



AGENDA
Social Services Committee
Thursday, September 14, 2023
Lorraine H. Morton Civic Center Room 2402 7:00 PM

Those wishing to make public comments may submit written comments or sign-up to provide in-person comment with the [public comment form](#) or by calling/texting 847-448-4311 by 5pm the day of the meeting.

The purpose of public comment is to enable members of the public to provide input on any topic on the agenda. The Committee may question the commenter, but a response is not required. Public comment can also be submitted by visiting the [Social Services Committee webpage](#) and clicking on Public Comment Form.

To listen to the meeting, join the Zoom meeting below:

<https://us06web.zoom.us/j/83961283626?pwd=STdURINmaGxsY0Rld3FhVmJNYVVPZz09>

Or join by phone:

Dial: +1 312 626 6799

Webinar ID: 839 6128 3626

Passcode: 741501

Page

1. CALL TO ORDER/DECLARATION OF A QUORUM

2. PUBLIC COMMENT

3. APPROVAL OF MEETING MINUTES FOR JULY 13, 2023

A. [Social Services Committee meeting minutes July 13, 2023](#)

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4. DISCUSSION (NO VOTE WILL BE TAKEN)

- A. **FY 2023 Case Management Program Outcomes/Updates** 5 - 13
[Case Management Assessment Measures](#)
[2023 Applications Review - staff input](#)

5. NEW BUSINESS/OLD BUSINESS

- A. **Approval of Social Services Committee Administrative Policies & Procedures** 14 - 25
[Draft Social Services Committee Rules & Procedures.docx \(1\)](#)
- B. **Nomination of Chair and Vice Chair**

6. STAFF REPORT

7. ADJOURNMENT



Draft

MEETING MINUTES
SOCIAL SERVICES COMMITTEE
Thursday, July 13, 2023 7:00 PM

Social Services Committee

Members Present: S. Olds Frey, D. Ohanian, A. Ngola, K. Rolling, K. Hayes, S. Lackey, Councilmember Burns

Members Absent: Councilmember Reid, R. Phillips

Staff Present: M. Johnson, J. Wingader

Call to Order / Declaration of Quorum

Chair Olds Frey called the meeting to order at 7:02 pm.

Approval of Meeting Minutes for April 13, 2023

Mr. Rolling moved approval of the meeting minutes for April 13, 2023, seconded by Vice Chair Ohanian; a roll call vote was taken and the motion passed 6-0.

Public Comment

No public comment.

Approval of Public Services Assessment Measures

Staff summarized the report measures for case management and safety net services and reviewed the template Operational Performance Report used to capture these measures. Members discussed additional information that would be important to capture including past award information, equity measures, and demographic information for participants served during the report period. Staff agreed to include the additional information. Vice Chair Ohanian moved approval of the Operation Performance Review sheet with the identified additions, seconded by Ms. Ngola; a roll call vote was taken and the motion was approved 6-0.

2023 Emergency Solutions Grant Allocation Recommendations

Staff presented an overview of the proposed 2023 Emergency Solutions Grant allocations including federally mandated fund categories and allocation recommendations for each. There was discussion about the possibility of recruiting additional subrecipients. Staff confirmed that Connections for the Homeless is the only agency within the boundary of Evanston's service area that has the capacity to administer grant funds in accordance with HUD requirements and adhere to federally mandated recordkeeping and reporting requirements. Staff also outlined the agency's role with the Alliance to End Homelessness in Suburban Cook County, the federally recognized Continuum of Care partner and ways ESG subsidies for housing and utility costs are distributed to community members experiencing homelessness or at risk of experiencing homelessness. After no further discussion, Ms. Ngola moved approval of the allocation recommendations, seconded by Ms. Lackey; a roll call vote was taken and the motion was approved 7-0.

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Social Services Committee
July 13, 2023

Draft

Cancellation of August Meeting

In accordance with City Council, all Boards, Commissions and Committees will be canceled in August. Ms. Hayes moved approval to cancel the August meeting of the Social Services Committee, seconded by Vice Chair Ohanian; the motion was approved 7-0.

Staff Report

Staff provided an update about the status of agreements between Family Focus and the Housing Authority of Cook County, agenda items for the September meeting, and the site visit schedule for August.

Adjournment

The meeting was adjourned at 7:44 pm.

Respectfully submitted,
Jessica Wingader
Senior Grants and Compliance Specialist

OPERATION PERFORMANCE REVIEW

January 1, 2023 - June 30, 2023

CASE MANAGEMENT SERVICES					
Agency & Award	Residents Served (Target Population)	Client Contacts & Service Plans (Best Practice)	Referrals (Best Practice)	Service Plans Completed/Exited Participants	Reporting/ Compliance (Administrative)
<p>Connections for the Homeless - Youth Program</p> <p>23 Award: \$50,000 23 Req.: \$75,000 22 Award: NA</p>	<p>Total: 37</p> <p>Projected: 16</p> <p>New in 2023: 6</p> <p>Evanston as % of total currently in services: 75%</p>	<p>Contacts: X</p> <p>New Service Plans: X</p> <p>Service Plan updates: X</p>	<p>Goals Achieved: X</p> <p>Referrals: X</p> <p>Services received: X</p>	<p>Service Plans completed: X</p> <p>Participants exited in report period: X</p> <p>SP completed since 1/1/23: X</p> <p>Exits since 1/1/23: X</p>	<p>Report submitted late and portions missing; staff working with agency to confirm outcomes.</p>
Narrative	<p>Affordable housing and landlords willing to rent to youth are the biggest challenges participants face; Connections has landlord engagement initiatives to help recruit landlords, but the number of units available in Evanston is low. Connections partners with Josselyn, Peer Services, and Moran Center to connect participants to counseling, substance misuse and legal services.</p> <p>Demographics: 25 identified as Black, 4 ID as White, 2 ID as White/Hispanic, 6 missing/refused to answer</p> <p>Newly funded program that supports high-need population. Numbers served limited to housing units available. Population (homeless youth and young parents) needs deeper levels of service to achieve self-sufficiency. New agency staff face a learning curve to comply with reporting requirements. Additional information needed to understand contacts, referrals, and updates in the report period.</p>				

<p>Family Focus - Case Management</p> <p>23 Award: \$83,200 23 Req.: \$125,000 22 Award: \$125,000</p>	<p>Total: 100 Projected: 142 New in 2023: 18 Evanston as % of total currently in services: 83%</p>	<p>Contacts: 185 New Service Plans: 100 Service Plan updates: 140</p>	<p>Goals Achieved: 60 Referrals: 85 Services received: 8</p>	<p>Service Plans completed: 100 Participants exited in report period: 2 SP completed since 1/1/23: 2 Exits since 1/1/23: 2</p>	<p>Staff and agency continue to work together to define report parameters for programs and define services that qualify for reporting.</p>
<p>Narrative</p>	<p>Housing services and affordable health care including dental remain the hardest services to obtain; 20% of participants still request counseling services and approximately 60 families requested free/affordable child care post 3 years of age. Several participants were able to enroll in college and two households found affordable housing. A new cohort of parents completed parenting classes and are in contact with CM for additional support. Demographics: 66 identified as Black, 5 ID as White, 29 ID as White/Hispanic</p> <p>Agency provides 4 programs that include case management elements. Fundamental case management programs (Early Childhood Home Visiting and Family Advocacy Center) do not use City funds and are not subject to City report requirements. Reported outcomes primarily for youth support and Grandparents Raising Grandchildren.</p>				
<p>Housing Authority of Cook County - Behavioral Health</p> <p>23 Award: \$55,000* 23 Req.: \$70,000 22 Award: \$35,000</p>	<p>Total: X Projected: X New in 2023: X Evanston as % of total currently in services: X</p>	<p>Contacts: X New Service Plans: X Service Plan updates: X</p>	<p>Goals Achieved: X Referrals: X Services received: X</p>	<p>Service Plans completed: X Participants exited in report period: X SP completed since 1/1/23: X Exits since 1/1/23: X</p>	<p>Staff continues to work with the agency to understand services and outcomes.</p>
<p>Narrative</p>	<p>No agreement in place between January-June. HACC originally contracted with Thresholds for case management services (2022), but Thresholds was not able to comply with reporting requirements; the partnership dissolved in May (2023). HACC engaged Impact Behavioral Health Partners in July. Grant agreement between HACC and Evanston finalized in</p>				

	August; services to began in September with an adjusted grant amount for the remaining months of 2023* (approximately \$18,000). Agency will report outcomes monthly beginning in October.				
Impact Behavioral Health Partners - Clinical Services Case Manager 23 Award: \$50,000* 23 Req.: \$58,000 22 Award: NA	Total: 18 Projected: 15 New in 2023: 18 Evanston as % of total currently in services: 29%*	Contacts: 37 New Service Plans: 5 Service Plan updates: 5	Goals Achieved: 0 Referrals: 9 Services received: 9	Service Plans completed: 4 Participants exited in report period: 6 SP completed since 1/1/23: 4 Exits since 1/1/23: 6	Staff is working with Impact to document services and grant eligible expenses.
Narrative	<p>The most challenging service to link participants to is transportation. Impact refers people to PACE, but the enrollment process is slow. Connecting participants to housing/emergency shelter was also challenging. In the report period, participants were connected to LiHEAP support for utility services, food pantries and General Assistance; participants were also connected to dentists and specialists to address health concerns.</p> <p>Demographics: 10 participants identified as Black, 7 ID as White, 1 participant refused to answer.</p> <p>This is a new program. Agency awarded funds for a new Case Management position. *City funding provided to support expanded capacity to Evanston residents. Staff is working with Impact to document services to Evanston residents vs services to the total population and application of grant funds.</p>				
Infant Welfare Society - Case Management 23 Award: \$75,000 23 Req.: \$75,000 22 Award: \$75,000	Total: 35 Projected: 37 New in 2023: 14 Evanston as % of total currently in services: 70%	Contacts: 20 New Service Plans: 16 Service Plan updates: 21	Goals Achieved: 7 Referrals: 8 Services received: 3	Service Plans completed: 18 Participants exited in report period: 1 SP completed since 1/1/23: 18 Exits since 1/1/23: 1	Timely report submission with all required documentation included.

<p>Narrative</p>	<p>Affordable housing remains the most challenging need for participants. Participants also needed assistance accessing food, essential household items, and education resources.</p> <p>Accomplishments include completing higher education programs, reducing debt, and obtaining employment; referring partners included Evanston Public Library, Oakton Community College, and Connections for the Homeless.</p> <p>Demographics: 25 identified as Black, 1 ID as Black/Hispanic, 3 ID as White/Hispanic, 4 ID as multiracial, 1 ID as multiracial/Hispanic, 1 missing/refused to answer</p> <p>Agency also receives safety net funds to increase clinical support hours (Infant Mental Health Consultant, Developmental Services Consultant, Nurse/Health Services Consultant, Education and Speech Language Consultant, etc.) to children and families.</p>				
<p>James B. Moran Center - Case Management</p> <p>23 Award: \$70,000 23 Req.: \$75,000 22 Award: \$75,000</p>	<p>Total: 92 Projected: 55 New in 2023: 14 Evanston as % of total currently in services: 89%</p>	<p>Contacts: 3,312 New Service Plans: 14 Service Plan updates: 92</p>	<p>Goals Achieved: 184 Referrals: 53 Services received: 31</p>	<p>Service Plans completed: 3 Participants exited in report period: 0 SP completed since 1/1/23: 3 Exits since 1/1/23: 0</p>	<p>Timely report submission with all required documentation included.</p>
<p>Narrative</p>	<p>Participants most often requested assistance finding affordable housing and agency worked with 16 homeless families in the report period. Moran refers participants to Connections for the Homeless - 20 participants needed assistance. Participants also needed assistance with employment referrals/workforce development (23). 13 participants needed mental health services and Moran is working to refer participants through Support Services (Mental Health Provider program). Agency is recruiting for a 4th social worker to meet participant demand. Moran works with and is a part of the Evanston Collective. In the report period 9 participants secured housing, 11 found employment and 10 engaged in mental health services, and 5 earned their drivers license/state ID; all who needed them were connected to services providing food and basic needs.</p> <p>Demographics: 77 identified as Black, 4 ID as White, 8 ID as multiracial, 3 ID as multiracial/Hispanic</p> <p>All new participants received a service plan and all participants received updates to current/existing service plans. Participants served have complex needs that require longer case management support, with high volume of contacts to resolve legal challenges, reach personal goals and achieve self-sufficiency.</p>				



2023 Case Management Provider Review Meeting Summary of Programs

NEW: Connections for the Homeless – Connections' Youth Program

Youth program has 6 case managers for housing/outreach and an aftercare case manager for youth exiting the program. Connections has 2 youth-dedicated outreach staff who work with unsheltered/unstably-housed youth ages 18-26. Participants meet with case managers at least weekly and are connected to all available community resources. Case management is trauma-informed, uses housing first & harm reduction, and strengths based - positive youth development. Staff is diverse and reflects population served. Monthly trainings and individual, group and all staff trainings provided in house and by the Alliance to End Homelessness in Suburban Cook County - the regional coordinating/planning entity for all homeless providers.

All participants create Individual Independence Plan (IIP) - typical goal categories: safety, health & wellness, education, life skills, employment, public benefits, service-learning opportunities, interpersonal relationships, and housing. Most participants are in youth housing program for 18-24 months; all case notes/data collected in HMIS. Outcomes: housing stability (80% maintain or exit to safe, stable housing), social-emotional wellbeing - measured by connections to system of care providers, increased trusting relationships with adults/peers, increased employment/education skills.

38-40 housing units dedicated to youth 12 new units added through State support; request covers a portion salaries for: 2 Youth Programs Case Managers, a Youth Programs Manager (new position), and a Youth Programs Director.

Family Focus – Case Management Services

Family Focus provides services to primarily Black and Latinx residents in the 5th ward who are disproportionately low-income. Programs include:

- **Early Childhood Home Visiting:** available to families with children 0 to 3 years old using Parents As Teachers (PAT) curriculum to positively impact social, emotional and cognitive development in partnership with parents. Progress of children is monitored by home visitors to ensure milestones are met.
- **Family Advocacy Center:** provides parenting classes and individual support to DCFS-involved families with complex needs including court advocacy, supervised parental visits, and connection to community resources; all participating families are referred by DCFS.



- **Grandparents Raising Grandchildren:** offers peer support and connections to community resources. Referrals for all programs come from Dist. 65 teachers and social workers, City staff (Youth & Young Adult Div.), and nonprofit organizations including CEDA, WIC and Curt's Cafe.
- **After school and summer services:** available to students from 3rd through 8th grade from 3 PM-6 PM, Monday – Friday, during holidays throughout the school year, and for 7 weeks during the summer. Programming provides STEM (Science, Technology, Engineering, and Mathematics), Literacy, visual and performing arts, and life skills training and social-emotional skills.

All four programs include case management elements provided by social workers, family advocates, or home visitors. Staff are responsible for assessing households, identifying holistic needs, and providing connections to services; staff have approximately 25 households on each caseload. Average length of engagement is 6-18 months; participants of family services programs meet with staff twice per month for approximately 1-2 hours with phone calls happening in between meetings. Staff is diverse and reflects the population served. The agency does not have wait lists for programs. Typical referrals for additional services include housing, family therapy and substance use treatment, but specific partners and a tracking system for referrals was not defined. Agency has partnership agreements with Cradle 2 Career, Infant Welfare Society, Dist. 65, DCFS, and CEDA among others.

Housing Authority of Cook County – Case Management for Senior Buildings

The Housing Authority of Cook County (HACC) provides deeply subsidized housing for residents who are 55+ years of age or have a disability; approximately 68% identify as BIPOC and all are below 60% AMI. Agency's contract with Thresholds, to provide a FTE case manager to work with residents at the Jane R. Perlman and the Victor A. Walchirk apartments (200 units total), ended in May and was not renewed. Agency entered into a new service agreement with Impact Behavioral Health Partners to provide case management services starting in September.

Past service plans focused on independent living and maintaining or improving health; typical needs include enrollment in and coordination of insurance, benefits and medical services, food provision, support for behavioral health, promotion of socialization, and transportation. Benefits enrollment services are primarily online and it is clear that residents would benefit from assistance if they are willing to accept help. It is unclear if continuation of expanded services in future years would be dependent on City funding.



NEW: Impact Behavioral Health Partners – Clinical Services Case Manager

Impact Behavioral Health Partners offers permanent supportive housing and individualized mental health services to people 18 and older who have a documented chronic mental illness; all participants are low income and medicaid eligible. Grant would support a new, full-time Clinical Services Case Manager who would manage a caseload of 25-35 individuals. In 2022, this was offered as a pilot program in Evanston; services provided by a part-time social work intern under the supervision of the Clinical Services Program Supervisor. Caseload under the pilot program was able to accommodate 10 participants with frequent turnover when one-time tasks were completed. Participant referrals come from community partners including the McGaw YMCA, Erie Family Health Center, Connections for the Homeless, City General Assistance staff, Evanston Public Library, and HACC.

Infant Welfare Society – Teen Baby Nursery & Baby Toddler Nursery

Infant Welfare Society, specifically the Teen Baby Nursery (TBN), works with young parents 14-23 to provide case management, mentoring, and wrap-around services; participants are predominantly Black and Brown and low/moderate income. Program receives referrals from Dist. 65, City staff (Youth & Young Adult Div.), but most participants are referred by other parents and families. Priority is given to families who are homeless, DCFS involved, or have children with disabilities. Agency/program has received City funding for many years and award sustains services. Participants are parents enrolled in high school, college, a job training program or working; their children (ages 0-3) receive NAEYC accredited early childhood education services; typically households have complex needs including housing, employment. TBN can accommodate 16 children and their families which may also include extended members such as grandparent caregivers; turnover occurs when children reach age 5.

Service plans are created at intake by the Family Advocate (FA); identified areas of need include mental health services, workforce development and education, substance abuse treatment, and housing. Outcomes are achieved using SMART goal setting process. Strengths based assessments are completed 3 times per year, education workshops/trainings are held monthly and parent meetings, typically 30 minutes to an hour, occur weekly. The FA is also in frequent contact through texts and daily interactions with children and parents. Referrals are made directly by FA and documented; Agency is part of the Evanston Collective, a holistic group of service providers that supports high-need populations, and partners extensively with a wide network of service providers throughout the community to meet participants' diverse needs. The FA receives professional development regularly; staff is 80% people of color.

The James B. Moran Center for Youth Advocacy

The James B. Moran Center for Youth Advocacy provides free legal representation, advocacy and trauma-informed counseling to primarily low income children/youth up to age 26 and their families. The majority of people served are people of color; 17% of participants identify as homeless and 37% of youths served reside in female-headed households. All youth and families



served have complex needs; all are stressed by multiple challenges including poverty, housing insecurity, unemployment, substance abuse, violence, mental health challenges and legacies of racial and ethnic oppression. The agency has three programs:

- Emerging Adult/Juvenile Delinquency Practice provides case management for Evanston youth involved in juvenile court - specifically referrals come from diversion cases from Juvenile Probation Department at the Skokie Courthouse
- Education Advocacy Program provides advocacy and case management services to children with special needs and their families
- School-Based Civil Legal Clinic supports youth who have civil cases and runs out of three satellite locations (Joseph E. Hill Center, Nichols and Chute middle schools)

City funds used to support social workers/case management staff. Six staff attorneys refer participants to three social workers; the SW Director has a caseload of 58 while the two social workers have case loads of 24 to 15. If the agency is not able to work with a household in need, referrals are made to agencies offering similar services.

Case managers and participants create service plans which are reviewed monthly and meet at least weekly to track progress; all information is tracked in a system called LegalServer. Participants often need assistance obtaining identification documents, insurance and public benefits. Service plan goals often cover career planning, budgeting, housing, and mental health needs - all interactions, indicators and outcomes are client driven. Agency recognizes that staff demographics do not reflect population served, and is working on systems to gather and incorporate client feedback into strategic plan and daily operations. Agency works with a wide network of service providers to support broad needs of participants as evidenced by creation of and participation in the Evanston Collective, a safety net of holistic service providers that support target populations; agency has MOUs with participating organizations and participants sign Consents for Release of Information so that information can be shared among providers to support participants.

ADMINISTRATIVE RULES & PROCEDURES

EVANSTON
SOCIAL SERVICES
COMMITTEE
ADMINISTRATIVE RULES &
PROCEDURES

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**SOCIAL SERVICES COMMITTEE
OF THE CITY OF EVANSTON**

ADMINISTRATIVE PROCEDURES AND REGULATIONS

ARTICLE I

Name and Authority

- Section 1.** The name of this organization is “The Social Services Committee of the City of Evanston, Illinois,” hereafter referred to as the “Committee.”
- Section 2.** The establishment of this Committee is provided for in Evanston City Code Title 2, Chapter 6, “Social Services Committee.”
- Section 3.** The business of the Committee is conducted in accordance with the Illinois Open Meetings Act; applicable ordinances adopted by the Evanston City Council, including Social Services Committee Ordinance 70-O-21, as amended; Chapter 6 of the Municipal Code; City Code Section 1-10-1, et seq., and these Administrative Procedures and Regulations. Where Evanston ordinances conflict with these Administrative Procedures and Regulations, the former shall prevail pursuant to Evanston’s home rule authority.

ARTICLE II

Mission

- Section 1.** The Evanston Social Services Committee is a public body established by City ordinance. The Committee’s mission is to act in an advisory capacity to the City Council on matters that relate to needed social services and the use of federal Community Development Block Grant funding Public Services (“CDBG-PS”) and Emergency Solutions Grant (“ESG”) funds, and City Human Services Funds (“HSF”) and any other funding source that City Council deems appropriate to address primarily the needs of Evanston’s low and moderate residents. The Committee is responsible for recommending funding for services and programs that address a broad range of needs including, but not limited to: case management services; mental and physical health care; substance abuse treatment; childcare and out of school programs; job training and placement; legal services; access to healthy food; outreach and drop-in services for homeless persons, homeless shelter operations, domestic violence services; rent

assistance and homeless prevention services; and transportation services. Recommendations of the Committee will go to City Council.

Section 2. The Committee is responsible for developing funding recommendations for agencies that request grants from the City for programs that offer needed services for people who are homeless or at high risk of becoming homeless, and/or needed mental health and other social services. These programs and services shall be accessible and responsive to community needs and shall be available to all qualified low-, moderate- and middle-income Evanston residents. Additionally, funded agencies must demonstrate how they are addressing the needs of historically and/or currently underserved populations, particularly those impacted by institutional racism. The Committee will review applications and outcomes for each funded program and agency throughout the funding cycle to ensure the services are accomplishing the purposes for which they were funded. The Committee will also evaluate and facilitate inter-agency collaboration.

Section 3. ***Method of Funding:*** The Committee provides funding recommendations on the City's federal entitlement grants and designated annually by funds designated annually from the Human Services Fund out of the City's General Fund account, Department of Housing and Urban Development (HUD) - Community Development Block Grant Funds for public services ("CDBG"), and the Emergency Solutions Grant ("ESG"). Funding recommendations made by the Committee shall align with City Council goals.

Section 4. The Committee shall address systemic inequities by providing access to needed services that improve well-being for historically underserved and underrepresented Evanston residents.

ARTICLE III

Membership

Section 1. Members

A. The Committee consists of nine (9) members who serve without compensation and reside or work in the City of Evanston. In appointing committee members, the Mayor will consider knowledge, familiarity, and/or experience in nonprofit management, health, employment, childcare, education, legal and other needed services, and community outreach and engagement.

The members must consist of the following:

- I. Two (2) Council members.
- II. Two (2) members who have lived experience with the types of services funded.
- III. Five (5) at-large members.

A member may meet more than one qualification. No member may be a full-time or part-time employee of the City of Evanston, or own or work for any agency, facility, or service that receives CDBG, ESG, HSF, or any other funding overseen by the Committee on behalf of the City of Evanston.

B. Term of Office: Council members are assigned by the Rules Committee to four (4) year terms. Non-Council Committee members are appointed by the Mayor to three (3) year terms with the advice and consent of the City Council. Non-Council Committee members may serve for not more than two (2) full terms.

C. Vacancies and Removal

- I. If a Committee member fails to attend three (3) consecutive regular Committee meetings without a reasonable cause, or otherwise neglects his or her duties as a Committee member, the Chairperson, with the assent of the Committee, may recommend to the Mayor that the seat be declared vacant.
- II. Any vacancy should be filled by the Mayor as soon as possible.
- III. A member of the Committee may be removed by the Mayor for absenteeism, neglect of duty, misconduct or malfeasance in office, after being given a written statement of the charges and an opportunity to refute them at a hearing with the Mayor.

Section 2. Powers and Duties

In carrying out its responsibilities, the Committee shall have the following specific powers and duties:

- A. Establish funding priorities for services and programs that address the needs of at-risk residents who are not able to access basic needs or mainstream services without assistance for review and approval by City Council;
- B. Evaluate applications, prioritize, and recommend funding allocations to City Council for services and programs that advance the priorities set

forth by City Council to improve the health and wellbeing of Evanston's low and moderate-income residents;

- C. Ensure that funding is prioritized for services and programs that enable low and moderate-income residents, particularly those with complex needs who are unable to access basic needs or mainstream services without assistance, to maintain stable housing and achieve economic self-sufficiency for themselves and their families by:
 - I. Providing access to a broad range of services including but not limited to case management, education and job training, financial literacy, childcare and out of school programming, physical and mental health services, and legal assistance
 - II. Addressing the immediate or urgent needs of residents to cope with specific, limited-time hardships or unaddressed needs that prevent further destabilization of households in crisis, or triage individuals/households in crisis and connect them to more comprehensive services, as needed
- D. Monitor the progress of recipients and impact of services/programs provided by agencies receiving City funding;
- E. Provide recommendations on the use of the City's Emergency Solutions Grant Program ("ESG") funds to the Human Services Committee;
- F. Conduct periodic reviews and assessments of community needs using input from residents and stakeholders such as Evanston Cradle2Career, School Districts 65 & 202, and City of Evanston staff in Health and Human Services, Parks and Recreation, Police and Fire departments; and
- G. Perform such other acts as may be necessary or proper to carry out the purposes of this Chapter.

Section 3. Conflicts of Interest

All members of the Committee agree to abide by all duties and obligations required of committee members in the City's Code of Ethics in City Code Title 1, Chapter 10, "Board of Ethics." The Committee's supplemental policy is intended to clarify and prevent the personal interests of Committee members from interfering with the performance of their duties or from resulting in personal or political gain at the expense of the Board or Evanston taxpayers.

The Committee strives to maintain the highest ethical standards to avoid conflicts of interest. All members of the Committee shall act in good faith

in all relationships touching upon their responsibilities to the Committee and shall avoid any conflict of interest.

For the purpose of this policy, the definitions found in the City of Evanston's Code of Ethics in City Code Title 1, Chapter 10, "Board of Ethics," shall apply.

Section 4. Expenses

All appointed members of the Committee will serve as such without compensation. Expenses incurred by any member in the performance of official duties may be reimbursed in accordance with procedures established by the City of Evanston.

ARTICLE IV

Officers

Section 1. Elected Officers

Pursuant to Chapter 6 - Social Services Committee, 2.6.5 Adoption of Rules; Selection of a Chairperson: The Committee must annually elect a Chairperson from among its members. The Committee must also develop and review bylaws, rules and regulations necessary to exercise its responsibilities on a periodic basis, and adopt new work plans annually. The elected officers of the Committee consist of a Chairperson and a Vice-Chairperson.

Section 2. Election of Officers

- A. Each year, the Committee shall nominate candidates for the Chair and vice-Chair positions. Current officers may request to serve for a consecutive year.
- B. Committee members can volunteer to serve and any Committee member may make additional nominations, with the consent of the nominee, prior to any vote.
- C. Committee members will elect officers by voting upon the slate of candidates and any additional nominees.
- D. The Committee may also approve the existing slate of officers for an additional term, with the consent of the existing officers, so long as the additional term does not exceed the three year period of any individual officer.

Section 3. Terms of Office

- A. The Chairperson and Vice-Chairperson are elected for one-year terms from the date of nomination. No member may serve more than three consecutive one-year terms in each office.
- B. A vacancy in any office shall be filled by a vote of the Committee at the next regular meeting following the occurrence of the vacancy. The officer is elected for the duration of the unexpired term.

Section 4. Duties of Officers

- A. The Chairperson shall assure that the policies, programs and orders of the Committee are carried out.
- B. The Chairperson shall preside at all meetings of the Committee. The Vice-Chairperson shall preside in the Chairperson's absence.
- C. The Chairperson shall be responsible for calling meetings of the Committee pursuant to the Open Meetings Act and for assuring an agenda for each meeting.
- D. The Chairperson may appoint committees to consist of two members for specific tasks.

ARTICLE V

Meetings

Section 1. Regular and Special Meetings

- A. Regular meetings will be held on the second Thursday of each month at 7:00 P.M. unless such day is deemed a legal holiday observed by the City or another conflict exists, in which case the regular meeting will be held at such other time as the Committee may decide.
- B. Special meetings may be held upon the request of the members of the Committee or City staff. Special meetings may be called by the Chairperson at his/her discretion, or upon the request of three or more Committee members.
- C. Notice of all regular and special meetings of the Committee must be communicated to the members at least 5 days before the meeting by action at a previous meeting, or by mail, email, or by telephone.

D. Meetings shall be open to the public in accordance with the ordinance of the City of Evanston and the Open Meetings Act.

E. Notice of all regular and special meetings of the Committee shall be communicated to the public by publication of an agenda in accordance with the Open Meetings Act.

F. Regular Meeting Order of Business

Call to order/quorum declaration
Approval of meeting minutes
Public Comment
Old Business/New Business
Communication/Reports from the Chairperson or staff
Adjournment

The order of agenda items may be changed at the discretion of the Chairperson.

Section 2. Quorum

A quorum shall be the majority of the members appointed for the transaction of business. A member may attend any meeting by electronic means provided the following conditions are satisfied:

- A. A quorum of the members of the Committee are physically present at the place designated in the notice of the meeting;
- B. The member is prevented from attending because of:
 - a. Personal illness or disability; or
 - b. Absence from the jurisdiction for employment or for the business of the public body; or
 - c. Family or other emergency.

Section 3. Voting

At any meeting at which a quorum is present, the affirmative vote of the majority of the members present will carry any issue. The Chairperson is a voting member of the Committee and may vote on any issue.

Section 4. Public Comment

The purpose of Public Comment is to enable members of the public to provide input on any topic on the agenda. The Committee may question the commenter, but response is not required. The length of time allocated for each commenter will be dependent on the number wishing to speak, and determined by the Chairperson. The length of the public comment period may be extended at the discretion of the Chairperson depending on

the number of commenters and time needed to address items on the agenda.

Section 5. Parliamentary Procedure

Meetings shall be conducted in accordance with the rules below. Any matters not covered in these rules will be conducted according to *Robert's Rules of Order*.

Motion: a Committee member must make a motion and be seconded by another Committee member to propose a decision or action on any item on the agenda, or introduce an item of business not on the agenda. Items on the agenda that do not require action do not require a motion. Following discussion, items for action are voted on by the committee. A simple majority is required for the motion to pass.

Amendment: a member may propose a change or offer a substitute motion to a motion under consideration. This requires a second and a majority vote to decide whether the amendment is accepted. Then a vote is taken on the amendment motion.

Table: a member may move to table a discussion until some later time. A second is needed and a majority vote required. The timing of when the item will be discussed again may be set for a date certain at the time of the motion or be determined at a later time at the discretion of the Chairperson.

Call the Question: a member may vote to close a debate by calling the question. This requires a second and a vote is held immediately; a two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

Time limited on discussions: the Chairperson may set a period of time to debate any item necessary to ensure the meeting is kept to a reasonable period of time.

Call for Orders of the Day: a Committee member may "call for orders of the day" if they believe the discussion has drifted away from the agenda and want to bring it back.

New Business: a Committee member may bring forward any topic in line with the Committee's purpose during the "New Business" section of the agenda. Topics raised may be discussed at the meeting or be included on a future meeting agenda at the discretion of the Chairperson.

Communications by the Chairperson or staff do not require a motion, second, or vote to adopt.

Adjournment: the Chairperson adjourns the meeting at the conclusion of business.

Section 6. Working Groups

Working groups may be formed to address specific topics referred by the Committee. Working groups are limited to 2 committee members and may include City staff. Meetings of any working group do not require public notice or minutes. Findings or recommendations of the Working Groups are reported to the Committee at a public meeting.

ARTICLE VI

Staff Support for the Social Services Committee

Section 1. The Housing and Grants Division supervises administration of the CDBG and ESG programs and is responsible for ensuring agencies in receipt of federal funds comply with all CDBG, ESG, and federal cross-cutting requirements through regular performance reviews. Agencies deficient in general compliance, reporting, and/or performance measures and outcomes, will receive technical support from staff. Continued underperformance of goals/outcomes, services not aligned with City goals, a pattern of late, improper or erroneous reporting will be reported to the Committee and could result in agencies having to return funds and/or being precluded from the application process. Staff is responsible for identifying and communicating to the Committee activities that could put the City at risk of having to return funds and any actions/inactions by recipients that could put the City at risk of non-compliance with federal or other regulations.

Section 2. The Committee's effectiveness in meeting the needs of Evanston residents will be enhanced by direct and transparent communication between relevant City Departments, Boards, Committees and Commissions, and the Committee.

ARTICLE VII

Amendments

- Section 1.** These Administrative Procedures and Regulations may be amended at any meeting of the Committee by the affirmative vote of a majority of members in office. Written notice of proposed amendment(s) must be given to all members at least two weeks prior to the meeting at which the amendment(s) is/are to be considered.
- Section 2.** Any proposed amendment(s) to the Administrative Procedures and Regulations must be included in the meeting packet at which they will be voted upon.
- Section 3.** The City Manager shall be advised on any changes in these Administrative Procedures and Regulations.
- Section 4.** The Committee shall review its Administrative Procedures and Regulations on a periodic basis as determined by City staff.