

**May 14, 2025**  
**South Central Illinois Continuum of Care (SCICoC)**  
**Virtual Meeting Minutes**

**Meeting called by the SCICoC Executive Committee.**  
**Regarding Financial and HMIS Data Concerns with the Haven.**

**Present:** SCICoC Executive Committee: Kevin Bushur - President, Cathy Feltner - Vice President, Kelly Hardy – Secretary. SCICoC Consultants: Jessica Pauley and Fred Spannaus. SCICoC Lead Entity (ERBA) Staff – Carol Tracy, Lyn Carlen, Kamisha Repp. State of Illinois DHS Staff: Angela Campo, Brenda Rogers. The Haven Board of Directors Members – Bill McGrath, Brent Holmes, Terese Matthews and Suzi Coffman. The Haven Executive Director – Courtney Arnold.

The virtual meeting was called to order at 12:00pm by SCICoC Board President, Kevin Bushur. Introductions were made.

Kevin spoke about the need to call a meeting to address concerns that were expressed by the SCICoC Executive Committee in a letter dated May 9, 2025. The letter was sent on behalf of the SCICoC, and was emailed to The Haven on the same day it was dated. Those concerns include: The Haven’s failure to submit reports in a timely manner, failure to enter required data into the Homeless Management Information System, HMIS, and a perceived failure to keep The Haven’s expenditures by source within their accounting system.

Kevin also spoke about the Technical Assistance (T.A), that the SCICoC had offered to The Haven to attempt to remedy the SCICoC’s concerns. This T.A. that had been offered, was not, or has yet to be accepted by The Haven.

Fred spoke on behalf of the Monitoring and Ranking Committee and discussed reporting requirements and reasons behind the reporting requirements. Discussion was held into the purpose of monitoring the SCICoC Funds. The discussion included the history of late reports from The Haven and the opportunity for T.A. that Fred as an SCICoC Consultant had provided to The Haven. Discussion was held on the make-up of the Monitoring and Ranking Committee members being comprised of non-funded members of the SCICoC. Discussion was held into a Monitoring Report that was submitted by The Haven regarding Emergency Solutions Grant (ESG) funding and the Monitoring and Ranking Committee’s concerns regarding the accuracy of the submitted report.

Jessica spoke about the SCICoC’s attempts to provide an additional avenue for T.A. to The Haven from an outside consultant to assist in meeting the reporting requirements. Discussion was held into the SCICoC’s intention for The Haven to succeed. The SCICoC does have concerns that funding requirements are not currently being met by The Haven.

Brenda spoke about the last report that was received in December of 2024, by the State, regarding ESG funding. Discussion was held on how ESG reporting works. It was acknowledged that The Haven requested assistance from ESG, however the type of assistance in identifying expenditures is not the type of T.A. that the State can provide. Discussion was held into accounting system requirements, the need to track expenses, and the need to know what the funds can be used for. Discussion was also held regarding the impacts of submitting fraudulent financial reports to the State.

Angie spoke about the potential of the State terminating contracts due to fraudulent financial reports and expressed similar concerns to those that had been expressed from Brenda. Brenda discussed how contracting with the State has requirements and ESG funding also has HUD (The Department of Housing and Urban Development) federal regulations. The financial piece of contracting funds being important, the State could ask for funds already spent and previously reimbursed to be returned if financial requirements are not being met.

Brenda clarified that The Haven had experienced difficulty with reporting previous to the current Executive Director but there are current concerns are that The Haven may have difficulty being able to continue to receive State funding.

Brenda also discussed timelines for grant allocations and grant due dates. Kevin discussed how allocations for the SCICoC funding are provided through the CoC and have to be voted on by the SCICoC Board.

Brenda discussed how contracting funding for services with the State is dependent on not being placed on the Stop Payment List, which The Haven is currently on. Angela spoke about the fact that if an agency is on the Stop Payment List they can not be issued payment from the State and no State contracts or amendments can be processed while the agency is on the Stop Payment List. The Haven is currently out of compliance with the Illinois Secretary of State, SAM.gov and the agency's 990 has not been filed.

Cathy spoke about how ERBA is wanting to help and now might be a good time for The Haven to accept help. Kelly spoke about how important The Haven's services are to the community. Fred spoke about how important these issues are and there is a need for them to be resolved.

Suzie acknowledged that some of the concerns that The Haven is experiencing are areas that pre-dated the current Executive Director. The training that the current Executive Director received was minimal and that has left The Haven in a place where the Executive Director needs help. The Haven is committed to working to solve these issues.

Discussion was held by all members in attendance regarding what tasks to prioritize and where to find information on how to address those priorities. It was discussed that The Haven had not received a Stop Payment Letter. Discussion was held into keeping up to date contact information with the State in order to receive that type of communication. The information may also be in the GATA Portal that the Executive Director has access to. Access was verified by Angela during the meeting. Priorities of getting off the Stop Payment List, getting in compliance with the Secretary of State and updating The Haven's Sam.gov account were discussed. Details on how to access State portals, links for the portals, and available State websites containing information regarding commonly used portals were shared via the chat function.

Discussion was held into available community resources that The Haven could reach out to for knowledge and assistance of non-profit financial requirements. Possible steps to address the SCICoC's concerns continued to be discussed in an effort to provide The Haven with possible steps the agency could take moving forward.

The meeting was adjourned at 1:05pm by Cathy Feltner, SCICoC Vice President.

Respectfully Submitted by:  
Kelly Hardy, SCICoC Secretary