

# McHenry County Continuum of Care to End Homelessness

## Full Board Agenda – May 9, 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, June 20<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 April 11, 2024 – Full Board meeting minutes
  - 5.2 April 4, 2024 – Steering Council Committee meeting minutes
  - 5.3 April 5, 2024 – Finance Committee meeting minutes
- 6.0 Action Items
  - 6.1 Emergency Solutions Grant – Funding Recommendation
- 7.0 Old Business
  - 7.1 Committee Chair Updates
    - Community Awareness
    - Coordinated Entry
    - Finance
    - HMIS
    - Housing and Services
  - 7.2 Point in Time Count 2024 – Results
- 8.0 New Business
  - 8.1 Housing Inventory Count 2024
  - 8.2 HMIS Data Summary – Q4 of 2023 and Q1 of 2024
  - 8.3 July Steering Council Date Change – Meeting on July 11<sup>th</sup>
- 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: April 11, 2024, 9:00 am; via video conference

1. **CALL TO ORDER** – K Violett called the meeting to order at 9:03 am. L Prince arrived to run the meeting during the roll call.

2. **ROLL CALL AND GUEST INTRODUCTIONS**

ATTENDANCE AND VOTING:

Agency	Designated Voting Member	Present?	Voting 6.1	Alternate Voting Member	Present?	Voting 6.1
4-C: Community Coordinated Child Care	Jessica Iandola			Kim Lamz		
22nd Judicial Circuit	Josie Shattuck			Jennifer Chavez	X	Yes
Advocate Good Shepherd Hospital	Suzanne Martinez	X				
Association for Individual Development	Alejandra Gutierrez			Gabrielle Kitchell		
Catholic Charities	Amber Emmert	X	Yes	Cathy Weightman-Moore		
Consumer Credit Counseling Services	Donna Rasmussen			Diane Christensen		
Family Health Partnership Clinic	Suzanne Hoban			Erin Kemp		
Head Start	Alma Wright			Mayra Leanos		
Home of the Sparrow	Elizabeth Heneks	X		Kristin Miller	X	Abstain
Housing Action Illinois	Foluke Akanni			Bob Palmer		
Independence Health and Therapy	John Buckley			Shannon Guzick		
Lovell Federal Health Care Center	Kya Hays			Lillie Prince	X	Yes
McHenry County College	Sam Clifford					
McHenry County Community Development	Brandon Kyker	X	Yes	Hans Mach		
McHenry County Department of Health	Leslie Schott			Sarah Oliveira		
McHenry County Housing Authority	Kim Ulbrich			Pepper LaFontaine		
McHenry County Regional Office of Education	James Menzer			Matt Tabar		
McHenry Savings Bank	Kathrine Violett	X	Yes			
McHenry Township	Deborah Macrito	X	Yes	Gary Barla		
Mental Health Board	Leonetta Rizzi			Karin Frisk	X	Abstain
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	Abstain	Gina Zinck	X	
Prairie State Legal Services	Ryan Sugas	X	Abstain	Paul Zukowski		
Refuge for Women	Meredith Hodge			Sybil Baxa	X	Abstain
Restoration America	Anna Hill			Irene Tapia		
Salvation Army	Mercent Smith	X	Yes	Nancy Rivera		
Senior Care Volunteer Network	Sarah Schrempf	X	Yes	Ellen Rood		
Service Inc. of Illinois	Carrie Callery	X	Yes			
Society of St. Vincent de Paul	Bill Meath					
Steven's Home	Nada Lunsford	X	Yes			
Supportive Housing Providers Association	Joseph Winford			David Esposito		
Thresholds	Kim McCoy			Aaron Neal	X	Yes
Turning Point	Nancy Erickson	X	Yes			
United Way of Greater McHenry County	Jamie Maravich			Sofie Dzik		
Veterans Assistance Commission	Michael Iwanicki			Tara Guy		
Veterans Path to Hope	Laura Franz	X	Yes	Angela Wood-Zuzevich		
Warp Corps	Andrew Turner	X	Yes	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	X	Yes			
	Sam Tenuto					
Non-members attending:	Joe Davis	X				
	Tom Riley	X				



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3. **PUBLIC COMMENT PERIOD** - None

4. **PRESENTATION**- None

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

5.1 Approval of March 21, 2024 – Full Board Meeting Minutes

5.2 Approval of March 7, 2024 – Steering Council Committee Meeting Minutes

5.3 Approval of January 5, 2024 – Finance Committee Meeting Minutes

5.4 Approval of October 6, 2024 – Finance Committee Meeting Minutes

R Ring questioned the attendance listed in the full Board meeting minutes and if a check next to a name indicates they were present at the meeting. He thought he was at this meeting. B Kyker stated he will review the recording and double-check to make sure those who attended were properly captured for the record. S Martinez motioned to approve the Consent the Agenda items as presented with the exception of the modifications to the attendance as discussed to be reflective of the final record. R Ring seconded the motion. All in favor, motion passed.

6. **ACTION ITEMS**

**6.1 Homeless Prevention Program – Funding Recommendation**

B Kyker reviewed funding request – 3 agencies applied: Consumer Credit requested \$ 19,000: Home of the Sparrow \$25,500 and Prairie Sate Legal Services \$15,500. After reviewing LOIs, spend down history and clients assisted through this grant in previous years, Finance Committee recommended funding as Consumer Credit Counseling Services \$34,500 and Home of the Sparrow \$25,500 and Prairie State Legal \$0. Prairie State Legal has had problems spending the money and left money on the table. Both Consumer Credit and Home of the Sparrow have spent their money in entirety. Consumer Credit also has a broad list of client types they can assist with the money which is a great swath of client types than Prairie State Legal can assist at this time. K Violet motion to approve the recommendation of the Finance Committee to award \$34,500 to Consumer Credit Counseling and \$25,500 to Home of the Sparrow. A Emmert seconded. See attendance on “Voting 6.1”. Motion carries.

**6.2 Emergency Solutions Grant – Rubric Review**

B Kyker said the some of the systems Wellsky retired do not match up with the information that agencies can pull. The group is looking at updating the rubric from what was already approved by the Board. 30% of leavers maintain or improve their income can be pulled – rather than average, number of clients. Compliance with CoC Coordinated entry – rather than asking for quarterly meeting, but attending any meeting. The Coordinated Entry meets weekly and if we use the weekly attendance, it is a better measure and agencies can earn more points in this area. G Zinck stated the quarterly meetings are reserved more for policy or special project. She stated all funded agencies are participating in the weekly meeting and sometimes bringing more than one representative. These proposed changes to the rubric will align better with data that can be pulled and what the group is actually doing. K Violet motioned to approve the recommended changes to amend the rubric based on information that is accessible and data sets that can be pulled, L Prince seconded. All in favor, motion passed.

7. **OLD BUSINESS**

**Committee Chairs Updates**

7.1.1 *Community Awareness Committee* – B Kyker stated that the committee meets next week. Landlord engagement is doing well and looking at



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policies and procedures. Home of the Sparrow has staff person (starting April 22<sup>nd</sup>) to oversee this program to build the program at Home of the Sparrow and then the program will build to other agencies. This will help to understand how this new program will work. "The Public" movie to show during World Homeless Day (Oct 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup>). He would like to have people leave and have some action items to help our cause and increase our housing stock – an advocacy piece of what people can do. Still need a popcorn machine. Thinking about it being an evening program. Home of the Sparrow is spearheading a grant for the Landlord Engagement Program with the Community Foundation of McHenry County. B Kyker encouraged any staff person at CoC agencies working with the public landlords to connect with him and possibly attend the committee meeting. He'd like to get their perspectives, ideas and information to help build this program.

- 7.1.2 *Coordinated Entry* – G Zinck reports that they have been busy. AID launched their PSH with 4 apartments. Thresholds had 3 new PSH apartments as well. A concern is that the group homes are struggling with the loss of funding so those programs are at risk. The system is working as it should and most agencies still have some room available in their programs and good results on those leaving the system with better outcomes.
- 7.1.3 *Finance Committee* – D Rasmussen – B Kyker stated they are reviewing the Homeless Prevention funds and will be meeting in May. Still looking to identify when the meetings will occur. ESG funding decisions are going to take place in early in May and they need a quorum for the meeting to pass on the recommendations to the full Board. G Zinck would like to be on the finance distribution list so she can go to meetings when she has the time. B Kyker encouraged that any Board member can attend the open committee meetings – ask him to get on a distribution list.
- 7.1.4 *HMIS Committee* – J Davis stated met with a new HMIS vendor "focused Clarity" to see the work flows and end user side. Also included some tools and they have new stuff that Wellsky doesn't have. Joe and Gina will be looking more closely with their teams on data conversation, what we have/need and the associated costs. The Committee recorded the HMIS committee on this demo if you want to see the program ahead of time.
- 7.1.5 *Housing & Services Committee* – A Turner said that their meeting was rescheduled because they didn't meet the quorum. Looking to connect and learn more from Suburban Supportive Housing Network and how we can work with their organization. He is encouraging other committee members to attend Suburban's Board meetings.

**7.2 Point in Time (PIN) Count** –J Davis said to refer to the HMIS Committee report.

### 8. NEW BUSINESS

#### 8.1 State Payments

B Kyker stated the state doesn't always provide the best information on the funding to the County. They solely go through the agencies once the awards have been awarded. If you have anything outstanding from the State for ESG, or other programs to help agencies get reimbursed for funding they were awarded especially from IDHS. He would like to be CC'd



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when the funded agencies send their reports to the state to include him. This way all state programs and the CoC communicate and the CoC is aware of what is happening with the spend downs, especially since the state asks for recommendations from the CoC. This will allow all of us to know what is going on in these state funded programs.

### **8.2 Proposed Change to Committee Meeting Dates**

B Kyker reported that the state timeline for funding recommendations influences the April and May Board and Finance Committee meeting dates. Homeless prevention Program and ESG funding decisions have a quick 3 week turn around time and we need to make sure all of the committees and full Board can make the decisions regarding funding. Looking to move the full board meeting on May 9<sup>th</sup> to review/edit/approve the recommendations from Finance Committee.

## **9. OPEN FORUM AND MEMBER ANNOUNCEMENTS**

**9.1** B Kyker stated he was made aware the state still hasn't received the allocation about what each community is going to get. The ESG agencies and finance committee met to discuss some scenarios using the funding amount from last year. The recommendations will be based on the actual amount our area is recommended. See 8.1 of these minutes about including the County in the regular submittal of the data to the state programs. Last year they increased funding last year, but we found out about it only casually rather than formally being informed by the state direct. The county has access to the funding information from HUD. Last year the state increased the Homeless Prevention funding and they bumped up the 3 agencies who received that funding and the CoC Board & the County had no knowledge of that. We want to make sure no money is left on the table and that we have a good understanding of the funding coming through our community. Please cc him on all state reports. IDHS stated that the allocations they made last year for the state CoC funding were for 3 years renewable – not what we thought was happening. It helps to keep the Community Division in the loop. If some of the agencies are not able to spend the grant for 3 years – please reach out to B Kyker. The state will come back to the CoC every three years rather than a renewal annually.

**9.2** S Martinez will be providing Mental Health First Aid Training in June in Waukegan no charge, in-person event. She will send flier to B Kyker to distribute to the Board. She recommends that every agency has one.

**9.3** K Violet shared that The Department of Veterans Affairs announced yesterday that it will launch a new program in May to help more than 40,000 veterans experiencing severe financial hardship avoid foreclosure and stay in their homes. The Veterans Affairs Servicing Purchase, or VASP, program will be a "last-resort" tool in the VA's suite of home retention options for eligible veterans, active-duty service members and surviving spouses with VA-guaranteed home loans. She will provide the detailed link to agencies serving Veterans and to B Kyker to share and distribute with the full CoC Board.

## **10. ADJOURNMENT**

S Martinez motioned to adjourn at 10:03 a.m., seconded by B Kyker. All in favor, motion passed.

Minutes respectfully submitted by K Violet.

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

# McHenry County Continuum of Care to End Homelessness

## Steering Council Minutes – April 4, 2024 at 2:00 PM



Next meeting date: Thursday, May 2<sup>nd</sup>

**ATTENDANCE:** Brandon Kyker, Laura Franz, Andrew Turner, Joe Davis, Anneliese Thurston, Kathrine Violett, Hans Mach, Liz Heneks, Aaron Neal, Bill Meath, Carrie Freund, Scott Larson, Kya Hayes, Frank Samuels, Donna Rasmussen (Gina Zinck joined near the end)

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Meeting called to order at 2:02 pm by Kathrine Violett.

### 1.0 Roll Call and Introductions

Scott Larson, Financial Controller with Pioneer Center, new to this meeting

### 2.0 Review and Approval of Meeting Minutes

#### 2.1 March 7, 2024 – Steering Council Committee meeting minutes

Brandon made a motion to accept the minutes as presented, seconded by Laura; Bill abstained and all others in favor, motion carried.

### 3.0 Public Comment Period ~n/a

### 4.0 Old Business

#### 4.1 Systems Updates

Joe re: HMIS updates: Clarity HMIS presentation. He will set up another meeting in May to show additional information. Seeking new vendor. PIT and HIC due at end of April, should be completed. Agency admins should double check inputs. Other vendors will be explored. Kathrine asked if we would lose data in a conversion and Joe said that will not happen.

#### 4.2 Homeless Prevention Program

Brandon thanked all for the HP grant (3 viable applicants). Finance will meet tomorrow and present to full board the following week. Brandon reviewed that they did have a funding meeting for HPP and ESG. They successfully resolved HPP but there are more requests for ESG than funds.

### 5.0 New Business

#### 5.1 Emergency Solutions Grant – Rubric Review

Brandon indicated the rubric was already reviewed and while scoring the ESG LOIs, they realized WellSky HMIS retired some of the indicators we need tracked. Data has been very difficult to mine. Discussion of quarterly vs weekly CE meetings ~ agencies have been missing quarterly meetings while doing great with monthly so the points will correspond favorably. Turning Point has been attending more often and will be ranked on attendance moving forward (they are aware). Discussion of how to score income goal since HMIS no longer covers this factor.

Brandon shared the rubric document with the Steering Council. Bill moved that the SC accept the amended ESG rubric as presented, seconded by Joe, all in favor (Laura abstained) and motion carried.

## 5.2 State Payments

Brandon on behalf of Doug ED of South Suburban PADS was checking for unpaid payments for 2023 from the state (ESG, ETH, ESG-CV or tax write off grant).

## 6.0 Review and Approval of the April 11, 2024 Full Board meeting agenda

Review of agenda. Bill asked if finance committee minutes had been approved, they will be reviewed at CoC meeting. Motion to approve the April 11 full board agenda made by Laura, seconded by Bill, all in favor and motion carried.

## 7.0 Open Forum and Member Announcements

Brandon said applications for ESG are due May 10; steering scheduled for May 2, he is recommending full Board meets the 9<sup>th</sup> for the approval after Finance meets May 3. Kathrine suggested we add proposed change of May meetings to the agenda.

Brandon said April 1-5 is Community Development Week. Review of Taylor Place groundbreaking.

Hans announced that Faith Taylor is resigning and Brandon is being promoted to her vacated position. Brandon will be overseeing Housing and Services which includes oversight of CoC.

Gina provided a system update ~ most openings are now in process so there are no open PSH. CE is going well.

Brandon said Finance Committee is meeting tomorrow and said he'd love to see more funded committees having participation.

## 8.0 Adjournment ~ Brandon made a motion to adjourn, seconded by Donna, all in favor and motion carried, meeting adjourned at 2:54 pm.

Minutes taken by L Franz ~

## Finance Committee Meeting Minutes – April 5, 2024

### 11:02 Call to Order

1.0 **Roll Call:** Present: Brandon Kyker, Donna Rasmussen, Bill Meath, Kya Hayes, Lillie Prince, Hans Mach, Aron Neal, Laura Franz

### 2.0 Review & Approval of Meeting Minutes:

2.1 October 6, 2023 - Finance Committee Meeting Minutes

2.2 January 5, 2024 - Finance Committee Meeting Minutes

**Motion to approve**-Brandon Kyker; **Second**-Lillie Prince; **Abstain**-Bill Meath; **All in Favor. Motion Passes.**

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

### 4.0 Old Business

#### 4.1 – Emergency Solutions Grant (ESG) – Rubric Review.

**Compliance with McHenry County CoC Coordinated Entry** changes from 75% of quarterly meetings to 75% of meetings-quarterly or weekly. Turning Point will be required at Coordinated Entry meetings **next** year.

**System Performance Measure 4-Income Growth/Safety:** Total income growth of leavers is no longer available for viewing. New scoring will be Pass/Fail: If 30% of Leavers have income = 10 pts; If 30% Leavers are w/o income = 0 pts. (Based on Strategic Plan goal of increasing total client's income across projects by 30%).

**Motion to approve Rubric as amended:** Bill Meath; Second: Lillie. All in favor:

### 5.0 New Business

#### 5.1 Homeless Prevention Program (HPP) – Funding Recommendation:

Based on prior year agency spending history, the Committee recommends that Prairie State not be funded this year, giving them space to plan for funding in the future.

Committee recommends HOS receive \$25,500. and CCCS receive \$34,500. For HPP FY 2025.

**Motion to approve:** Bill Meath **Second:** Lillie Prince **Abstain:** Donna Rasmussen **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 11:50 am.