noner Atibi	A	P	A	A	A							

And lastly, I think that we should have a provision in our bylaws to allow for someone to join the CoC as a non-voting member. This might be attractive to those who would like to attend occasionally, but they don't want to commit to attending meetings on a regular basis.



McHenry County Continuum of Care to End Homelessness

Rick Wheat, Executive Director
Prairie View Apartments
411 Leah Lane, Woodstock, IL 60098

June 15, 2023

Dear Rick Wheat,

We want to thank you for our current partnership which has allowed numerous people experiencing homelessness in McHenry County to receive housing. We understand there are challenges to serving the homeless population and that is why we want to continue to work with your organization for the benefit of all parties.

This letter is to inform you of the multiple concerns and safety issues that have been raised regarding Prairie View apartments and also to invite you to a meeting to discuss solutions for how to move forward. In early March, multiple agencies that are a part of the McHenry County Continuum of Care had sent correspondences detailing their concerns with how the Prairie View units have been managed and maintained. While some issues have been addressed, there are still many that have not. Equally important to the agencies is grant compliance and the risk of ineligibility to our clients due to extra charges that may not be allowed for programs. The concerns include but are not limited to the following:

- There are undisclosed fees and charges that are not mentioned in the lease and do not match up on ledgers provided to Continuum of Care member agency's staff. These fees are inconsistent and change in amount from instance to instance.
- Ledgers include incorrect names, addresses, identifying information, and arrearage amounts.
- Leases and Addendums contain information that is whited-out and alternate information is written on the forms without a tenant signature.
- Cable, utilities, and additional fees are being charged in addition to rent. This is a surprise to the tenants. It has been reported costs are included in the lease as an addendum; when asked for a signed copy of the addendum, blank copies are provided that do not include the tenants' signature.
- Sump pumps are not maintained, and units become damaged from flooding and loss of personal items.
- Numerous safety concerns exist such as, entry doors to the building have broken locks that leave the building unsecured, maintenance requests going unresolved after multiple requests for repairs.

The McHenry County Continuum of Care invites you and any other staff that is appropriate to meet to discuss how to resolve these concerns regarding the condition of the units, client's safety, and proper client documentation. We are optimistic that a meeting between both parties would reconcile these concerns as we would like to continue this partnership between the Continuum agencies and Prairie View while working towards ending homelessness in McHenry County. We look forward to discussing this with you by July 15th in order to get this resolved in a timely manner.

We look forward to your response.

Sincerely,

Sam Tenuto

Chairman of the McHenry County Continuum of Care to End Homelessness



McHenry County Continuum of Care to End Homelessness Agencies:

System Performance Measures (10/01/2022 - 02/28/2023)

Project Type	PM 1: Length of Time Persons Remain Homeless	PM 2: Returns to Homelessness	PM 3: Change in counts of sheltered homeless in HMIS	PM 4.1: Stayers - Change in Earned Income	4.2: Stayers - Change in Non-Employment Cash Income	4.3: Stayers - Change in Total Income	4.4: Leavers - Change in Income	4.5: Leavers - Change in Non-Employment Cash Income	4.6: Leavers - Change in Total Income	PM 5: Change in number of persons entering with no Prior HMIS enrollment	7b.1: Change in Exits to PH	7b.2: Change in Exit to or Retention of PH
	Permanent Housing	315	0	N/A	0/26	0/26	0/26	0/3	1 of 3	1 of 3	43/45	2 of 3
Emergency Shelter	81	5 of 18	117	0	0	0	0	0	0	81/87	32/79	0
Transitional Housing	196	0/26	98	0	0	0	3 of 29	33 of 29	6 of 29	46/53	35/52	0
Rapid Re-Housing	173	0/14	N/A	0/1	0/1	0/1	3 of 7	1 of 7	4 of 7	27/27	28/28	0

Shelter Counts: April 2023

March	PC PADS Chapel	HOS McHenry Shelter	VPH Hebron	Turning Point	PC Hotel Shelter	HMIS Total	Combined Total
	Shelter Capacity	70	30	17	22		
1-Apr	37	30	14	8	1	81	90
2-Apr	37	22	14	8	1	73	82
3-Apr	37	22	14	9	1	73	83
4-Apr	36	21	14	9	1	71	81
5-Apr	36	21	14	11	1	71	83
6-Apr	31	21	14	11	0	66	77
7-Apr	31	22	14	10	3	67	80
8-Apr	31	22	14	15	3	67	85
9-Apr	31	22	14	15	3	67	85
10-Apr	31	22	15	15	3	68	86
11-Apr	32	21	15	15	3	68	86
12-Apr	33	23	15	14	0	71	85
13-Apr	35	23	14	14	0	72	86
14-Apr	35	23	14	9	0	72	81
15-Apr	35	23	14	9	0	72	81
16-Apr	35	23	14	9	0	72	81
17-Apr	34	23	14	12	0	71	83
18-Apr	34	23	14	12	0	71	83
19-Apr	34	21	14	12	0	69	81
20-Apr	41	21	14	12	0	76	88
21-Apr	40	21	14	15	0	75	90
22-Apr	40	21	14	17	0	75	92
23-Apr	40	21	14	17	0	75	92
24-Apr	38	21	14	17	0	73	90
25-Apr	38	21	14	17	0	73	90
26-Apr	37	21	14	17	0	72	89
27-Apr	36	21	14	17	0	71	88
28-Apr	34	22	14	17	0	70	87
29-Apr	34	22	14	17	0	70	87
30-Apr	34	22	14	15	0	70	85

McHenry County Continuum of Care to End Homelessness

Full Board Agenda – June 15, 2023 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, July 20th

- 1.0 Call to Order
- 2.0 Roll Call and Guest Introductions
- 3.0 Public Comment Period
- 4.0 Presentation
- 5.0 Review and Approval of Meeting Minutes
 - 5.1 May 11, 2023 – Full Board meeting minutes
 - 5.2 May 4, 2023 – Steering Council Committee meeting minutes
- 6.0 Action Items
- 7.0 Old Business
 - 7.1 Committee Chair Updates
 - Community Awareness
 - Finance
 - Housing and Services
 - 7.2 HMIS / Coordinated Entry / Built for Zero
 - 7.3 Gaps and Systems Update
 - 7.4 Strategic Planning Committee
- 8.0 New Business
 - 8.1 UFA Budget Amendment
 - 8.2 Continuum of Care to End Homelessness Bylaws Review
 - 8.3 Letter to Prairie View
 - 8.4 Shelter Report – April 2023
- 9.0 Open Forum and Member Announcements
- 10.0 Adjournment