

SICOCN
Membership Meeting – September 8, 2016
SCT Training Center, 100 N. Locust, Centralia, IL 62801
10:40 A.M.
MINUTES

I. WELCOME & INTRODUCTIONS

Sharon Atchison, President, introduced herself, thanked PAVE for hosting the meeting, and asked if everyone had an agenda. (It was noticed at that time that the meeting address sent with the agenda was for the main SCT building, not the training center. The Correct address is listed above.) Those present were: Cathy Baugh, *PAVE*; Robert Schroeder, *Western Egyptian*; Jennifer Harnish, *BCMWW*; Tammy Chmielewski, *BCMWW*; Paula Proffitt, *Human Service Center*; Anna Margrum, *The Women's Center*; Brandy Sechrest, *ROE #17*; Mickey Sullivan, *ROE #21*; Johna Schullian, *ROE #21*; Joe Elliott, *Family Counseling Center*; Becky Ackerman, *WADI*; Wally King, *Bethany Village*; Jenny O'Daniel, *Lifeboat Alliance*; Linda Bookwalter, *SWAN*; Sharon Atchison, *Lighthouse Shelter*; Renee Kindle, *Shawnee Development Council*; Patricia Sawyer, *IL Migrant Council*; Salvador Thomas, *IL Migrant Council*; and Peggy Russell, *Family Crisis Center*.

II. APPROVAL OF MINUTES

The minutes of the May 5, 2016 meeting had been sent electronically to members and were available at the meeting for members to review. Jenny O'Daniel moved the minutes be approved as corrected. Jennifer Harnish seconded. The minutes were approved as corrected.

III. TREASURER'S REPORT

No Report

IV. COMMITTEE REPORTS

HMIS

Transfer from Compass Rose to ServicePoint

Linda Bookwalter reported that the change should take place in October. The date for the change and training sessions will be announced at a later date. Linda then mentioned that SWAN has been the lead agency for the HUD NOFA, she has realized how much LeAnn actually did. She talked about the PIT and the information needed from it. It has not been completed correctly in the past. Not enough data has been added and information needs to be put into the HMIS data system quicker so it can be counted for the PIT. It should be easier when ServicePoint is in place. She also mentioned that the performance measurement in the system reporting is mandatory.

Child/Youth Education

Johna reported that there is a new federal app for training of homeless liaisons in the schools, but it has been delayed. As a result some new liaisons have not had training and confusion results. Peggy mentioned a kindergarten boy at her shelter that was being refused entry into school because he did not have his shot records. They did not understand the difference between living doubled up and living in a shelter. The school was called and the boy was allowed to enter. The normal liaison had retired, and no one in the office had been trained. Johna then mentioned that the last count for homeless children was just under 4,300. They will be presenting at the national conference in October. Johna's e-mail is www.roe40.com.

Public Education

Rob Schroeder mentioned that he has many thing to do with both the news letter and the web site, he needs a volunteer for the newsletter – there was no response from those attending. The web site has been moved to Word Press platform. A black and white copy of the first page of the site was distributed. It includes meeting dates as well as membership information.

Membership

No Report from the committee. Sharon mentioned that she is presenting at an inter-agency group about continuing to get new members.

Program Evaluation

Peggy read the report of the evaluation committee that was sent to LeAnn for the HUD grant. She added that all programs were in Tier 1. It was mentioned that the committee needs to meet more often, and to prepare a new instrument for monitoring visits. Sharon asked when the new APR's will be available for the monitoring. Linda replied that it depends upon when each program grant starts and funding begins. Jennifer brought up that she is unable to access her APR, and was answered that the new APR's are not available yet.

Gaps Analysis (Point-In-Time Count)

Gaps Analysis is actually the PIT count. It was discussed briefly during the HMIS portion of the meeting, and mentioned again in the committee's portion.

V. OLD BUSINESS

NOFA Grant

LeAnn will submit the Continuum portion of the HUD grant to the board for approval before submitting it to HUD. Grantees are reminded to pay \$100 for each grant program they have. Some information was also discussed under the HMIS committee report.

Update on ESG Funding

Sharon mentioned the training from the State about ESG funding. One session will be in Mt. Vernon and all ESG participants need to attend at least one session. There has been no information about the carry-over funding. Wally mentioned that sub-recipients do not receive e-mail from DHS and the information needs to be sent to them. Sub-recipients need to sign up for the training and attend. The signed contracts are on-line now.

VI. NEW BUSINESS

Schedule of meetings for upcoming year/Discussion of Retreat

Linda brought up that the retreat had been discussed during the Board meeting. July was not a good time for the Retreat; the last two have been cancelled. She suggested it could be a single day with ½ day for information and ½ day for the continuum, we would still bring baskets, information, etc. September and May were suggested months, and it was agreed that May had too many conflicts. Meeting dates for the coming year are:

November 3, 2016	Lifeboat Alliance/ Jenny O’Daniel
January 5, 2016	Lifeboat Alliance/ Jenny O’Daniel
March 2, 2017	WADI/Becky Ackerman
May 4, 2017	Human Service Center, Sparta/Paula Proffitt
July 6, 2017	Board Meeting, date may change
September 7, 2017	Retreat/Location TBA

Rob mentioned that the number of meetings per year had been set. Linda responded that the by-laws are up for review at this time, and the number of meeting are set in the bylaws.

Election of Officers for the upcoming year

Cathy gave the report of the nominating committee. Sharon had stated that she could no longer serve as president. Cathy said they were not able to contact some of the members they want to ask them to serve and others declined. This year the President and Secretary are to be elected. Linda asked Sharon to do it for one more year and she accepted. Jenny moved that Sharon be elected for a one year term, Linda seconded. Vote unanimous. Linda moved that Peggy be elected secretary, Wally seconded. Vote unanimous.

Establishment of committees for upcoming year

Sharon noted that Judy has resigned as Region 3 representative and the Jennifer Rister had been appointed to fill that spot. Jennifer moved that the following serve as Regional

- Representatives:
- Anna Margrum, Region 1
 - Cathy Baugh, Region 2
 - Jennifer Rister, Region 3
 - Camille Dorris, Region 4
 - Renee Kindle, Region 5

Becky seconded and the vote was unanimous.

Wally moved that the following be elected: Barbara Tullis as Homeless Representative, and SWAN as the Collaborative Applicant with Linda as the agency representative. Rob seconded, and the vote was unanimous.

Due to cancellation of the Retreat, no committees were formed. The President is to appoint the Chair of each committee. Sharon appointed the following chairs of committees, and members of the committees will be filled at later meetings:

- Program Evaluation-Peggy Russell
- Public Education-Rob Schroeder
- Membership-Sue Castleman
- Gaps Analysis-left open until by-laws revision

Child/Youth-Johna Schullian
HMIS-Linda Bookwalter
Retreat-Linda Bookwalter and Jenny O'Daniel, co-chairs

Collaborative Applicant fee

Sharon tabled the discussion for the November meeting.

Board report on goals for the upcoming year

Sharon turned the floor over to Linda who listed the goals from the Board meeting minutes:

1. Increase access to mainstream resources.
2. Review system Performance Measurements and examine individual performance.
3. Increase PIT response by 10%.
4. Review and update the Ten Year Plan to End Homelessness.
5. Review and assess the Data Quality Plan.

Linda noted that she feels goal one is being done (such as memorandums of understanding with WIC, DHS, etc.) but we need a way to note the information to send to HUD, goal two will be used for individual agencies performances for evaluations, goal four will be looked up in the NOFA and updated, and goal five is required by HUD and is being examined.

DHS Risk Assessment – policies required

Sharon noted the DHS risk assessment required this year for DHS grants. There were several questions about policies that agencies may or may not have. The consensus was to write the policy if they don't exist. Some needed policies are probably in use, but are not written in a handbook.

VII. UPDATES & ANNOUNCEMENTS

Anna reminded everyone about the Little Black Dress gala at the Arena.

There was a question about Transitional Housing fees to the continuum. If the TH is a HUD project then the fee should be sent. Sharon said a request for the grant fee should be sent to Continuum members with HUD programs.

VIII. NEXT MEETING –

The next meeting is November 3, 2016, at Lifeboat Alliance in Mt. Vernon at 10:30 AM.

IX. ADJOURNMENT

Jenny moved the meeting be adjourned. Becky seconded. The meeting was adjourned at 12:02 PM.

Peggy Russell
Southern Illinois Continuum of Care Network Secretary