

# **McHenry County Continuum of Care to End Homelessness** **STRATEGIC PLANNING COMMITTEE**

Meeting held at: McHenry County Administration Building  
667 Ware Rd, Woodstock, Illinois 60098  
[www.co.mchenry.il.us](http://www.co.mchenry.il.us)

*Instructions to call in, if phone is available:*

<b>MHB 1</b>	<b>844-727-6387</b>	<b>ID 3182907</b>
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## **Agenda – June 15, 2017 @ 2:00 PM to 3:00 PM**

- 1.0 Welcome and Introductions – (3 min)
- 2.0 Review and Approval of 04-06-17 and 05-04-17 Strategic Planning Meeting Minutes – (2 min)
- 3.0 Public Comment Period – (3 min per individual)
- 4.0 Old Business – (0 min)
- 5.0 New Business – (30 min)
  - 5.1 Assessment of the needs for McHenry County – (30 min)
- 6.0 Strategic Planning Sub-Committee Reports — (15 min)
  - 6.1 Coordinated Entry Committee — (5 min)
    - a) PIT Count update – (0 min)
  - 6.2 Community Awareness/Advocacy Committee – (5 min)
  - 6.3 Housing Committee – (5 min)
  - 6.4 Nominating Committee – (0 min)
- 7.0 Member Announcements (5 min)
- 8.0 Adjourn (2 min)

## **April 6, 2016 - CoC Strategic Planning minutes**

**Attendees:** Mike Neumann, Turning Point; Rich Ring, Community member; Charles Sprague, New Life Transitions; Sue Rose, MCHS; Sam Tenuto, Pioneer; Zak Klehr, MC Planning and Development; Liz Heneks, HOS; Julie Biel Claussen, MCHA; Erin Brumfield Grima, Pioneer; Barbara Iehl, HOS; Jena Hencin, MC Planning and Development; Art Krzyzanowski, Thresholds; Kathrine Violet, McHenry Savings Bank; Cyndi Wollack, Wendal Farm; Jane Dorfner, VAC; Terry Braune, MHB

### **1.0 Welcome and Intros**

Hans Mach called the meeting to order at 2:08 p.m.

### **2.0 Approval of 3/2/17 minutes**

Tabled

### **3.0 Public Comment**

Rich Ring noted that a homeless man was killed by a hit and run driver near Centegra in Woodstock.

Kathrine Violet said the Woodstock apartment fire displaced many residents, and thanked Sue Rose and the MCHA and other agencies for helping to find homes for the displaced residents.

### **4.0 Old Business**

#### **4.1 Strategic Planning Committee work plan**

Kathrine Violet discussed all the committees and there was an ongoing discussion about who should be on the committees and what the CoC wants to see come out of them. Rich Ring said that maybe the CoC has too many committees.

Discussion turned to the CoC bylaws and a need for them to be updated. Kathrine Violet said she thought the executive committee should produce a draft rather than spending time on it within the strategic planning committee.

### **5.0 New Business**

#### **5.1 Change in CoC Bylaws to reflect new committees**

Terry Braune said a group edit would be difficult and cumbersome. Kathrine Violet agreed, and said she would produce a draft that was not so stringent, and would reflect that the CoC is taking its next step in its evolution.

Art K. said the strategic planning committee should be looking forward at what the CoC is doing and should have a cohesive plan on how to move forward. He said everything is about committees and should instead be about how to best utilize the pot of money we have to impact the most people.

Jena Hencin said data must be improved to do so.

Barbara Iehl agreed with Art, but said the bylaws do need to be updated because they don't accurately reflect where the CoC is at.

Zak Klehr said he has seen items constantly kicked back to the strategic planning committee from the full CoC.

## **5.2 Discussion on measuring committee performance**

Kathrine Violetta suggested minutes be kept for committee meetings and focus on actions, timelines and outcomes.

Erin Brumfield Grima said some different minute formats could be offered to the committees, but said we shouldn't be strict on how they get the information to us. Kathrine agreed that samples would provide a good baseline, but that a specific format should not be required.

It was also agreed that member announcements would be provided in the form of a handout rather than a lengthy discussion.

## **5.3 Discussion on amending the full CoC agenda format to support the addition of committee reports**

Rich Ring said information showing that money is spent as needed is essential. Art said making sure we have information to report back to the feds is important. Jena said HMIS quarterly data needs to be a priority and said annual goals would be a good start. Kathrine Violetta said including goals of the strategic plan to end homelessness is also necessary.

Art asked that if the target is continuous improvement, what do we need to do to get there and how do we best maximize the resources we have. He said it may be to change what we're doing and get out of our comfort zone a bit.

Rich Ring said he still sees a need to get the emergency shelter sites out of the churches. Art said research shows that getting them housed is cheaper than having such a fixed site, but said the CoC constantly comes back to the idea that it is needed. He asked if we can be more efficient at the firehouse and other locations.

Erin Brumfield Grima said more emphasis on engagement is needed with the more marginalized members of the community.

Jena Hencin noted that RRH and PSH funding is prioritized within the CoC.

Terry Braune said the CoC and the strategic planning committee seems to be talking about doing more than doing. She said some of the discussion could probably be written up as minutes rather than presented every meeting.

Kathrine suggested the committees provide minutes and that all spoken updates from agencies be data driven. Rich Ring liked the idea, saying the amount in labor spent having various entities at these meetings is too high.

Art said there's been discussion about people who have floated through the system for decades, and said the CoC needs to take a hard look at why they aren't housed, noting that there are no easy answers, but that it's a discussion that needs to be had.

Kathrine said a consent agenda would allow these types of discussions to be had without getting bogged down in the minutiae.

#### **5.4 Discussion on ranking and allocation of ESG and DHS funding**

The ranking committee met and recommended funding of \$120,000 in ESG funding and DHS funding. A full vote to approve those recommendations would take place at the following CoC meeting.

Barb Iehl motioned to approve the recommendation. Jane Dorfner seconded. The motion carried.

#### **5.5 McHenry CoC testimonial for Alex Campbell**

Erin Brumfield Grima motioned for the executive committee to draw up a testimonial for Alex Campbell to use on his website. Alex helped the CoC develop an electronic version of the survey used during the point in time count. Jena Hencin seconded. The motion carried.

#### **6.0 Adjournment**

Erin Brumfield Grima made a motion to adjourn. Jena Hencin seconded. The motion was approved and the meeting adjourned at 4:06 p.m.

## May 4, 2017 - CoC Strategic Planning minutes

**Attendees:** Melissa O'Donnell, Thresholds; Zak Klehr, McHenry County P & D; Laura Franz, TLS Veterans; Terry Braune, Mental Health Board; Rich Ring, Community member; Mayor Brian Sager, City of Woodstock; Pat L., Resurrection Catholic Church; Barbara Iehl, Home of the Sparrow; Nancy Monica, Epilepsy Foundation; Liz Heneks, Home of the Sparrow; Kathrine Violett, McHenry Savings Bank; Debbie DeGraw, Home of the Sparrow

### 1.0 Welcome and Intros

Melissa O'Donnell called the meeting to order at 2:08 p.m.

### 2.0 Approval of 03/02/17 Strategic Planning Meeting Minutes (04/06/17 minutes tabled)

Kathrine Violett motioned to approve the 03/02/17 minutes, Rich Ring seconded. Minutes approved unanimously.

### 3.0 Public Comment

Mayor Sager introduced himself and informed those in attendance on the potential future plans and developments for the Old Firehouse Assistance Center. Developments include expanding into the old fire truck bay and the construction of new rooms to be used by volunteers and guests.

Nancy Monica informed those in attendance what the Epilepsy Foundation does for the community and explained how many homeless individuals have had or currently have head injuries. She noted the homeless individuals had been referred to her agency and she would like to continue helping homeless individuals.

Pat L. stated she is part of the Resurrection Catholic Church and had heard of the CoC at meeting she had that morning. She came to this meeting to learn what the CoC is and what the group hopes to accomplish.

### 4.0 Old Business

#### 4.1 Review and Action on the McHenry County Continuum of Care to End Homelessness Bylaws

Kathrine Violett stated the update to the Bylaws was not yet complete. She added that the Bylaws need to be amended to focus on governance for the CoC and once a draft had been created she would present to the Executive Committee. Once the Executive Committee approved the draft, the draft would be presented to the Full CoC for approval and adoption. At the end of the update it was stated that the Bylaws for the Chicago Area may be a useful example.

#### 4.2 Discussion and Action on the agenda format and packet makeup for the Full CoC Agenda

There was a short discussion on how the Full agenda format was changing to incorporate a consent agenda for minutes and reports, and amending the continuous quality improvement section to contain reports instead of spoken updates from individual agencies. At the end of the discussion, Zak Klehr announced that all committee meeting minutes need to be emailed to him a week before the Full CoC meeting is set to meet. Committee meeting minute templates will be emailed to the Full CoC and

committee leads can chose 1 of the 3 to document what activities the committees are currently working on. Any reports received after that deadline would be included in the next month's meeting packet.

## **5.0 New Business**

### **5.1 Discussion on HMIS data quality and planning**

Zak Klehr gave an update on the HMIS data quality and planning on behalf of Hans Mach and Jena Hencin. He stated that HMIS data quality is being reviewed and agencies using the system will be given updates on how the quality needs to be improved if necessary. The Coordinated Entry committee is still working on completing the HMIS Release of Information document so the system is still currently closed.

A discussion on CoC licenses ensued and Terry Braune asked if more HMIS license would need to be available to the CoC. Zak Klehr said this could occur if needed, but he did not know the price of a license. The price would be researched and announced at the Full CoC meeting during the HMIS agenda item.

### **5.2 Discussion on prioritizing project types for upcoming FY 2017 CoC Competition**

Zak Klehr explained this item was to start the discussion on prioritizing project types for the upcoming CoC Competition so as to get ahead of the application timeframe. Zak Klehr stressed that this discussion did not occur until into the CoC Competition last year and a time constraint occurred between prioritizing and completing the collaborative application. More discussions will need to held, but this was to start the conversation on projects the CoC wants to prioritize.

Rich Ring stated he would like to see a project that moves people out of the church sites and into housing. He added that the housing should include wrap around services to aid the individuals in not reentering homelessness and back into the church sites.

Kathrine Violettt concluded this discussion by stating special meetings should be held to focus on this topic. Those in attendance agreed.

## **6.0 Strategic Planning Subcommittee Reports**

### **6.1 Coordinated Entry**

Zak Klehr stated the last Coordinated Entry meeting had to be postponed, but the discussion would have focused on finalizing the HMIS Release of Information document. Once completed, the document would need to be reviewed by the State's Attorney and potentially Prairie State Legal Services. Questions were raised on privacy notice, confidentiality agreement and MOU in HMIS. Discussion ensued that addressed these questions.

#### **6.1.a PIT Count update**

The next PIT Count meeting is set for Monday, May 8<sup>th</sup> at Pioneer Center. The meeting is set to begin at 10:00am.

### **6.2 Community Awareness Committee**

Barb Iehl stated the next meeting was scheduled to meet at 10:00am on May 9<sup>th</sup> in the Home of the Sparrow's conference room. The meeting will consist of discussing on having a McHenry County

College graphic arts class create a logo for the CoC, potential on having community vote on logo and begin development of the next People in Need Forum.

### **6.3 Housing Committee**

Zak Klehr stated the meeting was last week. The meeting reviewed the action points prioritized at the last meeting and began distributing responsibility to agencies that can address the points. One of the first things to be completed is a database hosting housing opportunities and contact information for agencies working to house people. Any agency with contact information on landlords or apartments should contact Veronica Gockenbach.

### **6.4 Nominating Committee**

No updates

### **7.0 Member Announcements**

Kathrine Violettt announced the McHenry Savings Bank was partnering with Consumer Credit Counseling Service to host a “Checkwise” program. This program would allow an individual who has completed the program and received a certification to open a checking account at McHenry Savings Bank even though an individual may have been rejected by another bank. This program is possible by the partnership noted above and funding from the McHenry County Community Foundation.

Kathrine Violettt continued the announcements by stating there was a “Summertime to Give” program starting soon. People can donate summer items (i.e. sunscreen, outside games, etc.) which would then be given to a families. The program will be held for two months and anyone interested should contact Kathrine Violettt.

Kathrine completed her announcements by sharing a brochure for a home non-medical care help resource.

Rich Ring asked what those in attendance thought of having a Resource Fair before the next PADS session. The idea would be to have one place for those experiencing homelessness could meet with agencies to hopefully get connected with services before entering the PADS session. A discussion ensued with it being announced that there was a similar initiative occurring, only for providing a free meal. It was wondered if this idea could be connected to that initiative. There was another idea that a “Fair” could occur at the beginning and end of the session so individuals can make connections prior to having to camp for the summer.

In addition to this discussion, there was an idea on creating a gear list on what individuals experiencing homelessness may need while camping. Agencies would then choose specific gear they have the ability to acquire.

Mayor Sager announced that to address the transportation concern in the county, there may be an opportunity for city vehicles to be donated to agencies. Municipalities every year have vehicles that are being retired. Generally these vehicles are sold, but there is potential for a couple vehicles to be donated to agencies who would use them to assist those who cannot drive. The donated vehicles would not have insurance nor covered by the city’s maintenance, so an agency will need to take on those costs. Woodstock is currently donating two vehicles to an agency and he is hoping other municipalities will also donate a few of their retiring vehicles in the coming future.

Melissa O’Donnell announced that David Esposito is resigning from Thresholds at the beginning of June. He is taking the position of Executive Director at the Supportive Housing Association of Illinois.

Terry Braune announced the Mental Health Board was hosting a Townhall on May 18<sup>th</sup>. She further announced that on June 1<sup>st</sup> at 2:00pm, there will be training on the Mental Health Board application. The application will be available June 5 and if agencies are collaborating on a request, one agency needs to be noted as the lead agency.

## **8.0 Adjournment**

Debbie DeGraw made a motion to adjourn. Rich Ring seconded. The motion was approved and the meeting adjourned at 3:42 p.m.