



**AGENDA**  
**Social Services Committee**  
**Thursday, February 8, 2024**  
**Lorraine H. Morton Civic Center Room 2402 7:00 PM**

Those wishing to make public comments at the Social Services Committee may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by completing the Social Services Committee online comment form available by [clicking here](#) or 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. [Social Services Committee meeting minutes November 11.2023](#)

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**3. PUBLIC COMMENT**

**4. NEW BUSINESS/OLD BUSINESS**

A. [Discussion of 2024 Public Services Funding Priorities](#)

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Staff requests that the Social Services Committee (SSC) consider determining funding priorities prior to the opening of the FY 2025/26 grant application cycle. To guide deliberations, staff asks members to consider the recently approved City Council goals and the outcomes of the City's 2022 Evanston Process of the Local Assessment of Needs (EPLAN).

**For Discussion**

[Discussion of 2024 Public Services Funding Priorities - Attachment - Pdf](#)

B. **NOMINATION OF VICE CHAIR**

C. **Revised 2024 SSC Meeting Topics**  
[Revised 2024 SSC Meeting Topics](#)

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5. **PUBLIC COMMENT**

6. **ADJOURNMENT**



**Draft**

## **MEETING MINUTES**

### **SOCIAL SERVICES COMMITTEE**

Thursday, November 9, 2023 7:00 PM

#### **Social Services Committee**

Members Present: S. Olds Frey, D. Ohanian, A. Ngola, K. Rolling, K. Hayes, R. Phillips

Members Absent: S. Lackey, Councilmember Burns, Councilmember Reid

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 7:06 pm.

#### **Approval of Meeting Minutes for September 14, 2023 and October 12, 2023**

Vice Chair Ohanian moved approval of both sets of minutes seconded by Ms. Hayes; a voice vote was taken and the minutes for September 14, 2023 and October 12, 2023 as presented were approved 6-0.

#### **Public Comment**

No public comment.

#### **FY 2024 Anticipated Available Funds**

Staff provided an overview of funding including the use of an estimated CDBG award for FY 2024 and the increased amount available from the Community Partners Fund (formerly Human Services Fund); staff closed by recommending flat funding to each category. There was discussion about how funds could shift once the actual CDBG award for FY 2024 was determined.

#### **Procedure to Determine FY2024 Renewal Allocations**

Staff outlined three options for determining initial renewal allocations including: use of past award amounts, nomination of a working group to determine initial renewal amounts, and the use of a spreadsheet of renewal amounts that each member would complete and return to staff; staff would determine average renewal amounts based on the submissions and these amounts would be used as the initial renewal amounts used to open the discussion. Members discussed the benefits and challenges of each option.

Staff confirmed that the report information provided at previous meetings would be updated and sent to members for review. Members confirmed the steps required for each process and there was further discussion about the merits and challenges of nominating a working group. After deliberation, there was general consensus that, because this was a renewal year and there were no new programs or applications to consider, formation of a working group would be overly burdensome. Staff confirmed that updated program summaries would be included in the December packet for public review. Members agreed that completing the allocation template and returning it to staff by December 4th would be the preferred way to determine initial allocation amounts.

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**Draft**

Vice Chair Ohanian moved approval of the use of the template renewal sheet to be completed by SSC members and compiled by staff, seconded by Ms. Hayes; a voice vote was taken and the motion passed 6-0.

**Social Services Committee 2024 Proposed Meeting Dates**

Staff presented the proposed meeting dates for 2024; the Social Services Committee will continue to meet on the second Thursday of each month. There was discussion about the August meeting and whether it would be canceled at the direction of City Council. Staff confirmed that the proposed agenda items could move to the July and September meetings if the August meeting was canceled. Mr. Rolling moved approval of the 2024 proposed meeting dates seconded by Ms. Ngola; a voice vote was taken and the meeting dates were approved 6-0.

**Adjournment**

The meeting adjourned at 7:39 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  
CC: Elizabeth Williams, Planning Manager/Interim Housing & Grants Manager; Marion Johnson, Housing & Grants Supervisor  
Subject: Discussion of 2024 Public Services Funding Priorities  
Date: February 8, 2024

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Recommended Action:  
For Discussion

Funding Source:  
N/A

CARP:  
Vulnerable Populations

Committee Action:  
For Discussion

Summary:

Staff requests that the Social Services Committee (SSC) consider determining funding priorities prior to the opening of the FY 2025/26 grant application cycle. To guide deliberations, staff asks members to consider the recently approved City Council goals and the outcomes of the City's 2022 Evanston Process of the Local Assessment of Needs (EPLAN). The City will open FY 2025/26 grant applications for Case Management and Safety Net services this summer. Establishing funding priorities will help prioritize applications, provide additional structure to the application process, and increase transparency. To support discussion, staff has prepared an overview of participants served and programs/services funded in prior years.

**Background:**

The primary goal of recommendations funded by Community Development Block Grant funding for Public Services (CDBG-PS) and the City's Community Grants fund is to financially support programs that residents need, but that the City is not able to provide through internal

staff. The goal of the restructured allocation process is to improve equitable outcomes for historically marginalized and underserved populations and to support community recovery from pandemic-related hardships. Without established priorities, funds will continue to support a diverse network of public services. However, any clarification of priorities will help members order applications in the new grant cycle, especially if the City were to receive an excess of applications or any requests that provide public services that don't align with identified areas of greatest community need.

As a body that makes allocation recommendations to City Council for services that help vulnerable residents thrive in the community, it is important to consider how these recommendations fit into the larger City ecosystem of support. Funding is limited and requests often exceed the combined amount available for allocation. Identifying target populations and/or essential services, in alignment with Council goals and community needs will provide greater structure and clarification to the application review process.

**Overview of Services & Participants Served:**

To provide historical context, staff compiled demographic information for participants served in prior years. Reviewing this information can provide more detailed information about residents served and trends in service. Since the restructure, just over 14,000 residents have received services. There may be some duplication in participant counts across the two application periods, but staff is working to mitigate this; reports capture how participants move through services by documenting enrollments and exits; agencies also indicate capacity by reporting wait list numbers and service fluctuation when applicable. Below is a table providing demographic information for Evanston residents served:

	2023	2021 & 2022
<b>HH Income</b>	<b>Percentage of Participants Served</b>	
Very low (30% AMI):	66%	67%
Low (50% AMI):	23%	22%
Moderate (80% AMI):	5%	5%
+80% AMI:	6%	6%
<b>Race/Ethnicity*</b>		
Asian:	3%	3%
Black:	53%	51%
Multi-Racial:	4%	3%
White:	37%	42%
<b>Age</b>		
Under 18 (Youth):	29%	18%
18-65 (Adults):	38%	34%
65+ (Seniors):	33%	48%

\*Information for American Indian/Alaskan Native, Native Hawaiian/ Other Pacific Islander populations, and participants who declined to provide demographics not included.

**Trends:**

- Increase in Hispanic population seeking services: in 2023, 10% of participants served identified as Hispanic, an increase from the 8% served in prior years
- Increase in children under 18 served which may be due to inclusion of Connections Youth program, CNE Mental Health program, and Infant Welfare Society's Safety Net program (all newly funded in 2023)

**Special Needs Populations**

- Unhoused: 16% in 2023, 14% in prior years
- Female headed-households: 34% in 2023, 32% in prior years
- \*Documented disability: 42% in 2023, 45% in prior years

\*Agencies that serve a high number of participants with disabilities include North Shore Senior Center, Connections' Drop-In, and Meals on Wheels.

**Program Services & Target Participants:**

While case management services can be clearly and uniformly defined, safety net services are more diverse and provide a range of supports. The target populations agencies currently serve include:

- Residents who are unhoused or unstably housed (including recent immigrants and refugees)
- Low- and-moderate-income households
- Opportunity youth (young people who are disconnected from school and work) historically underserved or marginalized or youth who may have been disproportionately affected by COVID learning loss
- Residents with documented disabilities
- Seniors
- People fleeing domestic violence

Priorities could define target populations or key services that help households thrive in the community. Historically, safety net services include:

- Basic needs including food and shelter
- Child care and education support services
- Services that help seniors remain in independent living arrangements
- Legal services
- Services that address substance misuse issues
- Services that support households fleeing domestic violence

**Community Needs:**

The most common unaddressed challenges participants face, as identified by agencies in program reports, include a lack of secure, affordable housing and challenges securing employment that provides a living wage. The City uses other resources and has other programs to address affordable housing and workforce development, the two most commonly identified needs. Agencies also note hiring and staff retention challenges and physical capacity issues; some facilities require additional space in order to serve more participants. While these agency-identified challenges cap services and can prevent participants from reaching goals, staff is not currently aware of solutions that could be supported using funds allocated for public services. Staff also recognizes an increase in unhoused residents including immigrants and refugees; these households would benefit from a myriad of community support programs that provide culturally competent services ideally in diverse languages.

Another identified community challenge includes services for youth. In the 2023-2024 Opening of Schools Report District 65 reports a 10% (+32 students) increase in the number of students eligible for services under the federal McKinney-Vento Act (students who do not have a fixed, adequate, or regular nighttime residence). Below is a table detailing District 65 family income and student housing status:



<b>Dist. 65 Students</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
<b>Homeless</b>	324	292	236	200
<b>Low Income</b>	2,497	2,360	2,135	2,437
<b>% of Total Population</b>	40%	38%	31%	33%
<b>Free Lunch</b>	2,155	2,143	1,925	2,133
<b>Reduced Lunch</b>	342	217	162	169

**Current Guidelines/Requirements:**

As a reminder, applicants under each category are currently expected to maintain the following standards to be eligible for funding and renewal. Below is a summary of current outcomes under each criteria.

Case Management providers are evaluated based on the following criteria:

- Evanston clients comprise a significant percentage of total clients served; funding provides capacity to enroll new Evanston clients during a 12- to 18-month period.
- Case managers develop service plans in partnership with participants that have specific, measurable outcomes; case managers also provide timeframes to complete goals, strategies for achievement and accountability. Service plans also document provision of needed support services/referrals.
- Case managers hold regular meetings with participants to provide guidance and support, monitor progress, and document outcomes.
- Case managers are also responsible for providing referrals to key support services and tracking the provision of these services to ensure they have been received.

Safety Net services providers evaluated based on the following criteria:

- Provision of low-cost/no cost services that enable individuals/households to cope with specific, limited-time hardship or unaddressed need to prevent further destabilization.
- Result in a measurable improvement to the wellbeing of participants by addressing a basic need.
- Can serve as a gateway to deeper case management services when needed or as appropriate.

Attachments:

[Council goals](#)

[Public Health Goals](#)



## Memorandum

To: Honorable Mayor and Members of the City Council  
From: Alison Leipsiger, Policy Coordinator  
Subject: Approval of City Council Goals  
Date: December 11, 2023

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Recommended Action:

Staff recommends the approval of City Council goals in the areas of Affordable Housing, Climate Action and Resiliency, Economic Development, Finance, Public Health, and Public Safety.

Council Action:

For Action: Accept and Place on File

Summary:

Throughout 2023, the City Council held several Special City Council meetings to determine which goals would govern the remainder of the council term ending in May 2025. Through facilitated conversations, the City Council established the following six broad areas on which to focus (listed alphabetically):

Affordable Housing  
Climate Action and Resiliency  
Economic Development  
Finance  
Public Health  
Public Safety

The Council then asked staff to propose specific "reach" goals under each of the six categories. Ideally, these goals would be achievable but require significant resources or attention by the Council and staff.

After several iterations between staff and Council, Councilmembers ultimately sent four of the six categories of goals to relevant committees: public health goals went to Health and Human Services; finance goals went to Finance and Budget; economic development goals went to the Economic Development Committee; and affordable housing goals went to Housing and Community Development. Goals related to climate action and resiliency have already been

previously approved by the Council through the CARP Implementation Plan earlier in the year. Public safety goals were made by staff and not a committee.

The following represents the most recent discussions, whether by Special City Council meeting or by committees:

**Affordable Housing:**

- Ensure 50 units of affordable housing are in the development pipeline by 2025
- Beginning in 2024, increase Naturally Occurring Affordable Housing (NOAH) annual rehabs to 20 units (currently nine) and rehab 25+ units from January 2024 - May 2025
- Include equitable zoning concepts in the City's Comprehensive Plan and Zoning Ordinance by 2025
- Create a strategy to develop City-owned vacant or underutilized properties into affordable housing by 2025
- Amend the Inclusionary Housing Ordinance increasing the inclusionary requirement in 2024
- Complete a strategic housing plan in 2024
- Identify new sources of rental assistance funding in 2024

**Climate Action and Resiliency:**

See the CARP Implementation Plan, previously approved by the Council

**Economic Development:**

- Maintain retail vacancy rate below 6% City-wide. Help reduce downtown retail vacancy below 9% from the current 10.9%
- Follow the Evanston Thrives Action priorities determined by the Economic Development Committee

**Finance:**

- Develop an accessible database of data comparing Evanston to peer communities
- Identify major areas of needed capital spending. Develop a range of required investments for each area and implement better reporting for the City Council
- Develop a range of debt issuance needs based upon long-term forecasting for the General Fund, Enterprise Funds, and CIP Fund
- Identify alternative revenue sources

**Public Health:**

- Implement a second cycle of Guaranteed Income with a focus on families with children five and under living in census tract 8092. Metric: Reduction in poverty for over 120 children five and under within census tract 8092 (as measured by 2021 5-year ACS data)

- Pass a comprehensive ban on the sale of all flavored tobacco products throughout the City of Evanston. Metric: 20% Reduction in tobacco sales within Evanston. Reduction in hospital admissions and emergency room visits related to vaping and E-cigarettes.
- Support workforce development through continued investment in ASPIRE, EMERGE, and GROWW programs and the development of additional public-private partnerships to create career pipelines for residents. Metric: Reduction in unemployment, increased staffing level for local businesses (Goal: Create employment opportunities for 100 Evanston residents by 2025)
- Enhance and modify assistance programs to support the growing need for the assistance of vulnerable Evanston community members, including the unhoused, refugee, and migrant populations. Metric: Support for up to 100 unhoused, refugee, and migrant individuals, Reduction in emergency room visits related to persons experiencing homelessness
- Invest in the development of a 5th ward health hub that can serve as a community space that increases access to health resources. The hub would house a community health nurse to provide education and referrals and support coordination of additional events, including vision and dental screenings, mental health first aid, vaccinations, parenting groups, and community-building activities. Metric: Increased access to healthcare resources for 5th ward residents. The goal is to serve 50 people during the pilot year in 2024. Increase in vaccination coverage for children
- Expand the length of the WOW program from 12 weeks to 24 weeks and revitalize the Rethink Your Drink program. Metric: Reduce the number of Evanston adults reporting no leisure-time physical activity from a baseline of 19.3% (2019) to 18% by 2025
- Support the development of a community wraparound program to facilitate interagency communication and cooperation among public and nonprofit partners across Evanston by creating a coordinated system of collaboration to provide services and meet the needs of individuals with social service and mental health challenges. Metric: Provide wraparound services to 20 families within the first 12 months of implementation
- Mental health first aid is one of the strategies selected during the participatory budget process and had the most votes. Mental Health First Aid is a skills-based training course that teaches participants about mental health and substance abuse. The training also teaches participants how to assist and support others who are experiencing mental health challenges. Metric: Provide mental health first aid to 150 individuals serving Evanston youth by 2025. Reduce the number of emergency room visits for individuals experiencing mental health disorders
- Increase bikeability by investing in cycling infrastructure, including building new dedicated bike lanes and increasing bike lane connectivity. Metric: Increase city-wide Bike score by 10% by 2025 from a baseline of 89 as of December 2023. Reduction in emergency room visits due to bicycle incidents.

**Public Safety:**

- Implement an alternative response program to address low-level, non-violent issues in 2024
- Fill 92% or more of sworn officer positions by the end of 2024
- Community Resource Guide/Card- develop a resource card detailing resources available (not just PD response) and a flowchart to guide service requests. Create an

online submission form for non-emergency requests, routed to proper channels/departments to track utilization of the Guide/Card

- Violent Crime- 5% reduction in Crimes against persons 2024 v 2023

## Public Health Goals

The Evanston City Council has set five goals for 2023 through 2025. The City Council has emphasized that equity be a key objective in achieving each goal.

Public Health has been selected as one of these goals to be undertaken through the implementation of measurable outcomes that address health priorities identified in the City's [EPLAN](#). The current EPLAN's impetus is geared towards strengthening equitable access to resources, closing the racial life expectancy gaps and establishing pathways that promote optimal health and well-being.

The EPLAN identified the following three health priorities within Evanston:

- Advancing Health and Racial Equity
- Improving Mental and Emotional Well-Being
- Strengthen Climate Resilience

Each priority is accompanied by already established City initiatives or a proposal of plans to make positive impact towards desirable health outcomes.

### Advancing Health and Racial Equity

The goal of health and racial equity is working towards providing fair opportunities to community members to be as healthy as possible by removing barriers to health such as poverty, unemployment, discrimination, lack of access to housing, safe environments, and health care.

Provided below are intervention strategies that exists or those that are being proposed to address this topic. Staff believes that the proposed strategies are achievable by the expiration of this current EPLAN in 2026.

**Guaranteed Income:** Implement a second cycle of Guaranteed Income with a focus on families with children under years of age and living in census tract 8092. This demographic focus is driven by findings in the EPLAN that this group is among the most financially insecure and most vulnerable to displacement due to increasing housing costs.

**Reduce City-Wide Smoking:** Pass a comprehensive ban on the sale of all flavored tobacco products throughout the City of Evanston.

**Workforce Development:** Support workforce development through continued investment in ASPIRE, EMERGE and GROWW programs, and development of additional public-private partnerships to create career pipelines for residents



**Assistance Programs for Vulnerable Populations:** Enhance and modify assistance programs to support the growing need for assistance of vulnerable Evanston community members including the unhoused, refugee and migrant populations.

**Health Hub:** Invest in development of a 5th ward health hub that can serve as a safe, trustworthy community space that increases hyperlocal access to health resources. The health hub would house a community nurse to provide health education and referrals, and support coordination of additional events to support health, including vision and dental screenings, mental health first aid, vaccinations, parenting groups and community building activities.

**Increase Physical Activity and Improve Nutrition:** Expand the length of the WOW program from 12 weeks to 24 weeks and revitalize the Rethink Your Drink program. Although the obesity rates in Evanston are substantially lower than the U.S. average, the combination of the two community programs will continue to help keep the obesity rates low.

## **Improving Mental and Emotional Well-Being**

Mental health has been a long-standing need both nationally and locally, and one of the most urgent health inequities we need to address as a community. The Department is aligning its goals to a number of the strategies provided below.

### **The Living Room**

This program provides a safe, trauma-informed, expertly staffed alternative to hospital emergency rooms for adults in psychiatric crisis at no cost to the individual. The Living Room will be a calm environment where guests can receive skilled support from therapists and social workers to resolve a crisis. In partnership with the Evanston Police Department, continue building systems to support diverting individuals experiencing mental health crises away from jail and the emergency department through facilitating connection to safe de-escalation opportunities and connection to longer term care and medication management.

### **Evanston Wraparound Program**

Support the development of a community wraparound program to facilitate interagency communication and cooperation among public and nonprofit partners across Evanston by creating a coordinated system of collaboration to provide services and meet the needs of individuals with social service and mental health challenges.

### **Mental Health First Aid**

Mental health first aid is one of the strategies selected during the participatory budget process and had the most votes. Mental health first aid is a skills-based training course that teaches participants about mental health and substance abuse. The training also teaches participants on how to assist and support others who are experiencing mental health challenges. Staff is proposing contracting with a vendor to provide City-wide

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Public Health Goals | City of Evanston

training in settings such as schools, churches and with frontline City staff and community members.

## **Strengthening Climate Resilience**

Note: This subsection of EPLAN goals aligns very closely with those outlined in the CARP, and the City Council Sustainability priority. Priorities such as the ban of gasoline/propane powered leaf blowers and the plastic bag ban have already been implemented.

CARP provides a roadmap to making Evanston climate ready and resilient by 2050, centering and prioritizing health, safety, and well-being of our most vulnerable residents.

### **CARP Goals**

Carry out the goals outlined in the 2023 and 2024 Climate Action Agendas. (See Sustainability Goals for further detail).

### **Beach Water Testing**

Enhance Evanston's beach water quality testing capacity by investing in a more accurate and timely testing system.

### **Bikeability**

Increase bikeability by investing in cycling infrastructure, including building new dedicated bike lanes and increasing bike lane connectivity.

### **Green Homes Pilot Program**

Further invest in the Green Homes pilot program, which seeks to preserve affordability, improve quality, and increase resilience to climate change for existing affordable housing in Evanston, by offering Evanston homeowners and landlords no- or low-cost home repairs and upgrades - paid for by the City - to help residents feel healthier in their homes and lower utility bills.





# Memorandum

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 DRAFT 2024 meeting dates and revised topics are as follows:

Feb. 8	Discussion of funding priorities (review of City goals)
March 14	Vote to adopt priorities
April 11	Discussion of process to evaluate safety net application and rubric
May 9	Discussion of process to evaluate case management application and rubric
June 13	Vote to approve evaluation process
July 11	Review of Mental Health Provider Program (possible vote to extend current providers)
Aug. 8	No Meeting
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