

Southern Illinois Continuum of Care Network (SICO CN)
Membership Meeting
Thursday, March 3, 2016
WADI, 1010 Latham Street, Enfield, IL 62865
10:30 AM

I. WELCOME AND INTRODUCTIONS.

Sharon Atchison introduced herself, thanked everyone for coming, and called the meeting to order. Those in attendance were: Renee Kindle, *Shawnee Development Council, Inc.*; Linda Bookwalter, *SWAN*; Tammy Chmielewski, *BCMW*; Jennifer Harnish, *BCMW*; Julie Mason, *Family Counseling Center*; Judy Kinnear, *WADI*; Jennifer Rister, *WADI*; Becky Ackerman *WADI*; Cathy Baugh, *PAVE*; Karen Fish, *Crosswalk*; Mary Evans, *The Women's Center*; Anna Magrum, *The Women's Center*; Angel Wilson, *Good Samaritan*; Sharon Atchison, *The Lighthouse Shelter*; Peggy Russell, *Family Crisis Center*; Robert Schroeder, *Western Egyptian*; Bob Braddock, *Bethany Village*; Camille Dorris, *SICH*; Jenny O'Daniel, *Lifeboat Alliance*; and Phyllis Thistlewood, *Light The Way, Inc.*

II. APPROVAL OF MINUTES

The minutes of the November 12, 2015 meeting had been sent electronically to members and were available at the meeting for members to review. Judy Kinnear moved the minutes be approved as corrected. Tammy Chmielewski seconded the motion. The minutes were approved as corrected.

III. TREASURER'S REPORT

The treasurer's report, prepared by Patty Mullin and dated 3-2-2016, was available for members at the meeting. It was noted that the check for LeAnn was for writing the Continuum portion of the HUD grant. There was a question about why Anna Bixby paid \$600 listed as membership dues. Was part of it actually for the HUD grant fees? Sharon will ask Patty about it. Members were encouraged to use the dues invoice on the Continuum web site to send their dues. Rob Schroeder moved that the treasurer's report be accepted. Linda Bookwalter seconded. The motion passed unanimously.

IV. COMMITTEE REPORTS

A. HMIS—Linda Bookwalter spoke about Compass Rose and DHS. Please make sure data is recorded in a timely manner so DHS can submit the data to HUD. Also be sure data is correct and in order. HUD projects are checked quarterly, so enter data by Wednesday's. Phyllis asked if training is available for those that enter the data, possibly at the Retreat. Would internet access be possible so we could actually get on line. It was also suggested that Deb Little, Compass Rose representative, could present training at a community college where all participants could be on line. Sharon asked if the intake on compass Rose should be used. Linda said they use it and there is more data available. A hard copy could be printed and used and the data entered

later, or it can just be typed in. Reports are available in the agency tab. Linda also mentioned that she is working on key words to match the service data DHS requests in it's reports, then the case notes can be scanned for key words, and the services would be counted.

B. Child/Youth Education—Brandy Sechrest
No Report

C. Public Education—Rob Schroeder said that the web site is up and running. Some things are old and need to be updated. The map of facilities, homeless count, and funding information should be updated. Members also need to send in current contact information. Rob's e-mail is housing @weeoc.org.

D. Membership—Sue Castleman
No report

E. Program Evaluation—Peggy Russell
No Report

F. Gaps Analysis—Jeannine Woods. Anna brought up the PIT data and asked who was to take it. Linda said she would take what had been brought. She had information from Anna, Judy, Camille and Renee. Information from Cathy was needed and would be sent to her. A question was raised about who to count and we are to count only those that meet the HUD guidelines.

V. OLD BUSINESS

A. Retreat—Appoint a new chair. Sharon lead the discussion. The contract has been signed and the state rate will apply. The Retreat is set for July 27 and 28, 2016, with the block of rooms for July 26 and 27, for those that wish to stay. It will be in O'Fallon again. Please mention Southern Illinois Continuum of Care or SICCN when registering, and register by June 30, 2016 to get the state rate. Sharon said she would send the information out to members again. The Retreat Committee needs a new chair. Jenny said she could help, but could not chair the committee. Linda said that she could co-chair and it was decided that Linda and Jenny will be co-chairmen for the committee. They will get speakers, etc. Linda said she could get belly dancers to come entertain. They do fundraisers for women's shelters, abused children, and they do it in Indiana. LeAnn's things concerning the Retreat will be e-mailed to Linda. Agencies are reminded to bring baskets.

B. 2016 PIT Data—See Gaps Analysis report

VI. NEW BUSINESS

A. Collaborative Applicant—Sharon lead the discussion. Sharon explained that the collaborative applicant is also called the lead agency. It is the point of contact from the funding agencies to those agencies that receive the funding. The Collaborative Applicant will receive \$1,000 from the continuum. LeAnn prepared a list of the requirements for the Collaborative Applicant that was sent to agencies electronically. After some discussion, Linda said SWAN could be the Collaborative Applicate on an interim basis, but a new agency would be needed by the Retreat. We are to ask our agencies if they would be the collaborative applicant.

The letters of proposal to write the Continuum portion of the HUD grant should be submitted no later than the May 5th meeting. The proposal should include the services that would be provided and the fee requested. Letters should be sent to Sharon.

B. FY 17 Homeless Prevention Grant—There was discussion about the Homeless Prevention Funds during the collaborative agency section. It was mentioned that in the past the board had voted for someone who had prevention funds experience. SWAN receives prevention funds. Rob moved that SWAN be appointed the Collaborative Applicant, Jennifer seconded and the motion passed unanimously.

C. HUD NOFA—Agency letters of intent for the 2016 NOFA are due to Linda no later than the next meeting, May 5th.

VII. UPDATES AND ANNOUNCEMENTS

FY 17 ESG funds. Sharon said the Continuum portion of the new ESG grant was due on April 7th. The allocation of funds could be voted on now, or it could be voted by the Board on-line. The consensus was to do it on-line. Rob said it was a simplified application sent by Tami, in Springfield.

Discussion turned to current year prevention funds and the difficulty agencies are having spending it so late. The funds cannot be re-allocated to non-preventive activities. Could the funds be re-distributed to other agencies or could agencies send clients to agencies that had funds? Tami could be asked if the grant year could be extended, or could an agency do an in-house grant modification. Agencies should let Linda know who has how much money and for which service and would they agree to help clients from outside their county. There was additional discussion, with comments that the Continuum needs to update ESG guidelines (such as changing from three month help to four months help) and the DHS web site has information on the ESG program.

Camille mentioned that Dorian Beardon will no longer be the homeless representative for the Board. Both Camille and Sharon will check to see if they can find a replacement.

SWAN's Domestic Violence shelter is open. The Transitional Housing has openings, male, female, couple, but no children.

Lifeboat is having a reverse raffle fund raiser.

SICH Phoenix Project has openings for males that have been in jail and have a substance abuse or mental health diagnosis. Also, they have a three bedroom house in Harrisburg.

VIII. NEXT MEETING

The next meeting will be on May 5, 2016, at 10:30 A.M., at Crosswalk in West Frankfort. Letters indicating changes in voter privileges for an agency should be sent to Sharon or brought to the Retreat. A letter from BCMW was received at this meeting.

Sharon thanked WADI for lunch. Anna moved that the meeting be adjourned. Judy seconded. The vote was unanimous in the affirmative.

Peggy Russell
Secretary