

**SOUTH CENTRAL ILLINOIS CONTINUUM OF CARE
BOARD MEETING**

Agenda

CEFS, Effingham, IL

January 9, 2019 at 10 am

- I.** Welcome-Call to Order
- II.** Roll Call
- III.** Organization Spotlight – Dana Tell, SSVF
- IV.** Board Application Training (Question 1D-1, 1D-2, 1E-1, 1E-2)
- V.** Old Business
 - October 10 Board Meeting Minutes
 - Upcoming PIT – Stephanie Stahlhut
 - Application Updates
- VI.** Committee Reporting
 - Executive Committee - Kevin Bushur
 - HMIS - Larry Sullivan
 - Proposed HMIS Policy Changes
 - Membership and Marketing - Gerry Schlechte
 - Planning and Assessment – Barb Waymire
 - Monitoring and Ranking – Fred Spannaus
 - Sub Committees and Task Forces:
 - Veterans – Dana Tell
 - SOAR - Stephanie Stahlhut
 - HIC and PIT – Larry Sullivan
 - Coordinated Entry Task Force – Susie Beaumont
- VII.** New Business
 - Proposed Governance Charter Changes
 - Renew Agency Proxy Forms
 - 2019 CoC Competition Timeline
 - IL-516 PIT/HIC Report Breakfast
- VIII.** Other

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning—State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	☒
Health Care:	☒
Mental Health Care:	☒
Correctional Facilities:	☒
None:	☐

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	☒
Health Care:	☒
Mental Health Care:	☒
Correctional Facilities:	☒
None:	☐

1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:

- (1) objective criteria;**
- (2) at least one factor related to achieving positive housing outcomes;**
- (3) a specific method for evaluating projects submitted by victim services providers; and**
- (4) attach evidence that supports the process selected.**

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.
(limit 2,000 characters)

(1) We take into account a wide range of needs and vulnerabilities as we review, rank, and rate projects. We use APRs and local data to generate measures of severity. The specific needs and vulnerabilities that we consider are:

- Victimization through domestic violence or other abuse
- Income status at entry
- Coming from place not meant for habitation
- Mental health
- Alcohol and drug abuse
- Chronic health condition
- HIV/AIDS
- Developmental disability
- Physical disability
- History of homelessness (length and duration of episodes)
- Residence in area with fewer resources for homeless

(2) Our ranking process takes needs and vulnerabilities into account through its scoring system. Two factors are among the highest scoring items: one pertains

to chronic homelessness, and the other pertains to health conditions, income status, and prior living conditions. This section uses HUD's Ranking Tool.

Additionally, our alternate review system for victim service providers awards priority consideration to projects serving victims of abuse.

As a tiebreaker, our Ranking Committee considers geographic balance by calculating the amount of HUD homeless assistance (CoC and ESG dollars) per homeless person in each of three geographic areas in the CoC.

1E-3. Public Postings. Applicants must indicate how the CoC made public:

- (1) objective ranking and selection process the CoC used for all projects (new and renewal);
- (2) CoC Consolidated Application—including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and
- (3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	☐	CoC or other Website	☐
Email	☐	Email	☐
Mail	☐	Mail	☐
Advertising in Local Newspaper(s)	☐	Advertising in Local Newspaper(s)	☐
Advertising on Radio or Television	☐	Advertising on Radio or Television	☐
Social Media (Twitter, Facebook, etc.)	☐	Social Media (Twitter, Facebook, etc.)	☐

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: Yes

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:

- (1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline—attachment required;
- (2) rejected or reduced project application(s)—attachment required; and

October 10, 2018
South Central Illinois Continuum of Care
Board Meeting

Present: Jessica Pauley, Nikki Davidson, Kelly Hardy, Dana Tell, Cathy Feltner, Kevin Bushur, Gerry Schlecte, Michael Stopka, Stephanie Stahlhut, Tracey Kreipe, Susie Beaumont, Larry Sullivan, Theresa Loy, Brandy Sechrest, Barbara Waymire & Emy Nelson

Organizational Spotlight-DHS Angela Campo, manager for supportive housing, Rodney Collins & Darcie Hannah

Board Application Training-Question 1C-6a Consistent growth from all the counties. Tracey asked if there are any next steps for the CoC. Is anyone doing anything that can be added? HOPE is doing Safe Space. Checking to see if can do for Semi-Annual.

1C-7 Active in all four sections. Shimkus is coming to Greenup and got an invite. Will talk about criminalization for homelessness. Cindy suggested getting law enforcement on the board. Tracey said about maybe a state attorney also

1C-8 We do it

Old Business

Conference Call August 27th Minutes-Michael motioned and Tracey 2nd, motion approved

HUD Application-It is done and turned in

Committee Reporting

Executive Committee-N/A

HMIS- Conference call Oct 9, 2018 Change a section in Policy & procedures to match HUD criteria on Page 8 Monthly user sessions to discuss changes and any questions. 2018 requirements are not out yet. Go through changes next meeting

Membership & marketing-Conference call Oct 4, 2018 attendance records. Kevin is vice chair since Jeannie resigned. Dana new veterans rep. Theresa new Mental Health Representative. Cathy and Gerry for approval. Executive membership each funded should have a voice. Brandy as secretary and one other unfunded. Ranking and Review memberships needs more members, add Theresa and Dana January 9 next meeting

Planning and assessment-did not meet but will meet Oct 29 9:30 Conference Call. Will be working on a laundry list on 9 or 10 things that we said we were going to do.

Monitoring & Ranking-Completed monitoring for the second time this year. Letter was sent out to look over results and answer questions the committee had. Needs any changes or questions let Gerry know by the end of year.

Veterans- have been meeting

SOAR-No updates, is it taking awhile and having some issues. 9 are certified. Tracey asked if we need to track who has been SOAR training. Didn't need names. It's on each project application

HIC & PIT-Nothing to report. Stephanie is in charge of PIT

Coordinated Entry Task Force-Minutes are in the packet. Susie shared the Tracking Tool. HUD has made available a new coordinated entry manual.

New Business-

Governance Charter Proposed Amendment-Adding #4 to the CoC Committee & Work Groups. Talk about limiting to only board members and should this committee also do the appeals. New E says serve as an appeal panel on any appeals on rankings. Michael motioned to approve and Gerry 2nd, motion approved.

Program Standards Proposed Change-Change from participant income to we will pay this % and then the client will pay %, then by the 7 months the client will pay 100% with exceptions. Tracey motioned to approve and Cathy 2nd, motion approved.

Racial Disparities Report-Report in packet. Completed every year. Next summer would be a good time to do it again.

CoC Spending Report-Report in packet. Don't know what to do with it yet.

Upcoming PIT-One day of the last week of January. Pit Training will be sent out.

Other-ERBA will be having a CoC 101 training November 20, 2018.

The Haven opening around Thanksgiving

Gerry motion to adjourn and Cathy 2nd, motion approved.

Proposed Amendment to SCICoC Homeless Management Information Policies and Procedures Manual

Amendment to section on "Rapid Re-Housing" (pp. 9)

Current wording:

Service start date applies to the day the client has met the program eligibility and is offered a unit. Agencies must also enter the actual move in date that the client enters the actual unit. Service end date for all clients is upon termination of housing assistance.

Proposed Amendment:

Service start date applies to the day the client has met the program eligibility and is offered a unit. Agencies must also enter the actual move in date that the client enters the actual unit. Service end date for all clients is the last day a service was provided or the last date of a period of ongoing service.

Oct 3 Marketing and Membership Conference call

Meeting called to order.

Members on the call: Cathy Feltner, Gerry Schlechte, Kevin Bushur, Brandy Sechrest, Barb Waymire

Board Minutes: Motion by Cathy, seconded Brandy. Approved

Attendance Reports:

August 27th conference call-need to confirm everyone that was in attendance. Kevin's name was added.

Correction needed: Susie from ERBA to Consultant..

Ranking and Review Task Force: discussion on if there is a need to track attendance and take minutes. Since it will become a committee and bylaws are going to be updated, this will be presented to the full Board to have attendance added as well as minutes.

Brandy wanted to note that the attendance spreadsheet is broken down by years. Records are not clear when someone joins and leaves. Known information was given and records updated. Going forward, dates when members were seated will be entered.

Other committee information was reviewed and updated

Discussed the need to update Proxy forms for January Meeting.

Ranking Review Committee: Nikki Davidson can only meet in the evening. Recommending Dana to be added and Theresa Loy will be approached to serve.

Vice Chair Election-Kevin volunteered. Approved by voice.

New Board member: Theresa Loy is being nominated to replace Jeannie Johnson. Dana Tell Kevin/Brandy approved. Must go to the full Board.

Executive Committee Membership Discussion; Discussion on the make up of the Executive Committee was held. Pres, VP and Sec are the only positions listed. Previous documents show the executive committee was a larger group. Discussion on if all funded agencies should be represented, and did that included ESG funded agencies. Fred will be consulted, discussion to full board to be presented.

Next meeting January 9th, 9:00 am before the full Board Meeting.

Motion to adjourn: Cathy Seconded Kevin 9:28

CoC Subcommittee to End Veteran Homelessness

12/17/2018

Present: Dana Tell SSVF, Larry Sullivan ERBA, Kristy Dawson CEFS & By Phone- Jess Pauley ERBA

1. Announcements

SSVF is Accredited for 3 years!!! SSVF went through an audit and passed with flying colors!

Not a new announcement but still exciting- We have officially been declared “functional Zero” which means that rarely a veteran is recognized as homeless they are quickly rehoused, unlikely to happen again. “Rare, brief and non-reoccurring”

Trying to let all field workers in all counties know that SSVF can serve veterans quickly.

Update: We are still trying to contact mayors of Mattoon and Charleston.

2. Discussion- By Name

Terry Nailing- Housed in towers today, working with SSVF

No New in Christian county, no other in Coles.

Any other veterans in the CoC?

3. Roundtable

What are ideas for sharing the news of Functional Zero? Caution- We have to wait on the Mayors of Mattoon and Charleston. Dec Update: We are still waiting to hear something from them.

PIT Count- Stephanie is in charge of PIT count. Will be done on Wednesday January 24th.
Training on January 11th

Stand Down will be coming to Mattoon in Coles County. Will be working with Laura at the Life Span center. Alwin let Dana know that paperwork has been turned in. A potential date is unknown. Update 12-17-18: No one at the meeting has heard from Laura, So Dana will contact Laura for information.

Anything else?

Next meeting: Jan 28th at 10am at the Senior Center in Sullivan

Coordinated Entry Task Force Meeting 12/10/2018

Meeting called to order 9:00 am at C.E.F.S.

Members Present: Cindy Mayer, Susie Beaumont, Kristy Dawson, Dana Tell, Jessica Pauley, Paige Hanks (By Phone), Fred Spannaus at 10 am

I. Review Minutes from Last Meeting

Minutes from previous meeting were reviewed and no corrections were suggested. In discussing the income change section, Paige Hanks suggested that a good resource for employment verifications was to send the verification directly to the employer. In discussing the Payment schedule portion, challenges to helping customers obtain income were discussed. In discussing client enter and exits, discussion was had about if the previously discussed policies were in HMIS Policies and Procedures. Jess Pauley stated that she would verify the wording against the existing policy, and if need be, would type up a correction to get approved by the board at the January 9th CoC Board Meeting.

II. Review Coordinated Entry Tracking Tools for all Agencies

All agencies brought CE Tracking Tools for the months of September, October, and November, with each month on a separate form. Discussion was held about different needs and trends in each of the regions. It was discussed that if a client is still pending, they should remain on that list until it has reached 30 days from their last point of contact, at which time they may be marked as self-resolved. At the next meeting in March, agencies will need to send the tracking tools from the months of December, January, and February to Jess so that they can be included in the packet. Jess will be sending out a reminder closer to time.

III. Coordinated Entry Annual Evaluation Design

Fred Spannaus came up with a draft of an annual Coordinated Entry evaluation that was disbursed to Task Force members via email Thursday, December 6th. Fred stated that he would begin evaluating the Coordinated Entry system in February or March of 2019. Below are notes in regards to different areas of the Evaluation Design:

i. Basic

1. Marketing of the CE – discussion was had on how this information could be transmitted to other agencies, whether via word of mouth, interagency meetings, flyers, etc.
2. How field offices/intake points respond when faced with a person who presents as homeless/at imminent risk – Fred and Susie will be randomly selected intake points in each of the regions to speak to the frontline staff about how this is handled. Fred will be sending out a previous list he has of CE entry points that he would like each agency to verify. Also, he requested that each of the regional leads provide a list of people who complete the Vi-SPDATs, as well as their contact information.

3. It was suggested that a question be added to the diversion tool about how the client learned of the services that the agency provided. It was decided that the diversion tool would not be changed until after the CE Evaluation was completed to be certain that all needed corrections were made.

ii. Client Outcomes

1. Discussion was held about the CE Tracking Tool and possibly changing it to specifically track those assisted with Prevention programs. Additional discussion was held on the difference between the Diversion tool and the Homeless Prevention Prioritization tool. ERBA currently uses the Prioritization tool in determining eligibility for HP funding, while CEFS uses the second page of the diversion tool. All agreed that a standardized system needs to be in place, that will likely exist of changing the diversion tool to include the Prioritization questions.
2. Discussion was also held about the follow up of referrals. Currently, no follow up is completed if a client is referred to an external agency.

Jess will put all agency monthly tracking tools together to create a year-end summary for outcome evaluation.

iii. Distribution of PH Outcomes

1. This is not something that is currently tracked, other than those that are entering the RRH or PH programs. We will begin looking in to the possibility of changing this in the future to gain more information about where the clients are residing after being referred to PH.

iv. Customer Feedback

1. Dana Tell shared the exit form that SSVF currently uses. When a client exits the program, her supervisor will call the client 30 days after exit to touch base and see how they viewed the services that they received. In order to track this for the CoC, it was decided that for 2018, the regional leads would need to provide a list of clients who went through the coordinated entry for the last three months. This is due to Fred by January 4, 2019. Going forward in 2019, each point of contact will be using questionnaire sheets that inquire about the service the client received and what changes are recommended. Possible questions to include on this survey are (see form from CEFS):
 - a. What services did you come in for today?
 - b. Do you feel your needs were satisfied?

- c. Is there anything that you recommend we should change about our procedures?
- 2. For survey of incoming referral sources, regional leads were asked to send out an email to their field offices to see which agencies are referring clients to the homeless programs, and what their contact information is. This is due by 1/4/2019 to Fred. Possible questions to include on this survey are:
 - a. Where do you send people who are currently facing homelessness?
 - b. Are clients referred differently compared to if they are literally homeless or if they are in imminent risk of being homeless?
 - c. Do we solve the needs of the clients?
 - d. Are we easy to work with?
 - e. How do you think the current system works?
- 3. For survey of outgoing referral sources, regional leads are asked to provide a list of what agencies (including contact information) that receive referrals from our agencies. This is also due to Fred by 1/4/2019. Possible questions to include on this survey are:
 - a. Are the referrals that you receive from our agency appropriate?
 - b. Are we easy to work with?
 - c. How do you think the current system works?

IV. 2019 Training

The following trainings that were to be presented were referenced in the CoC application:

- i. Annual training to CoC area projects and CE staff that address best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking
- ii. CE Training for all staff to include CE Policy Manual updates, must include updated safety protocols placed in the CoC Homeless Program Standards Manual
- iii. Equal Access to Housing in HUD Programs regardless of sexual orientation or gender identity (Equal Access Final Rule), (Gender Identity Final Rule)
- iv. PIT Training
- v. Retraining of shelter and CoC staff in regards to incorrect or missing exit destination data being entered into the HMIS
- vi. Training on how to consistently enter income for participant agencies
- vii. Antidiscrimination policies
- viii. Training on youth homelessness – tied in with LGBT
- ix. Training for staff working in homeless services sector to better understand racism and the intersection of racism and homelessness

Discussion was made to focus on the DV Training (including dating violence, sexual assault, and stalking) and non-discrimination policies at Semi-Annual Meeting in April 2019.

Discussion was held to find a date in September/October to bring all front-line staff together for a follow up CE Training, possibly at Shelbyville Visitor's Center.

Proposed Amendment to SCICoC Governance Charter

Addition to section on “Executive Committee” (pp. 10)

The **Executive Committee** will be comprised of 5 members, including the SCICOC Board President, Vice President and Secretary. The remaining two members of the EC must represent non-funded CoC agencies.

Responsibilities include:

- a. Conduct the CoC business between meetings;
- b. Vote on actions appropriate for membership approval;
- c. Prepare a yearly calendar for regular meeting dates; and
- d. In consultation with the collaborative applicant and the HMIS Lead Agency will develop, follow and periodically recommend needed changes to the Governance Charter. All changes to the governance charter will be submitted to the full CoC for a vote at a regularly scheduled meeting in October.
- e. Reappointment of a Governing Board replacement in the instances where an individual is asked to step down or who resigns to fill the rest of the appointment. If the vacancy is created within an agency who appoints their own member, that agency will be asked to provide a replacement.
- f. Other duties as assigned.

YOUR AGENCY LETTERHEAD

To: _____

From: _____

RE: Designation of Board Member and Voting Representative to South Central Illinois Continuum of Care Board of Directors.

Please be advised that the following individual(s) are hereby designated as our representative and alternative representative, to the South Central Illinois Continuum of Care (SCICOC) Board of Directors. These individuals are authorized to cast our agency's/department's voice on matters which come before the SCICOC membership regarding serving the homeless population.

This board member and voting representative designation is for the year, running through January 31, 2020.

Individual Authorized by Governing
Official

Signature Title

Authorized Proxy Designation

Signature Title

PLEASE SIGN AND RETURN THIS FORM AS SOON AS POSSIBLE TO:

Embarras River Basin Agency, Inc.
Attn: Jessica Pauley
Email: jessicap@erbainc.org

	South Central Illinois Continuum of Care				
	2019 Program Competition Timeline		Black is CoC competition related		
			Red is Continuum operations		
Sequence	Timeframe and Due Date		Task		
1	01/01/19		BOD Application Competition Training		
2	01/09/19		Board of Directors Annual Mtg. recommend board selection		
3	01/11/19		Point in Time Training		
4	01/24/19		Point in Time Count		
5	01/25/19		Quarterly Project Monitoring		
6	02/01/19		Ranking and monitoring committee process started		
7	04/09/19	projected	Registration opened		
8	04/10/19		BOD Mtg and Semi Annual Training hosted by IVEDC		
9	04/12/19	projected	Ranking approval by Board (new apps last)		
10	04/23/19	projected	GIW available on HUD exchange		
11	04/25/19		Quarterly Project Monitoring		
12	05/08/19	projected	Field Offices review GIW from CoC		
13	05/14/19	projected	Registration closed		
14	05/28/19	projected	Field Offices post GIW to HUD Exchange		
15	06/20/19	projected	CoC Program Competition opens		
16	06/22/19	projected	Confirm Profiles (IVEDC, ERBA, CEFS and CoC)		
17	06/28/19	projected	Project Applications available in esnaps		
18	06/30/19	projected	Solicitation announcement to public (websites, FB,newspaper etc.)		
19	07/10/19		BOD Meeting		
20	07/10/19		Approval of any updates to Ranking System by Board		
21	07/25/19		Quarterly Project Monitoring		
22	08/01/19	projected	Commitment of projects (all projects commitment via email to CoC Lead)		
23	08/02/19	projected	Commitment of projects sent to all CoC agencies		
24	08/08/19	projected	PDF version of project to Lead for approval before submit button		
25	08/13/19	30days b4 Sept18	Renewal, reallocation and new apps submission		
26	08/17/19	w/in 15 days of 9/18	Notify Proj. Applicants ;accepted,rejected, reduced		
27	08/17/19	projected	Final CoC Ranking Released to public		
28	08/29/19	2 days B4 Sept.18	Post CoC app, attachments, Priority Listing		
29	08/29/19		Notify Community and key stakeholders app is available		
30	09/04/19	HUD date Sept 18	Final CoC, Priority List & Project Apps submitted to HUD		
31	10/01/19	projected	HDX opens for LSA data entry		
32	10/02/19	projected	Monitor of existing projects to include ESG		
33	10/09/19		BOD Meeting and Semi Annual hosted by CEFS		
34	10/25/19		Quarterly Project Monitoring		
35	11/09/19	projected	Deadline for LSA Test Upload for both All Persons and Veterans		
36	11/30/19	projected	Deadline for LSA Final Upload for both All Persons and Veterans		
37	12/05/19	projected	LSA deadline confirmation of data for All Persons and Veterans		