



**AGENDA**  
**Social Services Committee**  
**Thursday, November 9, 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

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**1. CALL TO ORDER/DECLARATION OF A QUORUM**

**2. APPROVAL OF MEETING MINUTES**

- |    |  |       |
|----|--|-------|
| A. | <a href="#">Social Services Committee meeting minutes September 14, 2023</a> | 3 - 4 |
| B. | <a href="#">Social Services Committee meeting minutes October 12, 2023</a>   | 5 - 6 |

### 3. PUBLIC COMMENT

### 4. NEW BUSINESS/OLD BUSINESS

A. **FY 2024 Anticipated Available Funds** 7 - 9

This memo will summarize the amount of funds available to allocate for renewal of FY2024 public services.

**For Discussion**

[FY 2024 Anticipated Available Funds - Attachment - Pdf](#)

B. **Procedure to Determine FY2024 Renewal Allocations** 10

For Action

To initiate discussion of renewal allocations for FY2024 Case Management and Safety Net programs, Social Service Committee members will review and approve use of one of the three options outlined below:

- Use prior year awards to initiate renewal discussion
- Nominate a working group to determine initial renewal allocations used to initiate renewal discussion
- Prior to the December meeting, members submit an allocation sheet to staff, staff presents the average of each allocation used to initiate renewal discussion

**For Action**

[2024 Allocation Spreadsheet \(1\)](#)

C. **Social Services Committee 2024 Proposed Meeting Dates** 11 - 12

Staff recommends approval of the Social Services Committee proposed meeting dates and possible meeting topics for 2024.

Not applicable

**For Action**

[Social Services Committee 2024 Proposed Meeting Dates - Attachment - Pdf](#)

### 5. ADJOURNMENT



**Draft**

## **MEETING MINUTES**

### **SOCIAL SERVICES COMMITTEE**

Thursday, September 14, 2023 7:00 PM

#### **Social Services Committee**

Members Present: S. Olds Frey, D. Ohanian, K. Rolling, K. Hayes, Councilmember Burns, Councilmember Reid, R. Phillips

Members Absent: A. Ngola, S. Lackey,

Staff Present: M. Johnson, J. Wingader

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#### **Call to Order / Declaration of Quorum**

Chair Olds Frey called the meeting to order at 7:11 pm.

#### **Public Comment**

No public comment.

#### **Approval of Meeting Minutes for July 13, 2023**

Mr. Rolling moved approval of the meeting minutes for July 13, 2023, seconded by Ms. Hayes; a roll call vote was taken and the motion passed 6-0 with Councilmember Burns abstaining.

#### **Discussion of FY2023 Case Management Program Outcomes/Updates**

The following agency representatives provided updates and answered questions about program outcomes:

**Connections for the Homeless - Youth Program:** Kelsey Caspersen, Director of Government Relations and Michael Mallory, Chief Government Relations Officer

**Family Focus - Case Management:** Vanessa Allen, Center Director and JoAnn Avery, Program Manager

**Housing Authority of Cook County - Behavioral Health:** Marcus King, Director of Strategy and Communication

**Impact Behavioral Health Partners - Clinical Services:** Lauren Warsaw, Division Director of Clinical Services

**Infant Welfare Society - Case Management:** Stephen Vick, Executive Director and Diana Newton, Director of Development and Communications

**James B. Moran Center for Youth Advocacy:** Patrick Keenan-Devlin, Executive Director and Kristen Kennard, Deputy Director/Director of Social Work Services

#### **Approval of Social Services Committee Administrative Rules & Procedures**

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**Draft**

Staff noted updates aligning Administrative Rules & Procedures with the ordinance governing the Social Services Committee. After no further discussion, Councilmember Reid moved approval and adoption of the Social Services Committee Administrative Rules & Procedures, seconded by Councilmember Burns; a roll call vote was taken and the motion was approved 7-0.

**Nomination of Chair and Vice Chair**

Councilmember Reid nominated Samantha Olds Frey to the role of Chair and Derik Ohanian to the role of Vice Chair; both accepted the nomination. Councilmember Reid then moved approval of the slate of officers seconded by Ms. Hayes; a roll call vote was taken and the motion was approved 7-0.

**Staff Report**

Staff provided a summary of the first meeting of the Wraparound Evanston discussion series and an outline of additional meetings in the series.

**Adjournment**

The meeting adjourned at 9:11 pm.

Respectfully submitted,  
Jessica Wingader  
Senior Grants and Compliance Specialist



**Draft**

## **MEETING MINUTES**

### **SOCIAL SERVICES COMMITTEE**

Thursday, October 12, 2023 7:00 PM

#### **Social Services Committee**

Members Present: D. Ohanian, K. Rolling, K. Hayes, R. Phillips, Councilmember Burns, Councilmember Reid (participating electronically)

Members Absent: S. Olds Frey, A. Ngola, S. Lackey,

Staff Present: M. Johnson, J. Wingader

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#### **Call to Order / Declaration of Quorum**

Acting Chair Ohanian noted that there was no physical quorum present, but requested to start presentations at 7:23 pm.

#### **Public Comment**

No public comment.

#### **Approval of Meeting Minutes for September 14, 2023**

As there was no physical quorum present, the minutes were not approved.

#### **Mental Health Task Force Presentation**

Cindy Solorzano Castro, Manager with Ascension Illinois Behavioral Health, spoke on behalf of the Mental Health Task Force, she defined the organization and shared community needs from the perspective of the Task Force including the lack of affordable housing, no year round shelter, the need for additional mental health services especially affordable psychiatric services, and lack of staff. Ms. Castro advocated for provision of non-restricted funds as many agencies are not able to cover the funding gap between staff salaries and costs of service provision versus medicaid reimbursement rates. Ms. Castro closed by providing an update about wraparound services discussions held by community stakeholders across sectors and led by the Task Force.

#### **Discussion of FY2023 Safety Net Program Outcomes/Updates**

The following agency representatives provided updates and answered questions about program outcomes:

**Books & Breakfast - Advancing Racial Justice and COVID Recovery in Dist. 65:** Kimberly Hammock, Executive Director and Kyle Hanawalt, Director of Development & Operations

**Childcare Network of Evanston - Learning Together:** Deepa Mehta, Director of Programs/Head Start and Chava Alpert, Mental Health Consultant

**Childcare Network of Evanston - Mental Health Services:** Carolyn Myszkowski, Programs Manager and Deepa Mehta, Director of Programs/Head Start

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**Connections for the Homeless - Drop-In, Health & Outreach Program:** Michael Mallory, Chief Government Relations Officer

**Infant Welfare Society - Safety Net Services:** Stephen Vick, Executive Director and Diana Newton, Director of Development and Communications

**Interfaith Action of Evanston - Safety Net Services:** Susan Murphy, Director

**James B. Moran Center for Youth Advocacy:** Patrick Keenan-Devlin, Executive Director

**Meals on Wheels Northeastern Illinois - Home Delivered Meals:** Deborah Mack, Executive Director

**North Shore Senior Center - Safety Net Services for Older Adults:** Moira Warnement, Grants Manager and Amy Kraus, Director of Marketing & Communications

**Peer Services, Inc. - Substance Use Treatment:** Noy Frial-Lopez, Executive Director and Anne Brown, Development Director (virtual participation)

**Youth & Opportunity United - YOU Safety Net Services:** Teresa Cortas, Executive Director of Clinical and Outreach Services

**YWCA Evanston/North Shore - Safety Net Services:** Jennifer Allen, Assistant Director, Shelter Services

**Staff Report**

No report.

**Adjournment**

The meeting adjourned at 10:09 pm.

Respectfully submitted,  
Jessica Wingader  
Senior Grants and Compliance Specialist



## Memorandum

To: Members of the Social Services Committee  
From: Jessica Wingader, Social Services Grants & Compliance Specialist  
Subject: FY 2024 Anticipated Available Funds  
Date: November 9, 2023

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Recommended Action:

This memo will summarize the amount of funds available to allocate for renewal of FY2024 public services.

CARP:

Vulnerable Populations

Committee Action:

For Discussion

Summary:

The Social Services Committee (SSC) is responsible for making allocation recommendations for grants to agencies that provide public services. This process follows a two-year cycle; awards established in the first year are recommended for renewal at the same dollar amount to provide consistent support through the second program year. These renewal requests are approved by SSC to ensure programs are compliant with reporting requirements and agencies are able to manage grant awards. The grants are funded using 15% of the City's annual Community Development Block Grant award, following federal regulation, and a portion of local funds from the Human Services Fund. This memo outlines how estimated/projected funds available for calendar year 2024 can be allocated across categories to provide renewal funding to approved programs under the three public services categories: Case Management, Safety Net, and Support Services. The goal of the allocation process is to provide level support to agencies and maintain program stability. City Council will approve renewal requests in December pending approval of the City's FY2024 Budget.

***FY 2024 Draft Budget and Funding***

The Human Services Fund is supported by a dedicated property tax levy created to fund services that improve the lives and living conditions of low/moderate-income residents. Funds are included in the Community Grant Programs account which reflects funds available for grants to external partners to provide public services. In early 2023, City Council approved an increase to the Community Grants Programs allocation amount by \$300,410 (41%), for a total

of \$1,036,783, to commit to public services; Council also recommended the same budget amount be available in FY2024. Staff anticipate that the City Council will reaffirm this commitment in the FY2024 budget, currently in draft form, which is scheduled for approval in November.

CDBG funding is based on an estimate because FY2024 appropriations have not been approved by Congress, so the City’s actual CDBG award amount has not been determined. Staff conservatively estimates \$1,593,000 in FY2024 CDBG Entitlement funds. The estimated amount available for Public Services is 15% of that total, or \$238,950. Combined with the amount available to commit from the Community Grants Programs fund, staff anticipates \$1,275,733 for social services in FY 2024.

Actual 2023 Funding:		Estimated 2024 Funding:	
Community Grants	\$1,036,783	Community Grants	\$1,036,783
CDBG-PS	\$259,117	CDBG-PS	\$238,950
Total	\$1,295,900	Total	\$1,275,733

The SSC established the following budget guidelines for public services spending in FY23:

- 30% - Case Management Services
- 50% - Safety Net Services
- 20% - Support Services

Below is a review of allocations based on the same budget guidelines:

	2023 Allocation with %		2024 Allocation with %		Staff Recommendation	
Case Management	\$383,200	30%	\$382,720	30%	\$383,200	30%
Safety Net	\$702,650	54%	\$637,866	50%	\$702,650	55%
Support Services	\$210,050	16%	\$255,147	20%	\$189,883	15%
Total	\$1,295,900		\$1,275,733		\$1,275,733	

Following the 30%, 50%, 20% funding model would result in a reduction of \$480 to Case Management, a reduction of \$64,784 to Safety Net, and an increase of \$45,097 to Support Services. Staff believes that potential reductions would be detrimental to program stability



and instead propose the allocations reflected in the chart above. This would keep level funding in the case management and safety net categories and yield a manageable reduction to Support Services.

If the CDBG final award is over the estimate and additional public services funds become available, staff recommends applying additional funds to the Support Services category. Funds recommended for Support Services are needed to ensure that the Mental Health Provider applications for the next cycle (2025/2026) can open in the summer of 2024 and continue providing mental health services. Staff anticipate scheduling a more detailed review and discussion of this program in the spring.

		2024 Request	Allocation Recommendation
			\$ 1,275,733
			\$ 1,275,733
Program/Project Name	2023 Request	2023 Award	Recommendation
<b>CASE MANAGEMENT</b>			
Connections for the Homeless: Youth Program	\$ 75,000	\$ 50,000	
Family Focus: Case Management	\$ 125,000	\$ 83,200	
Housing Authority of Cook County: CM for Senior Bldgs.	\$ 70,000	\$ 55,000	
Impact Behavioral Health: Clinical Services CM	\$ 58,000	\$ 50,000	
Infant Welfare Society: CM for TBN & BTN	\$ 75,000	\$ 75,000	
James B. Moran Center - Case Management	\$ 75,000	\$ 70,000	
<b>Case Management Subtotal</b>	<b>\$ 478,000</b>	<b>\$ 383,200</b>	<b>\$ -</b>
Category Estimate - set at 30% of award		\$ 383,200	
Allocation amount against Category Estimate (OVER)		\$ 383,200	\$ -
<b>SAFETY NET SERVICES</b>			
Books & Breakfast - Advancing Racial Equity	\$ 65,000	\$ 45,000	
Childcare Network - Learning Together	\$ 70,000	\$ 63,400	
Childcare Network - Mental Health Services	\$ 50,000	\$ 40,000	
Connections for the Homeless - Drop-In/Outreach	\$ 150,000	\$ 150,000	
Infant Welfare Society: SN for TBN & BTN	\$ 75,000	\$ 20,000	
Interfaith Action - Cold Weather Shelter	\$ 75,000	\$ 50,000	
James B. Moran Center - Legal Services	\$ 75,000	\$ 50,000	
Meals on Wheels - Home Delivered Meals	\$ 50,000	\$ 30,000	
North Shore Senior Center	\$ 35,000	\$ 23,750	
PEER Services - Substance Use Treatment	\$ 99,500	\$ 99,500	
Youth & Opportunity United - Safety Net	\$ 121,120	\$ 96,000	
YWCA Evanston/North Shore - DV	\$ 35,000	\$ 35,000	
<b>Safety Net Subtotal</b>	<b>\$ 900,620</b>	<b>\$ 702,650</b>	<b>\$ -</b>
Category Estimate - set at 55% of award		\$ 702,650	
Allocation amount against Category Estimate (OVER)		\$ 702,650	\$ -
<b>SUPPORT SERVICES</b>			
Category Estimate - set at 15% of award		\$ 189,883	\$ 1,275,733
Increased (Decreased)		\$ (1,085,850)	\$ 1,275,733
<b>Total Requests</b>		<b>\$ 1,085,850</b>	<b>\$ -</b>
<b>Total Funds Available</b>			<b>\$ 1,275,733</b>
<b>Remaining for Support Services</b>			<b>\$ (1,275,733)</b>
<b>Funds Available:</b>			
2024 CDBG Entitlement (EST.)		\$ 238,950	
2024 Human Services Funding		\$ 1,036,783	
<b>Total Available Funds:</b>		<b>\$ 1,275,733</b>	



## Memorandum

To: Members of the Social Services Committee  
From: Jessica Wingader, Social Services Grants & Compliance Specialist  
CC: Elizabeth Williams, Interim Housing & Grants Manager; Marion Johnson, Housing & Grants Supervisor  
Subject: Social Services Committee 2024 Proposed Meeting Dates  
Date: November 9, 2023

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Recommended Action:

Staff recommends approval of the Social Services Committee proposed meeting dates and possible meeting topics for 2024.

Funding Source:

Not applicable

Committee Action:

For Action

Summary:

The Social Services Committee meeting is held on the second Thursday of each month (except where noted) in person at the Lorraine H. Morton Civic Center, 2100 Ridge Avenue in Lighthouse Conference Room 2402 located on the 2nd floor.

The proposed 2024 meeting dates with draft topics are as follows:

Jan. 11	Discussion of SSC goals
Feb. 8	Vote to adopt goals; discussion of case management score process/ tool
March 14	Discussion of safety net score process/tool
April 11	Vote to adopt both score tools and allocation process; Mental Health Provider Program updates
May 9	Review of case management application questions/score questions (if applicable)
June 13	Review of safety net application questions/score questions (if applicable)
July 11	Vote to approve application questions
Aug. 8	Mental Health Provider Program review/renew (new application open in 2025); program updates/community needs
Sept. 12	Review of Safety Net Applicants (hearing meeting in Council Chambers)
Oct. 10	Review of Case Management Applicants (hearing meeting in Council Chambers)
Nov. 14	Allocation process discussion
Dec. 12	Case Management and Safety Net Services allocation decision meeting

2024 Holidays that align with meeting dates:

Thursday, May 9, 2024 (*Feast of the Ascension-Christian/Catholic*)

Thursday, June 13, 2024 (*Shavuot-Jewish*)

Thursday, December 12, 2024 (*Feast of Our Lady of Guadalupe-Christian/Catholic*)