

## SICOCN

### Membership Meeting

Location: Crosswalk Community Action Agency, 410 W Main, West Frankfort, IL 62896

Thursday, March 1, 2018

### Meeting Minutes

#### **Welcome and Introductions:**

Those present were: Anna Margrum, The Women's Center; Bethanne Chance, Crosswalk; Linda Bookwalter, SWAN; Elizabeth Shiah, SICH; Camille Dorris, SICH; Angel Wilson, Good Samaritan; Renee Kindle, Shawnee Development Council; Monica Cruthird, Shawnee Development Council; Jeffrey Drake, RIDES; Peggy Russell, Family Crisis Center; Wally King, Bethany Village; Jennifer Rister, WADI; Ashley Garlick, WADI; Robert Schroeder, WEEOC; Sharon Atchison, The Lighthouse Shelter; Phyllis Thistlewood, Light the Way; Crystal Menders, Light the Way; and Sue Castleman and Jennifer Harnish from BCMW.

#### **Approval of Minutes:**

The minutes of the January meeting were handed out to those present. No corrections were made. Rob Schroder made a motion to approve the minutes. Wally King seconded. Motion passed with no opposition.

#### **Treasurer's Report:**

Peggy reported there were no disbursements made. She also reported February's bank statement had not yet arrived from the bank to reconcile. Camille asked Peggy to send reminders out for agencies to pay their 2018 dues.

Camille presented an invoice received from the Supportive Housing Provider Association for the COC to pay membership dues. No action taken.

Sue Castleman made the motion to accept the treasurer's report and Sharon Atchison seconded that motion. Motion passed.

#### **Committee Reports:**

HMIS: Linda Bookwalter passed out a report about Data Quality Indicators. It was mentioned that data must be entered in HMIS to be eligible for ESG funding. Deb Little was present and went through the Data Quality Indicators report with the group. She suggested everyone check to see if their agency had an "active" project that isn't anymore and needs to be closed out. It was

proposed that there be a Webinar for everyone interested on how to collect income. Deb reminded the group about when income has to be updated in the system. If you have any issues, call Service Point. 1-800-536-6474 is the number. The support portal is at [help.pathways.org](http://help.pathways.org).

Child/Youth Education: No report

Public Education: Rob Schroeder is always looking for information to share on the website! Email anything you want added directly to him. It was reported that no one had been able to track down the template to make changes/updates.

Membership: Contact list passed around for review and changes.

Program Evaluation: Peggy re-typed some of the old documents. Peggy previously presented a monitoring tool to get feedback. No feedback was received. She has made changes to the HUD Threshold Requirements and passed those around for the group to look at.

Linda noted that the Threshold Requirements is missing information. Peggy will finish updating that form and send it out for an electronic vote.

#### **New Business:**

ESG Funding: Linda reported that the new grant manager for ESG at DHS is Lila Robinson. We've been awarded \$400,950, but still can't draw down money. ESG funds are for Rapid Re-Housing only. Shelters will get priority and 60% of funding. The shelters have to be ranked.

Letters of Intent: Linda needed them today (March 1<sup>st</sup>) by 4 pm

ICQ for 2019 is not yet posted. DHS has asked each agency to do the PRQ and Uniform grant by the 15<sup>th</sup>. Linda Bookwalter needs those completed applications to her by March 13<sup>th</sup>. The complete ESG grant application packet has been released and Linda needs the completed applications by April 10<sup>th</sup>.

The next item of new business was met with intense discussion and lengthy comments. The secretary did not record all of the discussion. However, the discussion was centered around how to divide the money to the shelters and the CAAs. Linda needed those figures to turn in to DHS. Two shelters in the COC, The Women's Center and Bethany Village, are in a unique position because they are sub grantees under a CAA. Peggy Russell made the motion that each shelter will be less funded by \$875 or up to \$1000. This motion was seconded by Jenny. The next motion made was that money being diverted from the shelters will be dispersed among the CAAs. Peggy made that motion and Wally King seconded it.

An amendment was made to the original motion by striking "\$875 or up to \$1000" and inserting the amount \$1762. This amendment was made by Peggy Russell and seconded by Sue Castleman. The vote passed with one abstention.

**Old Business:**

PIT count- if anyone still has that, it needs to be turned in ASAP

Coordinated Entry- The first version of the policy to get us started has to go in front of the committee first before it is brought to the group.

**Next Meeting:** is May 3<sup>rd</sup> at Lifeboat in Mt. Vernon, Illinois