

## **MENTAL HEALTH BOARD**

Thursday, April 13, 2017

7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue  
Lighthouse Conference Room 2402

### **AGENDA**

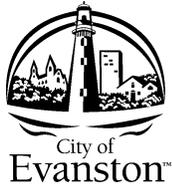
- I. CALL TO ORDER/DECLARATION OF QUORUM**
- II. APPROVAL OF MHB MEETING MINUTES FOR MARCH 9, 2017**
- III. HEALTH & HUMAN SERVICES DEPARTMENT UPDATE**
- IV. LIAISON REPORTS**
- V. PUBLIC COMMENT**
- VI. DISCUSSION OF GOALS AND ZOOMGRANTS QUESTIONS**
- VII. STAFF REPORT**
- VIII. NOMINATING COMMITTEE REPORT**
- IX. CHAIR REPORT**
- X. ADJOURNMENT**

The next regular meeting of the Mental Health Board is scheduled for **7:00 p.m. Thursday, May 11, 2017 in room 2402** of the Lorraine H. Morton Civic Center.

**Order of Agenda Items is subject to change.** Information about the Mental Health Board is available at: [www.cityofevanston.org/government/boards-commissions](http://www.cityofevanston.org/government/boards-commissions). Questions can be directed to Jessica Wingader, Public Services – Grants & Compliance Specialist, at 847-859-7889 or via e-mail at [jwingader@cityofevanston.org](mailto:jwingader@cityofevanston.org).

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*La ciudad de Evanston está obligada a hacer accesibles todas las reuniones públicas a las personas minusválidas o las quines no hablan inglés. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de Administración del Centro a 847/866-2916 (voz) o 847/448-8052 (TDD).*



# Memorandum

To: Mental Health Board

From: Jessica Wingader, Grants and Compliance Specialist

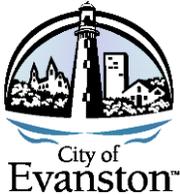
Subject: April 13, 2017 MHB Meeting Cover Memo

Date: April 13, 2017

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Attached please find:

- The meeting agenda
- Item 1: Draft minutes of the March 9, 2017 meeting for approval
- Item 2: ZoomGrants questions and input from MHB members
- Item 3: Monitoring letters from programs awarded City funding in 2016



## MEETING MINUTES

### MENTAL HEALTH BOARD

Thursday, March 9, 2017 7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, room 2402

Members Present: S. Johnson, K. Ruetzel, C. Fleming, I. Ziaya, R. Feiler, M. Pierce

Members Absent: J. Taylor, L. Murphy, J. Sales

Staff: J. Wingader

Presiding Member: S. Johnson, Board Chair

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#### Call to Order / Declaration of Quorum

Chair Johnson declared a quorum and called the meeting to order at 7:03 pm.

#### Approval of the January 12, 2017 Meeting Minutes

Mr. Pierce moved approval of the January 12, 2017 meeting minutes, seconded by Ms. Ziaya. The minutes were unanimously approved.

#### Karen Danczak Lyons: EPL Social Services

Evanston Public Library Director, Karen Danczak Lyons discussed the expansion of social services supports provided at the library through a contract for a full time Social Worker. The goal is to best serve library patrons and community members and to increase connections to vital supports available in the community. Ms. Danczak Lyons introduced Justine Janis and explained that, while Ms. Janis is a full-time employee of Presence Behavioral Health, she works full-time at the library Monday through Saturday. Ms. Janis discussed her work with patrons and staff and highlighted partnerships formed with other organizations including Connections for the Homeless. To date, Ms. Janis has met with 50 patrons; she outlined several goals she is hoping to accomplish in the upcoming months. Chair Johnson requested that the Board receive ongoing reports about the library's social services program from Presence or the Health & Human Services Department.

#### Liaison Reports

Chair Johnson provided an update on the Childcare Network of Evanston and Infant Welfare Society.

#### Public Comment

No public comment.

#### Discussion of Draft Bylaws

Ms. Ruetzel called for feedback on the Board revised bylaws. Ms. Fleming confirmed that specific goals would not be included. Ms. Ziaya reviewed Article 7 – City Liaison to the Mental Health Board, and suggested that it was important to preserve it; the Board agreed. Chair Johnson called for a motion. Ms. Ruetzel moved to accept the revised bylaws, Ms. Feiler seconded. A voice vote was taken and the revisions were accepted. The revisions proposed by the board will be reviewed and bylaws finalized by the Legal Department.

### **Discussion of Goals and ZoomGrants Questions**

The Board tabled this item to give members more time to submit feedback. Members reviewed and confirmed the process for submitting feedback; members will provide feedback in writing to staff who will compile and send to the working committee for review. Feedback will be available in the packet when this item is next on the agenda. Members agreed to discuss the topic at the next meeting.

### **Staff Report**

Staff provided the following information:

- Update on changes to the Preschool for All program for FY 2018 that is funded through the Early Childhood Block Grant. This program currently funds between 70 and 80 childcare slots in Evanston. Lindsay Percival, Executive Director of Child Care Center of Evanston provided additional information about the status of the grant application process and the agencies working in partnership to provide services.
- The Welcoming Cities initiative which the board discussed briefly.
- 2016 monitoring; members requested that all 2016 site visit letters be included in the next packet.
- Staff invited the Board to review the 2016 CAPER available for public review and comment.
- There was discussion about the Board's role in upcoming initiatives.

### **Chair Report**

Chair Johnson encouraged all to review the EPlan; highlighting that the plan included a partnership between the Board and the Health & Human Services Department to address mental health needs in the community. She requested that a member of Health & Human Service Department provide a report with any updates at the next meeting. Chair Johnson also announced that Mr. Pierce and Ms. Taylor would form the nominating committee to determine Chair and Vice Chair positions.

### **Adjournment**

Ms. Fieler moved to adjourn the meeting, seconded by Ms. Fleming. The meeting adjourned at 8:06 pm.

Respectfully submitted,  
Jessica Wingader  
Grants and Compliance Specialist



# Memorandum

To: Mental Health Board

From: Jessica Wingader, Grants and Compliance Specialist

Subject: Mental Health Board Priorities Discussion Continued

Date: April 13, 2017

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## Summary:

The Mental Health Board (MHB) identified the following priorities for the prior year funding cycle:

- Address and reduce youth violence
- Programs and services to address mental health needs and substance abuse including preventive services
- Programs and services which will enable adults with challenges to meet basic human needs including food, shelter, and access to health care

The MHB considers these priorities when evaluating applications submitted annually by agencies for programs that align with one or more of these priorities and serve the targeted population. The MHB reviews priorities annually to ensure that they align with City Council goals and best meet the needs of Evanston's at-risk population.

With these priorities in mind, applications are further evaluated in ZoomGrants using the Committee Scoring Questions also included for discussion. The Board will additionally review these questions to ensure that they are relevant and provide a consistent assessment of programs requesting funding.

### **Current MHB Priorities:**

Priority #1: Programs and services to address and reduce youth violence

Priority #2: Programs and services to address mental health needs and substance abuse including preventive services

Priority #3: Programs and services which will enable adults with challenges to meet basic human needs including food, shelter, and access to health care

### **Committee Scoring Questions**

1. Program is consistent with the needs and priorities of the City's 2015-2019 Consolidated Plan and City Council priorities.
2. Application identifies an unmet need that is addressed by the program (for renewal requests, discontinuation of funding would create an unmet need).
3. Program does not duplicate existing programs/services and shows evidence of coordination with other services/agencies.
4. Program structure is described clearly (location, participants, activities, schedule, staffing, etc.) and designed to address the need identified.
5. Program serves primarily low/moderate income persons.
6. Program has specific goals and measures/assessments.
7. Program has a clearly identified method of documenting participants' eligibility for CDBG or MHB funding.
8. Organization has the experience and capacity, including qualified staff, to deliver the program and achieve goals.
9. Organization has experience and capacity to comply with federal and local regulations.
10. Organization has a track record of delivering its programs/services and history of involvement/collaboration with others providing services to the target population.
11. The number of people served and depth of services provided are reasonable based on program cost.
12. Program budget is complete, costs are reasonable and adequate based on program description.
13. Other sources of funding are identified, secured or there is reasonable likelihood they will be secured; program will be implemented if funded at less than the full request.
14. Cost of program and amount of CDBG or MHB funds requested are justified based on the number of eligible Evanston residents served and overall impact; City investment will provide significant and long-term impact.
15. Organization is stable, has capacity to sustain its operations, including the program, and meet governmental regulations and requirements.
16. Program addresses MHB Goal #1 of reducing Youth Violence.
17. Program addresses MHB Goal #2 of providing for mental health/substance abuse needs of residents, especially youth and young adults.
18. Program addresses MHB Goal #3 of enabling challenged adults to meet basic human needs including food, shelter, and access to health care.

**Feedback Received from MHB on Reviewing Funding Priorities and  
ZoomGrants Scoring Process.**

**Summary and Recommendations**

With the objective of reviewing the funding priorities of the MHB and in turn, the Zoom Grants Process, the following document summarises written feedback submitted by Board Members and draws on discussions from MHB meetings, as documented in the minutes.

Three main items emerged from the feedback. To facilitate discussion, summaries and recommendations are below.

**Item One:** Should the MHB primarily fund agencies that provide **direct** mental health care services OR should the MHB continue to fund both direct and indirect (preventative) services.

**Discussion points:**

- The Purpose of the Mental Health Board: To aid individuals in the enhancement, maintenance and/or restoration of their mental health within the context of their environment and to review and evaluate community mental health services and facilities in Evanston, including services and facilities for treatment of mental disorders, alcoholism, drug addiction, and developmental disabilities, including mental retardation, cerebral palsy, epilepsy and autism. (59-0-69)(41-O-73)(75-O-74)(11-O-77)(19-O-93).

**Possible Responses**

- The MHB will fund programs which do not fall under a traditional mental health umbrella (direct care provision) if case management services are provided as part of the delivery of these services. In conjunction with the City and Health Department, the MHB will then explore how services who don't offer case management, will receive future funding.
- OR**
- The MHB continues to fund services that can demonstrate how their work contributes to the “maintenance and or/restoration of (individuals) mental health”.

**Item Two: Revising the Funding Priorities Structure and Vision**

- a) Proposals to remove the ‘numbering’ of the priorities and replace with bullet points, to avoid misinterpretation of a ranking system. All priorities are equally important and weighted accordingly.

Recommendation: Remove numbers.

- b) Proposals to redefine what the MHB priorities are.

Discussion points:

- Do the current priorities reflect the E-plan?
- Is youth violence still a priority? Are there new priorities such as responding to the needs of refugees and the promotion of social inclusion?

Recommendation: More input needed. Review and discuss priorities as a Board.

### Item Three: Changes to ZoomGrants Scoring Process

- a. Proposal to evaluate the outcomes for each agency in the scoring system.
- b. Numerical data for how much money each person in the program is receiving (perhaps under #11).
- c. Some questions could be consolidated (#3 and #10) or are redundant (#9 and #15)
- d. Proposal to award funds based on a percentage of the score. For example: a score of 8 = 80% of the requested funding.

### Recommendations:

- a. Discuss further.
- b. Discuss further.
- c. Make changes.
- d. Discuss further.

My only suggestions are:

1. That the three priorities not be listed as "1 2 3". I realize that this order was not meant to be by priority but that is the impression that it gives. If the priorities must be ordered, I suggest that Mental Health ("2") be moved to number one.
2. The statement seems to value an agency's record the same as innovation. I think that the Board needs to decide if its focus is to help great new mental health service opportunities in Evanston or to help out existing programs.

I do wonder if the questions would be better asked if they had yes or no answers. And then we would need to support those answers by examples.

Additionally, the word "reasonable" is used in several questions, but that seems like a very subjective term.

I hope to be able to articulate this more clearly this evening.

## MHB Priorities

### **Priority #1: Programs and services to address and reduce youth violence**

Proposed edit: Programs and services to enhance the safety and protection of youth.

[A broader focus on overall safety and protection, which encompasses reducing youth violence, but also includes other issues like: suicide prevention initiatives, drug and alcohol services, protection from anti-discrimination etc]

### **Priority #2: Programs and services to address mental health needs and substance abuse including preventive services**

Proposed edit: Programs and services that respond to mental health needs and substance abuse concerns, including crisis intervention, health promotion and access to affordable care.

[A more specific focus on need definition is required: what are the needs and how are they being addressed?]

### **Priority #3: Programs and services which will enable adults with challenges to meet basic human needs including food, shelter, and access to health care**

Proposed edit: Programs and services to assist adults with mental health concerns to meet basic needs including access to food, secure shelter and health care.

[Defining what “challenges” refers to, in order to make it more specific for MHB direction]

### **Priority #4: Programs and services to address trauma experienced by refugees, with an added focus on social inclusion and help to navigate services in Evanston.**

[New priority in light of the current political climate and federal legislations about refugees. This priority also fits with City of Evanston responses to refugees – see: newly formed City Refugee Task Force]

## Funding Criteria:

All of the questions seem adequate and cover all concerns, for me.

My comments follow:

I first want to state that I do not see our priorities as being ranked by being numbered. To avoid misinterpretation, we could use bullets rather than numbers.

If we can, add numerical data on cost per person served in a program. While some may feel we are comparing apples and oranges, it may be instrumental in our review of applications. Maybe under #11?

Both #3 and #10 ask us to evaluate collaboration and coordination with other agencies - I suggest these be consolidated.

For #6, we should be requiring outcome measures be listed in the application. **Separately, we should evaluate/score their results.**

Both #9 and #15 ask about capacity to comply with government regs. This is redundant, in my opinion.

As mentioned above, I think we need to evaluate the outcomes for each agency in our scoring system.

Thoughts about MHB priorities:

--How do we address the fact that many of the programs we currently fund do not provide "traditional" mental health care? How broad is our conceptualization of mental health?

Should it include home meal delivery and childcare scholarships?

One way to address this would be to say we will fund programs which do not fall under a traditional mental health umbrella if case management services are provided as part of the delivery of these services. (Can't take credit for this idea--it's Irene's).

--If we as a Board come up with a more narrow conceptualization of mental health which informs our funding priorities what happens to programs we have previously funded which may not come under this new conceptualization?

Through what entity could they apply for funding?

--It makes sense to me that our priorities be based on public and shared perceptions of community needs (e.g. is preventing youth violence still a/the priority? This was established after several incidents of youth violence in the community and after Mayor Tisdahl said it was a/the community priority.)

Is addressing youth mental health more broadly (through after and out of school programming, mentoring, public school based programming, childcare and support for teen parents, post secondary planning, prevention services, employment services, legal services, etc.) now a better mantle for us?

--Recall that the EPlan for Health identified mental health as the priority.

How do we work with this information and in conjunction with the Health Department?

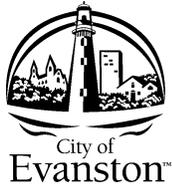
In terms of scoring criteria two issues stand out for me:

--Agencies/programs must be able to demonstrate that they do what they say they do--i.e. are prevention services successful in lowering the incidence of behavior they are trying to prevent? This requires agency data collection and analysis over time.

--It is essential that we are able to ascertain that programs which the Board funds provide services to Evanston residents on a priority (exclusive?) basis.

So many of the programs we have been funding also operate in other communities and with other needy populations. With the aforementioned budget shortfalls it is more important than ever that the Board have well thought out priorities (which can change over time, as they have in the past) and be able to effectuate funding decisions which are in line with our priorities.

As we think of priorities, would it make sense for us to think of allocating tax dollars to categories of agencies based on service delivery i.e. Mental Health Services, Individuals and Families in Crisis, Developmental Disabilities, Senior Services, etc.? New Trier Township does this and last year provided 1.42 M to 35 agencies for 50 different programs.



# Memorandum

To: Mental Health Board

From: Jessica Wingader, Grants and Compliance Specialist

Subject: Compilation of 2016 Site Visit Evaluation Letters

Date: April 13, 2017

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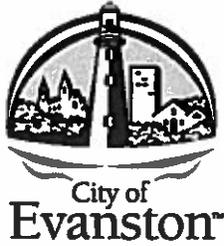
## Summary:

During calendar year 2016, City of Evanston staff was responsible for monitoring any non-profit agency receiving Human Services funding to ensure compliance with all requirements and progress toward completion of agreed upon projects/activities. Monitoring also allowed staff to provide technical assistance to ensure compliance with applicable laws and regulations, measure capacity and provide information about regulations relevant to Human Services funded programs. Additionally, monitoring helped to highlight accomplishments and best practices that can be explained and, ideally, replicated. Included in this packet are the letters provided to agencies and program staff after each site visit was completed.

The principal objectives for the on-site monitoring review included:

- Evaluation of policies, procedures and internal controls for compliance with all program requirements
- Review of various program procedures, record keeping, and reporting requirements
- Review relevant financial documents for compliance with federal, state, and local regulations and contract requirements
- Random sampling to test for compliance with applicable contractual requirements. This covers revenues, use, program income requirements, allowable costs, accounting procedures, time and activity records, work program, and client files

At each visit staff was able to review program and participant records, financial information relevant to the use of City allocated funds, and request additional information as documented in the included letters. All agencies asked to provide additional information did so.



Jessica Wingader  
Community Development Dept.  
2100 Ridge Avenue  
Evanston, IL 60201-2798  
T 847.859.7889  
[www.cityofevanston.org](http://www.cityofevanston.org)

Childcare Network of Evanston  
c/o: Andrea Densham, Executive Director  
1335 Dodge Avenue  
Evanston, IL 60201

August 11, 2016

RE: Review of 2015 Scholarships & Learning Together Programs

Dear Ms. Densham:

Thank you for the opportunity to review the Scholarships and Learning Together programs funded with City of Evanston Human Services funds as allocated by the City of Evanston Mental Health Board. It was a pleasure meeting with you, Stuart, and other members of the CNE team; thanks to all for the time and information. Your agency provided the following:

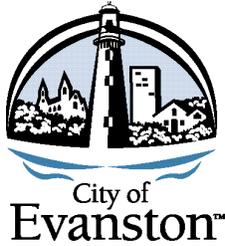
- Information about the application process and methods for capturing required information including demographics and income for both programs
- Policies and procedures for the Scholarship program including application guidelines, criteria for scholarship assistance, scholarship terms and priorities, scholarship limits and demonstration of need, and grounds for termination

When able, please provide copies of the pre and post assessment distributed to parents of the Scholarship program and used as a performance indicator.

I understand that you and your team are revising the systems used to measure referrals, progress and outcomes for both programs. Another site visit will be scheduled in 2017, after the 2016 Scholarships & Learning Together programs have completed. Should anyone at CNE have questions concerning this letter or other matters pertaining to any grant programs, please contact me. It was a pleasure to meet with such a dedicated team of professionals.

Sincerely,

Jessica Wingader  
Grants & Compliance Specialist  
847.859.7889  
[jwingader@cityofevanston.org](mailto:jwingader@cityofevanston.org)



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Community Development Dept.  
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Evanston, IL 60201-2798  
T 847.859.7889  
[www.cityofevanston.org](http://www.cityofevanston.org)

Connections for the Homeless  
c/o: Betty Bogg, Executive Director  
2121 Dewey Ave.  
Evanston, IL 60201

December 15, 2016

RE: Review of 2015 Programs/Projects

Dear Betty:

On December 13, 2016 staff from the Community Development Department of the City of Evanston performed a site visit to review programs and services funded in 2015 with an Emergency Solutions Grant award. I thank you and the rest of your team for providing such comprehensive information. At this time, I have no suggestions for improvement.

I appreciate the time taken to answer inquires and review files. Should anyone at Connections for the Homeless have questions concerning this letter or other matters pertaining to any grant programs, please contact me. It was a pleasure to meet with such a dedicated team of professionals.

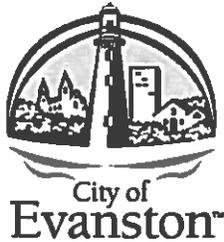
Sincerely,

Jessica Wingader

Grants & Compliance Specialist  
City of Evanston  
2100 Ridge Ave.  
Evanston, IL 60201

847.859.7889

[jwingader@cityofevanston.org](mailto:jwingader@cityofevanston.org)



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Community Development Dept.  
2100 Ridge Avenue  
Evanston, IL 60201-2798  
T 847.859.7889  
[www.cityofevanston.org](http://www.cityofevanston.org)

Family Focus Evanston – Our Place  
c/o: Collette Allen, Center Director  
2010 Dewey Avenue  
Evanston, IL 60201

June 22, 2016

RE: Family Focus – Review of 2015 and 2016 Programs/Projects

Dear Ms. Allen:

On June 21, 2016 staff from the Community Development Department of the City of Evanston performed a site visit to review the following programs:

1. Future Focus – Youth Program funded in 2015 with a CDBG award
2. Pregnant and Parenting Teen Services funded in 2015 with a MHB award
3. Primary Prevention funded in 2015 with a MHB award
4. Afterschool Program currently being funded in 2016 with MHB and CDBG awards

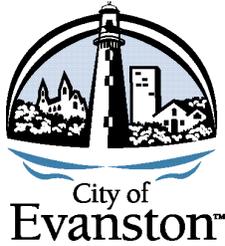
As a result of the visit, it is suggested that the following changes be incorporated for the Afterschool program and all future projects that receive MHB and/or CDBG funds:

- Program participant files will include intake/application forms and income verification forms
- Program participant files will additionally contain all forms related to reported outcomes and goals
- A checklists of required documents will be attached to or included in each file
- Applications for program participants will be completed in full
- All scholarship awards will be indicated on program applications or in program participant files
- Non-scholarship program fees should be clearly recorded and reinvested in the program that generated them
- Attendance sheets used for STEM activities will be clearly marked and include information about the activity completed

Another site visit will be scheduled in 2017, after the 2016 Afterschool Program project has completed. We appreciate the time taken to answer inquires and review files. Should anyone at Family Focus have questions concerning this letter or other matters pertaining to any grant programs, please contact me. It was a pleasure to meet with such a dedicated team of professionals.

Sincerely,

Jessica Wingader  
Grants & Compliance Specialist



Jessica Wingader  
Community Development Dept.  
2100 Ridge Avenue  
Evanston, IL 60201-2798  
T 847.859.7889  
[www.cityofevanston.org](http://www.cityofevanston.org)

Housing Options for the Mentally Ill  
c/o: Leslie Warner, Grants Manager  
1027 Sherman Avenue  
Evanston, IL 60202

June 28, 2016

RE: Housing Options for the Mentally Ill – Review of 2015 I-WORK and Clinical Services Programs

Dear Mr. Knoper and Ms. Johanns:

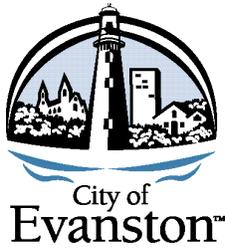
On July 28, 2016 I met with you both to review the Clinical Services Program funded with City of Evanston Human Services funds as allocated by the City of Evanston Mental Health Board and the I-WORK Program funded with a grant through the Community Development Block Grant Program. It was a pleasure meeting with you both! Thanks to you both for your time and information. As a result of the visit, I am requesting the following when time permits:

- AWARDS screen shots of intake, demographics and income verification information

I appreciate the time taken to answer inquires and review information. Should anyone at Housing Options for the Mentally Ill have questions concerning this letter or other matters pertaining to any grant programs, please contact me. It was a pleasure to meet with such a dedicated team of professionals.

Sincerely,

Jessica Wingader  
Grants & Compliance Specialist  
847.859.7889  
[jwingader@cityofevanston.org](mailto:jwingader@cityofevanston.org)



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Community Development Dept.  
2100 Ridge Avenue  
Evanston, IL 60201-2798  
T 847.859.7889  
[www.cityofevanston.org](http://www.cityofevanston.org)

Legal Assistance Foundation  
c/o: Cynthia Sadkin, Director of Client and Community Services  
120 S. LaSalle St., Ste. 900  
Chicago, IL 60603

October 20, 2016

RE: Review of 2015 Programs/Projects

Dear Cynthia:

On October 19, 2016 staff from the Community Development Department of the City of Evanston performed a site visit to review the Evanston Legal Services Program funded in 2015 by a CDBG award and an award from the City of Evanston. I thank you and the rest of your team for providing such comprehensive information. At this time, I have no suggestions for improvement.

I appreciate the time taken to answer inquires and review files. Should anyone at LAF have questions concerning this letter or other matters pertaining to any grant programs, please contact me. It was a pleasure to meet with such a dedicated team of professionals.

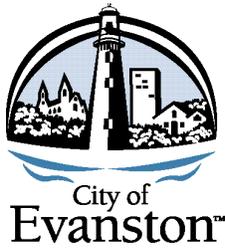
Sincerely,

Jessica Wingader

Grants & Compliance Specialist  
City of Evanston  
2100 Ridge Ave.  
Evanston, IL 60201

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[jwingader@cityofevanston.org](mailto:jwingader@cityofevanston.org)



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Community Development Dept.  
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Meals at Home  
c/o: Deborah Genthe, Executive Director  
1123 Emerson St., Suite 213  
Evanston, IL 60201

October 13, 2016

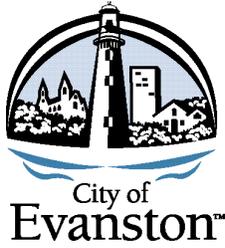
RE: Meals at Home – Review of 2015 and 2016 Programs/Projects

Dear Debi:

On October 13, 2016 staff from the Community Development Department of the City of Evanston performed a site visit to review the Meals at Home: Home Delivered Meals program. I sincerely appreciate the time you took to answer my questions and review processes. At this time, I have no suggestions for improvement and identified no findings. Should anyone at Meals at Home have questions concerning this letter or other matters pertaining to any grant programs, please contact me. It was a pleasure to meet with such a dedicated team of professionals.

Sincerely,

Jessica Wingader  
Grants & Compliance Specialist  
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[jwingader@cityofevanston.org](mailto:jwingader@cityofevanston.org)



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Community Development Dept.  
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Evanston, IL 60201-2798  
T 847.859.7889  
[www.cityofevanston.org](http://www.cityofevanston.org)

The James B. Moran Center for Youth Advocacy  
c/o: Patrick Keenan-Devlin, Executive Director  
1123 Emerson St., Suite 203  
Evanston, IL 60201

September 1, 2016

RE: Review of 2015 Programs/Projects

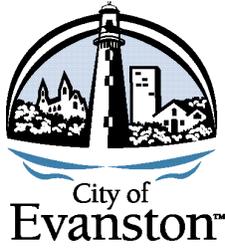
Dear Patrick:

On August 30, 2016 staff from the Community Development Department of the City of Evanston performed a site visit to review the Legal and Social Work Services Program funded in 2015 by a CDBG award and an award from the City of Evanston. Many thanks to you, Donna and Kristin, for providing such comprehensive information. At this time, I have no suggestions for improvement.

I appreciate the time taken to answer inquires and review files. Should anyone at The Moran Center have questions concerning this letter or other matters pertaining to any grant programs, please contact me. It was a pleasure to meet with such a dedicated team of professionals.

Sincerely,

Jessica Wingader  
Grants & Compliance Specialist  
847.859.7889  
[jwingader@cityofevanston.org](mailto:jwingader@cityofevanston.org)



Jessica Wingader  
Community Development Dept.  
2100 Ridge Avenue  
Evanston, IL 60201-2798  
T 847.859.7889  
[www.cityofevanston.org](http://www.cityofevanston.org)

North Shore Senior Center – Niles  
c/o: Elizabeth Gordon, Director, Senior and Family Services  
7900A Milwaukee Ave., Suite 2-20B  
Niles, IL 60714

July 26, 2016

RE: North Shore Senior Center – Review of 2015 and 2016 Programs/Projects

Dear Ms. Gordon:

On July 25, 2016 staff from the Community Development Department of the City of Evanston performed a site visit to review the following programs:

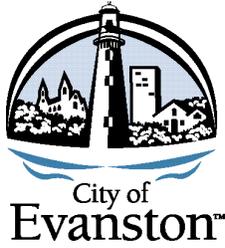
1. Grandparents Raising Grandchildren Program currently funded in 2016 with a CDBG award
2. Social Services for Seniors and their Families currently funded in 2016 with a MHB award
3. Case Management Services for LMI Evanston funded in 2015 with CDBG and MHB awards

Many thanks to you and your team for providing such comprehensive program and financial information; additionally I appreciated the tour of your facility. At this time, I have no suggestions for improvement.

I appreciate the time taken to answer inquires and review files. Should anyone at North Shore Senior Center have questions concerning this letter or other matters pertaining to any grant programs, please contact me. It was a pleasure to meet with such a dedicated team of professionals.

Sincerely,

Jessica Wingader  
Grants & Compliance Specialist  
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Shore Community Services  
c/o: Debora Braun, Executive Director  
8350 Laramie Ave.  
Skokie, IL 60077

August 25, 2016

RE: Shore Community Services – Review of 2015 Mental Health Board Funded Programs

Dear Ms. Braun:

On August 25, 2016 staff from the Community Development Department of the City of Evanston performed a site visit to review the following programs:

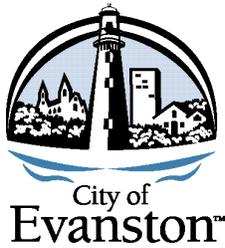
1. Lois Lloyd Center Program funded in 2015 and currently funded in 2016 with Mental Health Board awards
2. Residential Services Program currently funded in 2015 and currently funded in 2016 with Mental Health Board awards

Many thanks to you and your team, particularly Mary Matz and Debbie Shulruf, for providing such comprehensive program information; additionally I appreciated the tour of the renovated facility. At this time, I have no suggestions for improvement.

I appreciate the time taken to answer inquires and review files. Should anyone at Shore Community Services have questions concerning this letter or other matters pertaining to any grant programs, please contact me. It was a pleasure to meet with such a dedicated team of professionals.

Sincerely,

Jessica Wingader  
Grants & Compliance Specialist  
847.859.7889  
[jwingader@cityofevanston.org](mailto:jwingader@cityofevanston.org)



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Evanston, IL 60201-2798  
T 847.859.7889  
[www.cityofevanston.org](http://www.cityofevanston.org)

Youth Job Center  
c/o: Karen Demorest, Executive Director  
1114 Church Street  
Evanston, IL 60201

August 24, 2016

RE: Youth Job Center – Review of 2015 and 2016 Programs/Projects

Dear Karen:

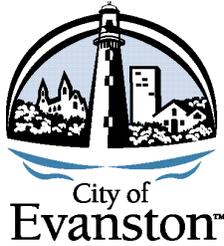
On August 17, 2016 staff from the Community Development Department of the City of Evanston performed a site visit to review the Youth Employment Program which was funded through a Community Development Block Grant and successfully completed December 31, 2015. Thanks so much to you and your team for the time and information. As a result of the meeting, I appreciate that your agency provided the following:

- YJC's updated service delivery model
- YJC's Record retention and records management policy
- YJC's client file checklist
- YJC Intake screenshot, screenshot of services, and employment information form
- Community engagement efforts for 2016

Another site visit will be scheduled in 2017, after the 2016 Youth Employment Program has completed. Should anyone at the Youth Job Center have questions concerning this letter or other matters pertaining to any grant programs, please contact me. It was a pleasure to meet with such a dedicated team of professionals.

Sincerely,

Jessica Wingader  
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[jwingader@cityofevanston.org](mailto:jwingader@cityofevanston.org)



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Youth & Opportunity United  
c/o: Leslie Warner, Grants Manager  
1027 Sherman Avenue  
Evanston, IL 60202

June 28, 2016

RE: Youth & Opportunity United – Review of 2015 Youth & Family Services Program

Dear Ms. Warner:

On June 28, 2016 staff from the Community Development Department of the City of Evanston performed a site visit to review the Youth and Family Services Program funded with City of Evanston Human Services funds as allocated by the City of Evanston Mental Health Board. It was a pleasure meeting with you, Dave, and other members of the YOU team. Thanks to you both for your time and information. As a result of the visit, I am requesting the following when time permits:

- A list of staff with access to Online Database Manager (ODM)
- ODM screen shots of electronic attendance, demographics and income verification information
- Illinois Social Emotional Standards survey questions and outcome calculations
- Calendar of events with brief program descriptions
- For future visits, list of staff involved in implementing programs and backup for staff time funded

Another site visit will be scheduled in 2017, after the 2016 Evanston Youth & Family Services project has completed. We appreciate the time taken to answer inquires and review information. Should anyone at YOU have questions concerning this letter or other matters pertaining to any grant programs, please contact me. It was a pleasure to meet with such a dedicated team of professionals.

Sincerely,

Jessica Wingader  
Grants & Compliance Specialist  
847.859.7889  
[jwingader@cityofevanston.org](mailto:jwingader@cityofevanston.org)

# YJC Summer Corps Summary Spring 2017



## Background:

For many years, YJC has worked with students and employers to provide summer jobs to students. Up until 2015-16, YJC had distinct summer programs that included the following:

- Summer Tutors – YJC hires ETHS high school students to provide tutoring support through District 65's summer school program
- ABC Boosters – YJC hires ETHS high school students, prioritizing 14 and 15 year-old students to tutor rising Kindergarteners who have been identified as potentially benefitting from additional support before starting K.
- Camp Counselors – YJC hires high school students to work in the YMCA's summer
- Other – this included a variety of seasonal work for students including customer service, retail and others.

## Recent programmatic changes:

In the 2015-16 academic year, all of these programs and more were integrated into the **YJC Summer Corps Program** and aligned to the full year high school program. This was done to create a more sustainable model that leverages school partnerships and permanent staff, and also to expand programs to provide improved training and more options for students seeking summer jobs.

As a result, the Summer Corps Program, which includes the summer tutors program, ABC boosters, camp counselor positions, This Way Ahead (our partnership with Gap stores) and other retail & corporate internships. Having integrated these into high school programs allows staff to begin recruitment and training as early as January.

Program modifications are as follows:

- Summer Tutors – Continues to focus on hiring students to provide tutoring support through District 65's summer school program.
- ABC Boosters – Significantly increasing in numbers served, taking to scale by 2019.
- Camp Counselors – Continued support but not expanded currently.
- This Way Ahead (TWA) – this partnership provides internships to high school students with the potential of a permanent job. Extensive pre-employment training and strong retention support have resulted in YJC's program exceeding goals each year. In year 25 students were hired into internships which met the desired goal. In 2016, 64 youth were placed in internships in the stores and in 2017, YJC anticipate 118 placements.
- Corporate internships – these opportunities which include Aon, MB Financial, Loyola University and others, provide valuable corporate and public sector experience to students while still in high school. YJC's model includes ongoing training and support for interns to ensure success on the job.

## Accomplishments:

Specific accomplishments for 2015-16 include:

- Summer Corps programs were embedded in the larger YJC High School program, providing access to students throughout the school year and improved process for recruitment and training, as well as reducing competition for specific programs. As part of this, YJC staff provides training onsite in the high school as well as ongoing weekend boot camp training programs. In schools, the modified YJC high school curriculum starts with intensive workshops in January with students at all grade levels. This provides students with the opportunity to build skills and competencies, and allows YJC staff to

identify, recruit and support students who can both benefit from participation and be successful in their summer jobs

- Expansion of the ABC Boosters program. ABC Boosters is part of the larger Summer Tutors hiring high school students to tutor children who have been identified as able to benefit from additional support prior to entering Kindergarten. In 2014-15, this program hired five students to tutor 18 rising Kindergarteners. In 2015-16 this program hired 30 students to support 75 incoming Kindergarteners for both English and Spanish speaking students. The program is on track to take the program to scale in Evanston in the next 2-3 years, eventually serving approximately 200 rising Kindergarteners.
- In the ABC Boosters program, every rising Kindergartener who participated in ABC boosters made gains in recognition of lower and upper case letters. Averages were the same in both English and Spanish speaking classrooms.
- Increase in the number of internships through Gap's TWA partnership. YJC was identified as the Chicago partner in the 2014-15 academic year and recruited upwards of 60 students, placing 25 in internships, the goals set at the onset of the partnership. In 2015-16 this partnership trained 112 students, placing 64 in internships and in the coming year will increase to 118 placements. Working closely with the employer, YJC provide deep and intensive retention support to ensure success once on the job. These valuable internships help students build important and transferrable skills for future opportunities, including customer service, time management, workplace expectations and more.
- Year over year funding creates challenges and in this year, more funding was secured through sustainable channels such as the City of Evanston, school districts, etc. Our long-term expansion relies on developing a strong and successful program that will be consistently supported to ensure all students have opportunities and access to education, work and life success.

### **Lessons learned:**

- Providing high school students with training through the classroom has the potential to create more equitable opportunities in that YJC staff can identify students who have yet to develop the agency to secure summer jobs and provide the same opportunities as to students who have already developed self-efficacy and confidence;
- Students need to test areas of interest – YJC has found that students sometimes think they aren't interested in a particular field, but the opportunity for real-world experiences adds significant value in understanding what jobs are really like;
- YJC's Summer Corps tutoring program has the potential to be an Education Career Pathway and allow students to test their skills and interest in a career in education or youth development.
- A first positive job experience sets a trajectory with increased income and reduced likelihood of employment over a lifetime<sup>1</sup>. One of YJC's primary goals for its High School program is to connect students with a first positive job experience.

### **How were the funds used?**

YJC deeply appreciate the support of our generous funders. Funds for Summer Corps programs were spent on stipends for students, transportation and occasional incentives as well as materials, such as toolkits for families of incoming Kindergarteners, two teachers who have led the program for more than five years, providing oversight and training to student tutors and food for training and events. YJC staff costs were covered through other funds.

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<sup>1</sup> Andrew Sum, Ishwar Khatiwada, Mykhaylo Trubskyy, and Martha Ross with Walter McHugh and Sheila Palma, The Plummeting Labor Market Fortunes of Teens and Young Adults, The Brookings Institution (March 2014)

**CDBG/MHB Monitoring Process for 2017**  
**Monitoring schedule outlined below.**

Monitoring schedule is subject to change.

\* Designates an agency that receives both MHB and CDBG funds.

**Proposed Meeting Months**

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April, 2017 – Open Studio Project: CDBG

April, 2017 – Children’s Home & Aid: CDBG

April, 2017 – PEER Services

April, 2017 – Open Communities: CDBG

May, 2017 – Center for Independent Futures

May, 2017 – Reba Early Learning Center: MHB

May, 2017 – Trilogy, Inc.: MHB, new program

May, 2017 – CNE: MHB

June, 2017 – Evanston Scholars: CDBG

June, 2017 – YWCA: CDBG

\*July, 2017 – Family Focus

July, 2017 – Child Care Center of Evanston: MHB

\*August, 2017 – Connections for the Homeless

August, 2017 – Interfaith Action: CDBG

August, 2017 – YJC: CDBG

September, 2017 – Infant Welfare Society: MHB

September, 2017 – Metropolitan Family Services: MHB

September, 2017 – Northwest CASA: MHB

October, 2017 – Shore Community Services: MHB

October, 2017 – YOU: MHB

\*October, 2017 – Housing Options

\*November, 2017 – Moran Center

\*December, 2017 – Meals at Home

\*December, 2017 – LAF

\*December, 2017 – North Shore Senior Center