

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

Meeting held at: McHenry County Administration Building
Conference Room A
667 Ware Rd, Woodstock, Illinois 60098
www.co.mchenry.il.us

Agenda – December 7, 2017 @ 2:00 PM to 3:20 PM

- 1.0 Welcome and Introductions – (3 min)
- 2.0 Review and Approval of 11-02-17 Strategic Planning Meeting Minutes – (2 min)
- 3.0 Public Comment Period – (3 min per individual)
- 4.0 Old Business – (25 min)
 - 4.1 Strategic Plan Objectives/Outcomes Review – (10 min)
 - 4.2 CoC Bylaws & Structure – (15 min)
- 5.0 New Business – (40 min)
 - 5.1 Discussion on McHenry County Coordinated Entry System – (20 min)
 - 5.2 Discussion on McHenry County CoC Goals and Objectives for 2018 – (20 min)
- 6.0 Member Announcements (5 min)
- 7.0 Adjourn (2 min)

Nov. 2, 2017 - CoC Strategic Planning minutes

Attendees: Mike Neumann, Turning Point; Rich Ring, Community Member; Zak Klehr, MC Planning and Development; Charles Sprague, New Life Transitions; Terry Braune, MHB; Sam Tenuto, Pioneer; Barb Iehl, HOS; Liz Heneks, HOS; Laura Franz, TLS; Barb Iehl, HOS; Laura Crain, McHenry County SAC

1.0 Welcome and Intros

Zak Klehr called the meeting to order at 2:05 p.m.

2.0 Approval of 10-5-7 minutes

Rich Ring noted that the discussion from October seemed to indicate he invited PADS clients to the meeting with the intention of disparaging Pioneer. He said that wasn't the intention, and that he simply invited clients who wanted to speak to the meeting. He said it is their right to speak at a public meeting, and that sometimes those conversations will be uncomfortable, but that it was not designed to be an attack on any agency.

Laura Franz motioned to approve the minutes. Barb Iehl seconded. The motioned carried.

3.0 Public Comment

Rich Ring said that with the PADS church sites underway, he wanted to note a couple of issues he has already seen. He said volunteers have witnessed public urination, and a lifetime ban was already issued to one client who attempted to hit a volunteer. He said the police have been called several times.

Barb Iehl said the ongoing issues speak to the need for a fixed site facility staffed by professionals. Charles Sprague agreed, saying it's difficult for volunteers to deal with certain situations that arise. Rich Ring agreed, saying the current system is not and was never the answer.

Terry Braune said establishing a detox facility is a need, since many of the clients have substance abuse issues. Laura Crain said she is part of a group investigating the possibility of opening a detox site, though she admits it is two or three years from reality at the earliest. She said she is concerned a major incident at one of the church sites will cause the entire system to crumble.

Zak Klehr suggested adding an additional agenda item to discuss the topic more in depth. Barb Iehl made a motion to add a 4.3 item to the agenda regarding the topic. Laura Franz seconded. The motion carried.

Charles Sprague suggested that maybe the CoC establish a committee that would allow clients voices to be heard. Laura Franz said she felt clients should simply be built into the CoC processes under current committees. Rich Ring said he felt it would benefit the CoC to hear from clients to understand what they are going through.

Sam Tenuto said he understands people coming to PADS expect a certain level of safety, and agrees there are situations when a person may not feel safe.

Liz Heneks said while she is open to hearing feedback, she believes the CoC understands the issues for

the most part. There is not enough services and housing, and meetings need to occur to correct that.

4.0 Old Business

4.1 Strategic Plan Objectives/Outcomes Review

Zak Klehr indicated that the strategic plan to end homelessness, in its current form, has only two quantitative measures. He said the county would attempt to build in additional measures for the CoC to vote on at an upcoming meeting. He said anybody on the CoC with ideas for quantitative measures should feel free to make the request to him.

4.2 Discussions and Action on determining priorities for the HUD FY 2018/19 ESG program

Zak Klehr indicated that last year, the CoC determined top level priorities to be shelter services and operations, with a second level of priority to street outreach. Terry Braune felt emergency shelter should again take priority, saying the facilities need to be in place before services can be offered.

Rich Ring said substance abuse seems to be among the biggest issues homeless residents face, and said he felt like we were unable to allocate any money to what's really the problem, since McHenry County doesn't have a detox facility.

Laura Crain again stated that there has been initial discussions and progress made toward establishing a detox facility in the county. She said most clients are simply taken to the hospital if medical care is needed, and are discharged once they are deemed to be safe. She said some of these clients want to get clean, but have nowhere to go, and by the time something does open up, they are using again and not in the same mindset as before.

Zak said that while all the conversation is valid, it sounded like the committee felt the priorities from last year should remain in place.

4.3 Discussion on need for fixed-site shelter

Sam Tenuto said Pioneer and PADS does great work, but he recognizes that with PADS current staffing and assets, they can't do it all. He said he respects that allowing people in who would otherwise have barriers for other programs makes serving the population difficult, and it's unfortunate that difficult situations fall on the shelter staff and the volunteers at the church sites.

Sam said he feels as if Pioneer is doing half the job, noting that he feels the work being done is solid, but not enough. He agreed the church sites are not ideal, and recognizes the pressure mounting from the community to find another way. Ultimately, he said it is unacceptable to have no fixed-site shelter space in the summer, and to have volunteers running the church sites.

Sam noted that a fixed-site location able to house 50 people was likely necessary. He said Pioneer is working to develop a clear plan to share with partners, with the hopes of rallying support around it. He said he visualizes a current unused building as the best option. That means fundraising, however, and said Pioneer will need to undertake a capital campaign to make that happen.

Rich Ring thanked Sam and Pioneer for taking on this initiative, and Liz Heneks said she felt Sam was selling Pioneer short by indicating they are doing the job half way, though she understood and agreed

with what he meant.

5.0 New Business

None

6.0 Member Announcements

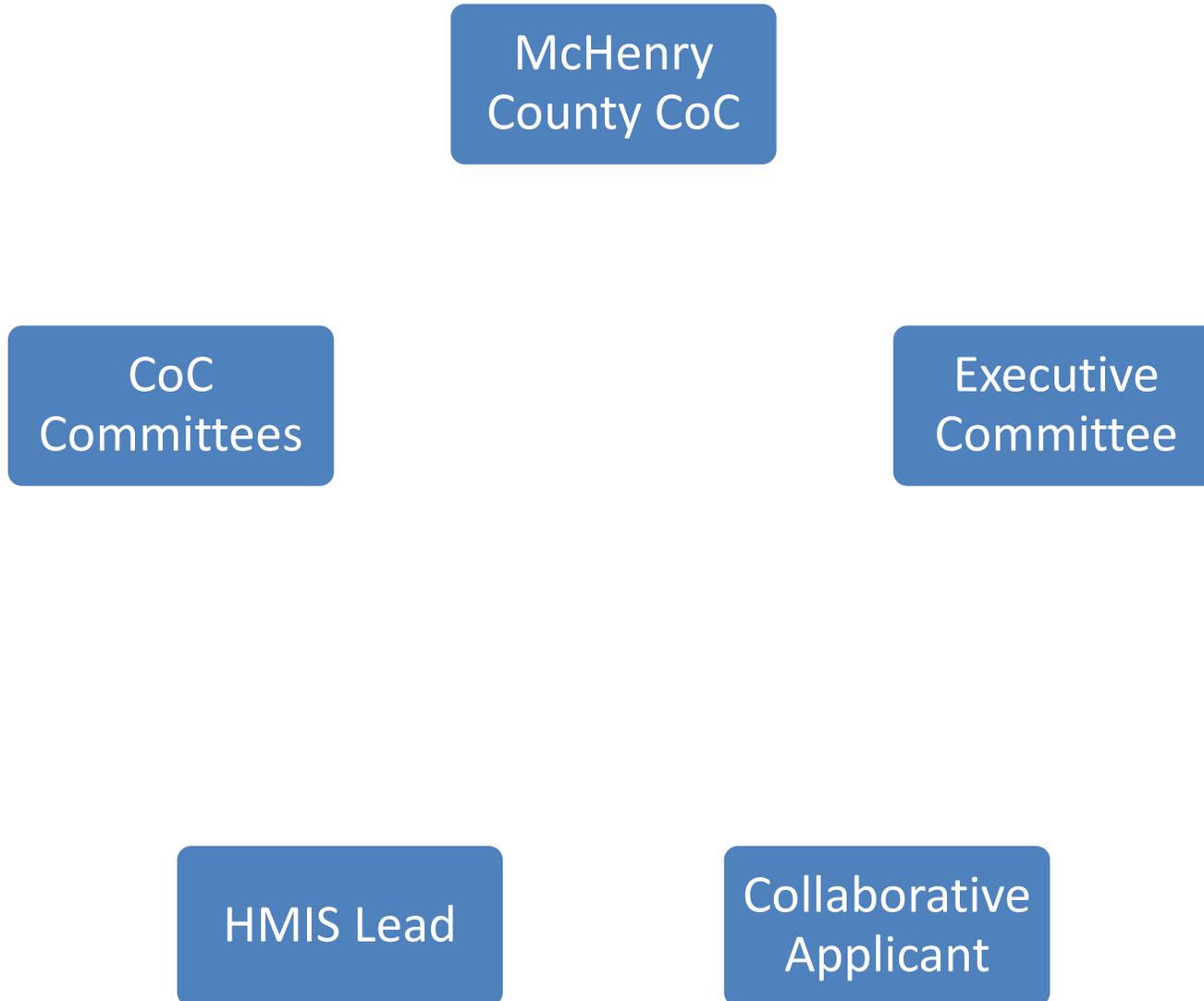
Zak Klehr said the PIN forum is only two months away, and suggested agencies register as exhibitors if they haven't already. Barb Iehl said work is continuing on establishing two breakout sessions about homelessness.

It was also noted that Prairie State Legal Services would be hosting a fair housing presentation Nov. 15.

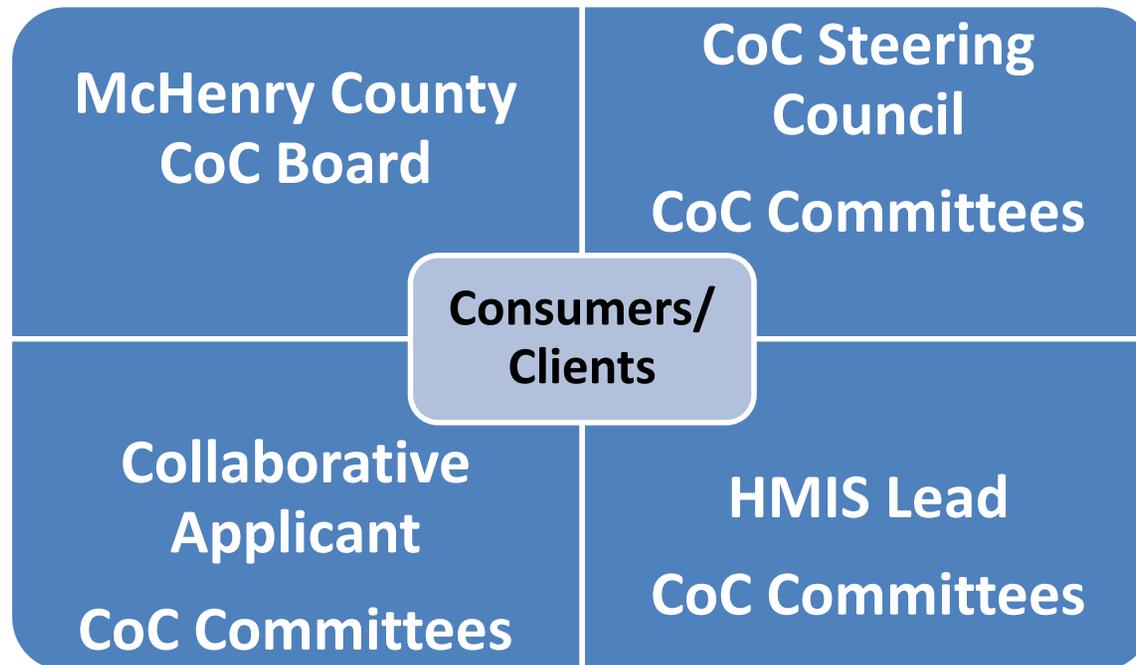
7.0 Adjourn

Rich Ring motioned to adjourn. Laura Crain seconded. The meeting adjourned at 3:03 p.m.

EXISTING McHenry County CoC STRUCTURE



**2018 PROPOSED OVERALL
McHenry County CoC
STRUCTURE**



2018 PROPOSED DETAILED HIERARCHY/RESPONSIBILITY STRUCTURE

McHenry County CoC

McHenry County CoC Board

**Collaborative
Applicant**

**Steering Council
(Strategic
Planning?)**

HMIS Lead

**Community
Awareness Committee**

Finance Committee

HMIS Committee

NOFA Committee

**Membership/Nominating
Committee**

**Coordinated Entry
Committee**

Ranking Work Group

**Compliance/Ethics
Committee**

**Services/PIT/Housing
Committee**

**BY-LAWS
OF
The McHenry County Continuum of Care to End Homelessness**

Article 1. Name.

The name of this organization is The McHenry County Continuum of to End Homelessness.

In the event that this organization opts to become a legal corporate entity, the following shall apply:

The name of this **Not-for-Profit Corporation** is The McHenry County Continuum of Care to End Homelessness

Article 2. Mission, Vision and Purposes.

The mission of the McHenry County Continuum of Care to End Homelessness shall be “Working Together to End Homelessness in McHenry County.”

The vision of the McHenry County Continuum of Care to End Homelessness is that all individuals and families facing homelessness in McHenry County should have access to safe, decent, affordable housing and the resources and supports needed to sustain it.

The purpose of the Continuum is to assist in the coordination and development of services and housing for homeless and low-income persons with housing needs through planning, education and advocacy.

To achieve this purpose the Continuum will seek to:

- A. Provide knowledge to and engage the general population of McHenry County to understand the at- risk population facing homelessness and to promote community-wide commitment to the goal of ending homelessness.
- B. End chronic homelessness in McHenry County and optimize self-sufficiency among individuals and families experiencing homelessness.
- C. Enhance the knowledge of the service providers to address the housing needs.
- D. Identify housing needs of homeless and low-income persons in McHenry County on an ongoing basis.
- E. Support planning and development of services to meet prioritized needs within McHenry County and promote access to and effective use of mainstream programs by homeless individuals and families.
- F. Obtain and sustain permanent housing solutions.
- G. Be a united coalition of community systems and individuals representing a wide array of community constituents, including, but not limited to, current/formerly homeless individuals.
- H. Assist the homeless and those who are at risk of homelessness to obtain housing, economic stability, and an enhanced quality of life through comprehensive and collaborative services.

- I. Provide substantive input into the Annual Action Plan for McHenry County.
- J. To participate in a County-wide Homeless Management Information System to effectively identify needs and outcomes, streamline services, and avoid duplication of efforts.
- K. Secure funding for efforts by nonprofit providers, States, and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to individuals, families, and communities as a consequence of homelessness.

Article 3. Membership.

Section 1.

Membership shall be comprised of individuals and agencies concerned with the development and coordination of homeless assistance programs.

Membership is open and may include **but will not be limited** to:

- Must include one homeless or formerly homeless individual or family
- Housing developers and landlord organizations
- Neighborhood groups
- Migrant worker groups
- Non-profit organizations representing veterans and individuals with disabilities
- Representatives of business and financial institutions
- Representatives of organized labor
- Representatives of private foundations and funding organizations
- Social service providers
- Domestic violence and Sexual Assault service providers
- State and local government agencies
- Faith-based organizations
- Volunteer Individuals
- Current or former clients of program services of member agencies

Section 2.

Voting members or alternate members are entitled to:

- Have voting rights (One vote per agency unless individual member)
- Receive letters of support for grants indicating length of membership and level of participation
- Receive information and updates via mailing list
- Serve on committees

Non-voting members are entitled to:

- Receive letters of support for grants indicating length of membership and level of participation
- Receive information and updates via mailing list
- Serve on committees

Section 3.

Membership shall be updated monthly. Memorandums of Understanding shall be signed and updated annually. The Secretary will record attendance of voting and alternate voting members. The secretary will note a member as “present” when a non-voting member is sent in place of the voting member and alternate voting member. An “Inactive member” shall be defined as an individual or organization where the voting member, alternate voting member and non-voting member have missed three consecutive regular CoC meetings or have attended fewer than 75% of the regular CoC meetings that occurred within the last 12 months. Inactive members will not be allowed to vote. Inactive members may be removed from the membership through a CoC simple majority vote at any time after the member has been determined to be an inactive member. The CoC members may opt through a simple majority vote to waive these provisions and to reinstate membership and voting privileges for inactive members who have missed meetings due to illness, crisis situations, or other compelling and unavoidable circumstances. Funded agencies will also be held to the standard in Article 13, Section 5.

Section 4.

Upon ratification of these bylaws, the existing membership shall be “grandfathered” into existence under the terms of these bylaws. New membership and retention of membership shall occur as follows:

McHenry County Continuum of Care to End Homelessness

Memorandum of Understanding for Continuum Membership

Guidelines:

Prospective members shall complete an application for membership, obtainable from the website of the McHenry County Department of Planning and Development, to the McHenry County Continuum of Care to End Homelessness. This application shall be called a Memorandum of Understanding. The Memorandum of Understanding is effective for a period of the time of application to the following October, when it can be renewed. Entities or individuals that wish to renew membership may do so annually at the October meeting. Applications shall be submitted to the Chair of the Continuum of Care to End Homelessness in McHenry County.

Prospective new voting members shall begin as non-voting members and can become voting members after attendance at three consecutive CoC meetings.

The Memorandum of Understanding for Membership will identify requirements of admission standard for Continuum membership. When submitting the Memorandum of Understanding, applicants are required to complete the all portions of the application pages for processing to occur.

Article 4 Dues.

Members will not be required to pay any dues for membership. Members of the strategic planning committee (or executive director of lead organization) will be responsible for fundraising to offset administrative costs.

Article 5 Voting.

Section 1.

Each member shall have **one** vote upon any motion. A member is defined as follows:

1. Member agency, faith-based group or organization: Each agency, faith-based group or organization shall have one designated individual as a member and one designated individual as an alternate member as defined in the application for membership mentioned in Article 3, Section 4. The “member” is the individual who is entitled to vote; the alternate member will vote in the alternate when the designated member is not present. Voting member must be identified at the time of the vote.
2. Each individual member who is not representative of a designated organization shall be considered a voting member.
3. An organization or individual may have up to one voting member and one alternate voting member with voting privileges. Additional individuals will be non-voting members who shall be counted as “present” during a vote occurring when the voting member or alternate voting member is not available.

Section 2.

No member shall vote on any issue where there could be a conflict of interest. (Refer to Article 10 for definition of “conflict of interest.”)

Article 6 **Officers.**

Section 1.

The Officers of the Continuum (defined as the Executive Committee Members) shall be the following:

- Chairperson of the Board
- Co-Chair
- Secretary
- Treasurer
- Immediate Past Chairperson of the Board

The Executive Committee Members shall meet at least once monthly. The meetings can be via conference call or other electronic means but shall occur at least quarterly “in person.”

These individuals shall perform the duties that usually pertain to their respective offices including:

- A. **Chairperson of the Board:** The Chair shall call, preside over all meetings, and set agendas for all Continuum meetings. The chair can call special meetings of the Continuum. The chair may appoint a Nominating Committee of no fewer than three members.
- B. **Co-Chair:** The Co-Chair shall assume all duties of the Chair in the event of his/her absence. The Vice Chair (s) will be responsible for membership and such other duties as assigned by the Chair.
- C. **Secretary:** The Secretary shall be responsible for all correspondence and prepare reports as required. The Secretary shall be responsible for the minutes of the meetings of the Continuum and for their mailing or e-mailing distribution. The secretary is responsible for tracking Continuum meeting attendance through sign-in sheets.
- D. **Treasurer:** The Treasurer shall be responsible for all monies received and disbursed. Any financial transaction shall require the authorization of any two officers of the Continuum. The treasurer shall also review the Budget for the yearly HUD Application.
- E. **Immediate Past Chair.** The Immediate Past Chair shall assist and advise the Chair and the other officers in the performance of their duties.

Section 2.

The officers shall be nominated by the Nominations Committee or CoC Membership at the January or February Meeting and elected to a two-year term **at the March meeting of the full continuum** in the following manner beginning with the 2014 election:

- a. In EVEN-numbered years, the CoC will elect the positions of Secretary and Co-Chair.
- b. In ODD-numbered years, the CoC will elect the positions of Chair and Treasurer.

Section 3.

Officers may serve two consecutive terms in their respective offices and may be subject to removal at any time by a two-thirds affirmative vote of the total membership.

Section 4.

Any vacancy of officers occurring during the year shall be filled upon the recommendation of the Executive Committee and shall be ratified by 60% of the members present at the Continuum meeting.

Section 5.

Of the Chair and Co-Chair positions, only one can be represented by a funded organization beginning with the March, 2016 vote.

Article 7 Nominating Committee.

Section 1.

A Nominating Committee of at least three members of the Continuum shall be appointed by the Board Chairperson.

Section 2.

The Nominating Committee shall present nominations for the Officers as needed during the **February meeting of the full Continuum for discussion and then at the March meeting of the full continuum for election** or at any other time necessary. Nominations from the floor will be accepted at the **February** meeting provided that the person nominated is a member of the Continuum and has agreed to serve if elected. This shall allow a period of at least 21 calendar days for each voting member to make a thorough decision about candidacies.

Article 8 Committees.

Section 1.

An Executive Committee comprised of the officers of the Continuum and past Chair shall be established to serve as the administrative arm of the McHenry County Homeless Continuum of Care for the Homeless. The Committee provides planning for the Continuum, ensures the cooperation of members, preparation of reports, evaluation of systems and the development of necessary procedures to implement policies ratified by the Continuum. The Executive Committee evaluates and updates the Plan to End Homelessness and coordinates efforts to ensure that the Plan to End Homelessness action steps are implemented. The Executive Committee shall meet quarterly, by phone or electronically and minimally semi-annually in person. The Executive Committee shall review and monitor the activities of the “Executive Director” should one become employed.

The Executive Committee may appoint members of committees as needed.

Section 2.

A Strategic Planning Committee comprised of:

1. A representative assigned by each funded agency of the Continuum.
2. One person from an organization that either funds or carries out activities on behalf of the homeless in McHenry County.
3. At least one homeless or formerly homeless person, if available.

shall be established to take such action as well as facilitate service delivery through formal or informal collaboration and the creation of linkages between members. The Strategic Planning Committee shall meet bi-monthly. The Strategic Planning Committee shall foster the development of outside funding and can name a sub-committee to complete this task (i.e. grant writing).

Section 3.

The Evaluation and Project Ranking Committee shall be responsible for creation of a template to be utilized for annual project ranking. This committee will evaluate HUD guidelines and foster an appropriate ranking tool that is timely and consistent with planning and development of the Continuum. The responsibilities of the Evaluation Committee shall be to review proposals and organizations, as appropriate, and prioritize proposals according to funding and other guidelines and/or plans of the Continuum; as well as evaluate existing programs endorsed by the Continuum. The Evaluation and Project Ranking Committee will also determine the procedure for any appeals of its decisions. The Evaluation and Project Ranking Committee shall arrange for impartial volunteers to review projects and create final ranking scores for each funded program.

The Evaluation and Ranking Committee shall remain aware of “Emergency Solutions Grant” (ESG) funding, if available, which is directed by the Illinois Department of Human Services. The Ranking Committee will apply a procedure to manage the competition process for ESG as it relates to funding for community shelters.

The Ranking Committee shall remain aware of additional resources that require a CoC decision and implement strategies to review projects according to funding guidelines set forth.

The Committee shall review each project and evaluate it following current funding criteria and local needs.

Section 4.

The NOFA Committee shall plan for and review the Exhibit 1 application information; this group shall ultimately complete the Exhibit 1 application in addition to the following:

1. Review final recommendations for funding (based on feedback from the Evaluation and Project Ranking Committee).
2. Review Point-In-Time survey instruments and provide feedback to HMIS committee.
3. Plans for annual or bi-annual homeless count in the community.
4. Any additional assignments, such as interpretation of ESG funding guidelines that may be presented to the Continuum for decision-making purposes.

5. Support and encourage the ongoing development of all services related to the homeless through advocacy and public education.
6. Facilitate joint discussions with the Evaluation and Project Ranking Committee to ensure accord with proposed HUD strategic plans, goals and outcomes.

Section 5.

The HMIS Advisory Committee provides input (provider, community stakeholders, and homeless consumer) on an ongoing basis and guides the planning and implementation of the HMIS. The Advisory Committee provides policy, technical, and organizational assistance to the HMIS and oversees implementation and ongoing operations by addressing the key issues that follow. The responsibilities of the HMIS Advisory Committee shall include, but not be limited to, conducting surveys, needs assessments, the gathering of facts, participating in the Point-In-Time Count in January (or as designated) and such other activities as to identify needed new services or the expansion of existing services and for implementation of the HMIS Project. The committee reports to the Executive Committee and the full Continuum and may, from time to time, propose policies and other actions to the Continuum for its consideration.

The Strategic Planning Committee shall monitor the reports of the PCN and provide input as to effective means by which to ensure accurate results are effectively conveyed.

Section 6.

Other Ad Hoc Committees as needed

Article 9. Executive Director Position.

Section 1.

If an Executive Director is hired by the McHenry County Continuum of Care to End Homelessness, he or she shall be responsible for the following duties:

1. Manage day to day operations of the McHenry County Continuum of Care to End Homelessness.
2. Write the annual Exhibit 1 for the Continuum, with guidance from the appropriate committees aforementioned
3. Ensure that the plan to end homelessness is being met, with guidance from the appropriate committees aforementioned.
4. Management of the HMIS functions of the Continuum.
5. Membership into all committees associated with the Continuum with the exception of the Executive Committee.
6. Any additional duties assigned through the creation of a “Job Description for Executive Director of the McHenry County Continuum of Care to End Homelessness.” This job description will be created by an ad hoc committee as designated by the Chair.

Section 2.

Position is nominated by the Executive Committee through an interview process. The full Continuum shall vote upon the nomination at the meeting that follows the nomination. The naming and hire of an Executive Director shall require a special 80% vote of present voting members, with no less than 12 voting members being considered a quorum.

Section 3.

The Executive Director, if appointed and named to the position, shall report to the Executive Committee and shall be accountable through its Chair.

Article 10. Conflicts of Interest.

Section 1.

All individuals and representatives of organizations who have, are seeking, or considering to seek funds under the endorsement of the Continuum shall adhere to the following:

- A. He or she shall disclose to the Continuum any conflict or appearance of conflict of interest which may or could be reasonably known to exist.
- B. He or she shall not vote on any item that would create a conflict of interest or appearance of conflict of interest.
- C. He or she shall not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.
- D. He or she shall not lobby or seek information from any other member of the Continuum if such action would create a conflict of interest or the appearance of a conflict of interest.

Article 11. Appeals Process.

Section 1.

Unresolved differences, such as attendance, removal from the Continuum of Care, concerns or matters arising from Ranking, or other matters requiring resolution should be addressed through the appeals process. A member (or former member after having been removed), may appeal the decision or offending matter within seven calendar days of occurrence, in writing, to the Executive Committee of the McHenry County Continuum of Care to End Homelessness. Within seven calendar days from the date of the written request, the Executive Committee will devise a written response, with its decision being final.

Article 12. Quorum

Section 1.

For general business, a quorum of the McHenry County Continuum of Care for the Homeless shall constitute those members who are present and at least one week's notice has been given. For matters concerning projects, funding recommendations, government or other grants, a quorum shall constitute at least seven voting members. A motion shall carry with a vote of the majority of the voting members present at a meeting. The exception to this is the decision to hire an Executive Director as outlined in Article 9, Section 2.

Article 13. Meetings and Attendance

Section 1.

The full Continuum shall meet monthly, and in compliance with the Open Meetings Act.

Section 2.

Any materials or articles for review by the full Continuum, especially those that may be brought to the attention of the full Continuum for a vote, shall be provided no later than 48 hours prior to the scheduled meeting time.

Section 3.

Each member is privileged to invite guests to all meetings except for closed meetings, and consistent with the Open Meetings Act.

Section 4.

A majority of Officers may call a special meeting at any time. A minimum of 48 hours of notice to the community shall be provided.

Section 5.

Attendance will be recorded by the Secretary at all Continuum of Care meetings. Funded agencies are expected to have at least a 75% attendance rate at all meetings, determined on an annual basis at the October meeting and measuring attendance from preceding October to preceding September.

Section 6.

Upon a request, in writing, by at least five members of the Continuum, a special meeting can be called by the Chair at any time. A minimum of 48 hours of notice to the community shall be provided.

Article 14. Amendments to Bylaws

Section 1.

These Bylaws may be amended by a majority vote at a meeting of the Continuum provided that the proposed amendment(s) shall have been submitted in writing to each member at least 14 calendar days before action is taken by the Continuum.

Article 15. Non-Discrimination

Section 1.

The members, officers, and persons served by the Continuum shall be selected entirely on a non-discriminatory basis with respect to age, sex, race, ethnicity, religion, sexual orientation, disability, and national origin in accordance with all state and federal regulations.

Article 16. Homeless Management Information System

Section 1.

Recognizing that a Homeless Management Information System (HMIS) is the information system designated by the CoC to comply with the requirements of the CoC Program interim rule at 24 CFR 578, other requirements established by HUD, including the 2010 HMIS Data Standards, and any local requirements, the McHenry County CoC will designate an eligible applicant, to be known as the HMIS Lead, to manage its HMIS. The HMIS Lead, in consultation with the CoC, Collaborative Applicant and HMIS Advisory Committee, will also be responsible for developing all the policies and procedures necessary for compliance with the CoC Program interim rule, the 2010 HMIS Data Standards, and any local requirements. These policies and procedures will be incorporated into the McHenry County CoC governance charter by reference, will be available upon request, and will include the following provisions:

- is updated annually;
- includes all policies and procedures necessary to comply with the HMIS requirements in the CoC Program interim rule, the 2010 HMIS Data Standards, and any local HMIS requirements;
- clearly outlines the roles and responsibilities of the CoC and HMIS Lead, and;
- includes the following plans:
 - o Privacy Plan: A plan that at the minimum includes data collection limitations; purpose and use limitations; allowable uses and disclosures; access and correction standards; and protections for victims of domestic violence, dating violence, sexual assault, and stalking
 - o Security Plan: A plan that ensures the confidentiality, integrity, and availability of all HMIS information; protects against any reasonably anticipated threats or hazards to security, and ensure compliance by end users.
 - o Data Quality Plan: A plan that ensures completeness, accuracy, and consistency of the data in the HMIS

Article 17. Coordinated Assessment Plan

Section 1.

Recognizing that the development of written standards of prioritizing services to homeless individuals and families is paramount, the Continuum of Care shall develop and follow a system of care that defines:

- * Program access points;
- * Prioritization of services to the client(s) who need them;
- * The use of best practices and standards of service and steps to implement them;
- * The means by which stakeholders in the Continuum of Care can work to codify and effectively coordinate services.

Section 2.

The Coordinated Assessment Plan shall be reviewed annually by the Strategic Planning Committee to determine:

- * What community populations should be targeted for upcoming funding opportunities;
- * Which practices are working and which could be reviewed for greater efficiency;
- * If there are any new standards that needed to be implemented in the Coordinated Assessment Plan.

Article 18. Organizational Responsibility for Receipt of CoC-Oriented Funding

Section 1.

Each agency receiving funding from CoC-oriented programs, including but not limited to:

HUD Continuum of Care Funding,
The Emergency Solutions Grant Program
The Illinois Department of Human Services-Prevention Program Funding,

Shall have on file written standards and guidelines for providing assistance to clients pursuant to the current directives and guidance of the funding originator (i.e. but not limited to HUD or DHS).

Section 2.

From time to time, such opportunities shall change names, funding schemes or initiatives and that said organizations shall comply with documented guidelines in effect at the time of granting or contracting of services with said incumbent.

DATE MODIFIED: DECEMBER 10, 2015
DATE MODIFIED: JUNE 11, 2015
DATE MODIFIED: JULY 24, 2014
DATE MODIFIED: JANUARY 16, 2014
DATE MODIFIED: May 9, 2013
DATE MODIFIED: August 2, 2012.
DATE MODIFIED: September 10, 2012
DATE CREATED: JUNE 25, 2012

Note: Portions were adapted from: "McHenry County Continuum of Care: Rules and Procedures", Adopted March 27, 2003 with subsequent revisions made on March 24, 2005 and February 15, 2007.