Access Living of Metropolitan Chicago

Board of Directors' Meeting

April 25, 2018

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ACCESS LIVING OF METROPOLITAN CHICAGO

BOARD OF DIRECTORS' MEETING

AGENDA, April 25, 2018

115 W. Chicago Ave., Chicago, IL

Second Floor Conference Room A/B/C

Time: 4:00-6:00 PM CST

Mission: We are a cross–disability organization governed and staffed by a majority of people with disabilities. Access Living fosters the dignity, pride and self–esteem of people with disabilities and enhances the options available to them so they may choose and maintain individualized and satisfying lifestyles. To this end, Access Living offers peer–oriented independent living services; public education, awareness and development; individualized and systemic advocacy; and enforcement of civil rights on behalf of people with disabilities. Access Living recognizes the innate rights, abilities, needs and diversity of people with disabilities, works toward their full integration into community life and serves as an agent of social change.

Agenda Topic:	Attachments	Expected Outcome(s):	Approx. time
Call to Order; Welcome *Andrés Gallegos* • Roll Call • Review agenda		A. Welcome members and/or guests Establish quorum B. Ensure an effective business meeting	4:00
Consent Agenda *Andrés Gallegos*	1. 1.31.18 Minutes 2. 3.14.18 Executive Committee Minutes 3. Dashboard 4. RA-RM Guidebook 5. CHA Exception Rents	ACTION – vote on consent agenda	4:05
Chair's Report *Andrés Gallegos* • Strategic Planning Process • Talk by Andy Imparato • Board Portal Update	6. Strategic Plan RFP	A. Gauge interest in Strategic Planning group B. Increase engagement of Board	4:10
President's Report *Marca Bristo/Daisy Feidt* • Staffing Update • Visit from Darren Walker • Major New Foundation Initiatives Update		A. Keep board informed on big picture strategic happenings at Access Living	4:20
Resource Development Committee *Kristin Weaver* • Major Gifts Update • Gala Update		A. Encourage board participation in Major Gifts Campaign	4:35

Agenda Topic:	Attachments	Expected Outcome(s):	Approx. time
Program Committee *Tuyet Le* • State/Federal Advocacy Update • ISBE Inquiry on CPS • Upcoming Events • 504/Housing Update	7. State/Federal Advocacy Memo 8. AL Statement on ISBE Investigation 9. AL Reaction to ISBE Findings 10. 504 Memo	A. Update Board on advocacy, independent living, and legal proceedings.	4:50
Nominating and Board Development Committee *Emily Harris* • Board Recruitment • Cocktail Party with YPC/Board		A. Ask for assistance with Board recruitment B. Increase board engagement	5:10
Finance & Human Resources Committee *Andres Gallegos* • Bank Resolutions for Investment Accounts • Investments • Financials	11. Bank Resolutions for Investment Accounts a. Operations Reserve Fund b. Endowment Fund 12. Investments 13. Financials	A. ACTION – Approve bank resolutions B. Provide latest financial outlook of Access Living; ACTION – approve financial statements	5:20
Education Session *Amber Smock &* *Michelle Garcia* • Immigration and Disability			5:30
Adjourn *Andrés Gallegos*		Review key topics discussed; review action steps, etc.	5:55pm

Upcoming Meetings:

YPC Happy Hour: April 26, 2018 at 5:30 pm, Revival Food Hall
Andy Imparato Special Event: May 1, 2018 at 5:00 pm
Resource Development Committee: May 7, 2018 at 4:00 pm
Executive Committee: May 23, 2018 at 4:00 pm
GALA: June 7 at 5:30 pm, Aon Grand Ballroom at Navy Pier
Finance and Human Resources Committee: June 12, 2018 at 4:00 pm
Program Committee: June 21, 2018 at 4:00 pm
Full Board: June 27, 2018 at 4:00 pm
Nominating and Board Development Committee: July 11, 2018 at 4:00 pm

Board Meeting Minutes
Wednesday January 31, 2018 4:00-6:00pm
Call-In Number 800.920.7487 Passcode 59396188#

In person: Ken Bennett, Norma Borcherding, Doug Dobmeyer, Maury Fantus, Andres Gallegos, Emily Harris, Tara John, Tuyet Le, Wilson Mantilla, Alice Palmer, Gary Prescott, Felicia Rauls, Elliot Roth, John Schmidt, Kurt Schulenburg, Kristin Weaver, Joan Wolfensberger,
By Phone: Marca Bristo
Absent with Notification: Kent Klaus, Brad Markham, Mark Owen, Shari Runner
Absent without Notification: Kevin Fritz, Cliff Weber

Staff: Mimi Alschuler, Neil Anderson, Daisy Feidt, Brenna McCauley, Rahnee Patrick, Amber Smock, Ken Walden

I. Call to Order

II. Consent Agenda
   A. Doug Dobmeyer requested Attachment 5, Investigation of City's Housing Shelters, be removed from the Consent Agenda. The attachment was removed so it could be discussed under the Program Committee. Doug Dobmeyer then motioned to approve the consent agenda. Gary Prescott seconded the motion. *The motion carried.*
      i. November 1, 2017 Minutes
      ii. January 10, 2018 Executive Committee Minutes
      iii. Dashboard
      iv. 504 Investigation Update

III. Chair's Report
   A. Andres began the meeting by welcoming the new board members: Ken Bennett, Tara John, Wilson Mantilla, Joan Wolfensberger, and Shari Runner. No board members' terms are up this year.
   B. Board Goals update
      i. Last year there was 100% participation in fundraising, and Andres encourages the same level of participation this year.
      ii. Increase in participation in staff activities, remains a goal.
      iii. One of 2017's goals was to revamp New Board Member Orientation. The Nominating and Board Development Committee has worked on this, and

ACCESS LIVING

Daisy has created a new presentation. Orientation is coming up, and all board members are welcome to participate.

iv. It is a goal to enhance the diversity of the board.
v. It is a goal to engage in ongoing leadership development for board.
vi. One of last year's goals was to create a board portal. The person who was going to work on this project pro-bono had to drop out, so we have approached another person.

C. This is the last year of the strategic plan. There will be a retreat to develop the new plan, and we will work with a consultant throughout the process.
D. The Succession Plan will be sent to new board members. They are welcome to give Daisy feedback on plan.
E. Elect Officers for 2018:
   i. Andres Gallegos – Board Chair & Treasurer
   ii. John Schmidt – Board Vice Chair
   iii. Alice Palmer – Secretary
      a. Maury Fantus motioned to approve slate of officers as submitted. Kent Klaus seconded the motion. *The motion carried*.

IV. President's Report

A. Marca updated the board on requests from Foundations for Access Living's expertise. Borealis, a sub-grantee of Ford Foundation, has reached out for assistance with immigration and disability. We are in the process of submitting a grant. We have talked to MacArthur Foundation regarding their initiative to reduce the number of incarcerated people in County Jail because people with disabilities make up a high proportion of the prison population. MacArthur is looking for the consumer perspective.

V. Finance & Human Resources Committee

A. Andres introduced a resolution regarding banking powers. The authorized agents shown in the resolution are:
   i. Marca Bristo – President and CEO
   ii. Daisy Feidt – Executive Vice President
   iii. Neil Anderson – Director of Finance and Administration
   iv. Rahnee Patrick – Director of Independent Living
   v. Andres J. Gallegos – Board Chair and Treasurer
      a. Doug Dobmeyer motioned to approve the authorized agents. Felicia Rauls seconded approval. *The motion carried*.

B. Neil Anderson discussed the financials, which have done better than expected. Some of that is due to a few positions that were open, a few of which have since been filled. On the income statement Andres highlighted the underperformance on government grants, specifically the Stepping Stones grant, which was due in part to staffing issues, and which can be remedied. The cash flow is down $128,000. This is because we are awaiting collection of Accounts Receivable, and we had up front expenses with Accounts Payable. Kurt Klaus asked what the expenses labeled “other” were. Neil answered that “other” represents 20 – 25 condensed accounts.
   i. Kristin Weaver motioned to approve the financials through November 2017 as presented. John Schmidt seconded the motion. *The motion carried.*

C. The investments have done very well. The Investment Subcommittee is looking at ways to maximize efficiency of these accounts.

D. Andres and Daisy took this time to propose new investments to the board. Given the financial environment, Access Living is looking to wean off state and federal grants. There are new opportunities coming to the organization, as well as new demands. Management had a mini-retreat to work on items that would improve efficiency, increase our ability to respond to threats, and raise the profile of the organization.
   i. Daisy went over investments that would create an impact: Converting the PR Manager position to Director; Website Redesign; continue work with Lobbyist; continue work with Fundraising Consultant; hire a new Healthcare/Policy Generalist in anticipation of the retirement of current Health Analysts; hire a Transportation Advocate; set aside money for a Staff Bonus Pool. Daisy also reviewed investments that would improve efficiency: Purchase of an additional accessible vehicle; Tablets and software to collect signatures in the field; Raiser’s Edge Training; adding a Government Compliance Position. Daisy and Neil also showed the Committee a 5 year forecast of the budget that incorporates the cost of all the proposed investment. The money would come from the Major Gifts Campaign or the board-restricted funds. Daisy emphasized that management was not asking for all of the money right now, and that there will still be the regular budget-approval process every year.

E. The costs associated with the proposed changes have been worked into the mid-year budget. Neil presented the five-year forecast of these proposed investments. John Schmidt said that Access Living has demonstrated strong fundraising, and it is time to spend the money that has been collected.

F. Andres reviewed the mid-year budget. It has been revised—it takes into account the five month actual, then projections. He pointed out the increase of staff salaries and the increase of consultants, initiatives described in the memo.

i. Kristin Weaver motioned to approve the FY 18 mid-year budget as presented. Maury Fantus seconded the motion. *The motion carried.*

VI. Resource Development Committee

A. Kristin Weaver thanked everyone for 100% participation in the Major Gifts Campaign (MGC). So far the MGC has raised over $8 million.

B. The Corporate Chair for the Gala will be Maurice Smith, President of Blue Cross Blue Shield of Illinois. Special thank you to Mark Owen for helping secure BCBS as sponsor. The exact date of the Gala is to-be-determined—right now we are holding June 4 and June 7 at Navy Pier. There will be follow-up emails with more information about the gala.

VII. Nominating & Board Development Committee

A. Emily announced that New Board Member Orientation will take place on February 6 and 12. Daisy has been revamping the presentation. Orientation is designed for new board members, but all are welcome to attend—please let Brenna know if you would like to be there. The first Committee meeting is on February 14. Let Emily, Daisy, or Brenna know if you have suggestions for potential board members.

B. Daisy let the board know that she has identified staff/board pairings. Staff (mainly managers) will reach out to members for lunch.

VIII. Inclusion Training & Consulting Committee

A. Norma outlined the four core-courses of the Disability Inclusion Institute: Disability 101, Self-Identification, Reasonable Accommodations and Healthcare Inclusion. Deloitte has completed polishing the presentations for each of these courses. Thank you to Kent Klaus for connecting Access Living to Deloitte for this opportunity. Daisy let the board know that we will soon be hiring a Director of Communications, and that person will oversee this work. Andres reminded the group that this is another way to wean-off government funding.

IX. Program Committee

A. The forum for the Gubernatorial candidates went very well—thank you to all of those who came. The link is still available to see online. There was good feedback from watch parties. There will be a forum for Attorney General candidates on February 9.

B. This spring there are Springfield trips: On April 20 and 24 there will be small group “happy hours” and on May 2 and 16 there will advocacy days. May 16 is also Asian-American Action Day. The next Springfield trip is on February 14, which is when the Governor Rauner will present the state budget address.

C. The Illinois State Board of Education (ISBE) is investing Chicago Public Schools (CPS) regarding special education funding and services. One staff member will be coordinator for inquiries, and will reach out for stories from the past 10-15 years. Ken Bennett spoke up to say that this is very important. Andres reminded the board that any board member can jump in with activities, it’s not necessarily just your committee. Look for “Amber” alerts (emails) with advocacy updates.

D. At this point in the meeting Andres addressed the item that was pulled from the Consent Agenda, the 504 Investigation Memo. Doug said that it’s eye-opening regarding shelters, and that the city needs money to look into the shelters. Ken Walden joined the meeting to discuss this topic—he added that DRACH members had a meeting with the Department of Family and Support Services (DFSS) Commissioner, Lisa Morrison Butler. He said the goal is always to resolve the problem without litigation.

X. Education Session: Barack Obama Foundation

A. Mike Strautmanis, Chief Engagement Officer, and Jamie-Clare Flaherty, Director of Strategic Initiatives, gave an overview of the plans for the Barack Obama Foundation, with a focus on disability and inclusion. Marca is on the Foundation’s Inclusion Council, which is comprised of

B. President & Mrs. Obama want to make the Center a model for inclusion of people with disabilities. The Center will be more than a museum—it will be a place to showcase the city, specifically, the South Side, and a place for social service. This will be a place to form, train, and inspire leadership. The physical plans for the Center include a plaza, museum, form building, library, and more. Community features include a garden, test kitchen, athletic center, and recording studio.

C. The Inclusion Council, of which Marca is part, was established to make sure all are thought of—LGBTQ, people of color, people with disabilities, veterans, and women. .

D. Jamie-Clare is in charge of the initiatives involving people with disabilities. There is a disability and inclusion working group that meets weekly. That group includes the CEO, CFO, General Counsel, Director of People, and the Executive Director. There is a long list of items to accomplish, but there have been efforts to make the Foundation inclusive. The website is accessible for low-vision users. The Foundation is asking guests about the accommodation needs for community events. LCM Architects is advising the Foundation on Universal Design. Andres asked if there was still an opportunity for disabled-owned business owners to partner with the Foundation, and Mike answered that yes, there are still public RFPs.

XI. Adjourn – 6:00pm

Respectfully submitted
Brenna McCauley
Executive Assistant to the President
Attested to by:

____

Alice Palmer

Attachment 2

Executive Committee Meeting Minutes
Wednesday March 14, 2017 4:00-5:30pm
Call-In Number 800.920.7487 Passcode 59396188#

In person: Andrés Gallegos, Kristin Weaver
By Phone: Daisy Feidt, John Schmidt, Emily Harris
Absent with Notification: Alice Palmer, Tuyet Le
Staff: Marca Bristo, Mimi Alschuler, Neil Anderson, Amber Smock, Rahnee Patrick, Brenna McCauley,

I. Call to Order

II. President's Report
   A. Update on Foundations
      A. Marca updated the Committee on efforts to apply for MacArthur Foundation Planning Grant. It's a multi-part process for a $190,000 grant, and the proposal should go out this week.
      B. Borealis is an intermediary funder working with Ford Foundation. Access Living has been working on a grant to assist with immigration, specifically disability and immigration. Borealis wants Access Living to convene a strategy meeting for lawyers, civil rights, and people with disabilities. The grant is currently $50,000, and there is hope that it could turn into more.
      C. Chicago Community Trust (CCT) has a new CEO. CCT has been giving Access Living a GO (general operating) grant of $75,000/year. There is a separate grant for capacity enhancement work that Access Living is hopeful to apply for.
      D. Pritzker Family Foundation asked for a proposal on healthcare—they are especially interested in women's health.

III. Chair's Report
   A. Last week Andrés was in Washington, D.C. for the National Council on Disability (NCD). He is a new appointee to the Council.
   B. Andrés said the Committee needs to think about a board retreat for the Strategic Plan—he asked Daisy to outline the Strategic Planning Process. Daisy said that in the 1st quarter of the fiscal year, the Executive Committee chooses a consultant based on a Response for Proposal (RFP). Then, we choose a taskforce made up of board and staff. Other steps include:
      A. Information gathering
      B. Interviews with stakeholders, funders, other organizations, board members, and consumers
      C. Board self-assessment
      D. All-staff gathering
      E. Consumer focus-groups

F. Program analysis
G. *Board/staff retreat*
H. Additional meetings to work on details

The whole process must be complete by March/April 2019.

The Committee discussed whether there should be a 3-year plan or a 5-year plan, but no decision was reached at the meeting.

Any Committee members with recommendations for a strategic planner should contact Daisy ASAP. Daisy reminded the group that we need a consultant before undertaking all of the work. Also, at the next board meeting we will gauge interest of who wants to be part of the strategic planning process.

IV. Finance & Human Resources Committee

A. Neil reported that the Investment Subcommittee is looking into restructuring the investment accounts, specifically the donor-restricted endowment funds. Neil will bring the proposed restructure to the board. Marca mentioned that it would be good practice to look into minority/women-owned investments.
B. Andrés mentioned that there was a minor banking fraud issue at Northern Trust. Several fraudulent checks were detected by the bank due to number inconsistencies. The account the checks originated from is now closed. Access Living did not lose any money. Someone we issued a check to took the existing check and used it to create a new check number. The Finance Team is now approving every check from that account. Northern Trust is handling the investigation.

V. Nominating and Board Development Committee

A. Emily announced the goals that the 2018 Committee created:
Goal 1: Continue to increase diversity of board by adding people of color and women.
Goal 2: Increase financial expertise of board
Goal 3: Have at least two disabled people join the board by the Annual Meeting.
Goal 4: Develop pipeline of potential members through committees or other roles.
Goal 5: Increase board member engagement through Access Living events.
Goal 6: Increase engagement of board members via one-on-one meetings with senior staff.
Strategic Planning will be a chance for engagement.
B. Daisy's presentation at Orientation went very well. It would be beneficial to present Independent Living Philosophy during one of the full board's education sessions.

VI. Resource Development Committee

A. Kristin reported that Jim Feldstein attended the last Resource Development Committee meeting. It was helpful to have him in the meeting, and it might be helpful to have him attend other committee meetings.

B. Kristin reported that over $8 million has been pledged to the Major Gifts Campaign.

C. The Gala is on Thursday, June 7. So far there is $210,000 pledged to the event. The honorees are Roberta J. ("Bobbi") Cordano and National ADAPT. The Emcee is Jose Sanders. Marca mentioned that we put a request in to Chance the Rapper to speak about youth leaders. We need to identify a board/gala liaison. We also need to think about: kick-off; table captains; committee. We need help selling tickets.

VII. Program Committee

A. Federal and State Advocacy Update

  A. Amber created a chart with all of the board members' home addresses and the contact information for their congressmen. The hope is that this will make it easier for people to reach out when Amber sends Action Alerts. The Board discussed whether it is ok to share addresses.

  B. HR 620 is the ADA Education bill that passed the House. Access Living has been trying to defeat this bill for months. Senator Tammy Duckworth has been circulating a letter to defeat the bill in the Senate, and so far 34 senators have signed.

  C. ADAPT is camped out in Washington, D.C. regarding the FDA/electric shock issue.

B. We need hard data on paratransit GPS in order to effectively evaluate the paratransit.

C. Rahnee announced that Access Living is working with other organizations for Independent Living programs. We get referrals from managed-care agencies. The Department is currently working on these goals:

    1. Creating service-level agreements (state-level)
    2. Training staff
    3. Studying customer satisfaction survey

  A. Marca let the Committee know that there is a new manager in the Long-Term Care Services Department, and he is excited about the position. We have discussed hiring a process consultant, but it's hard to find a person. Andrés asked if we could get help from NCIL, and Marca said no, our programs are driven by consent-decrees.

D. Illinois State Board of Education (ISBE) hearings are March 20, 21, 27, and they are open to the public. There is a limited scope of public inquiry—focus on delay and denial of special education in Chicago Public Schools (CPS). The findings will be released on April 18. Rod Estvan, retiring Education Policy Analyst, and Chris Yun, new Education Policy Analyst, have been heavily involved in this process.

Attachment 2

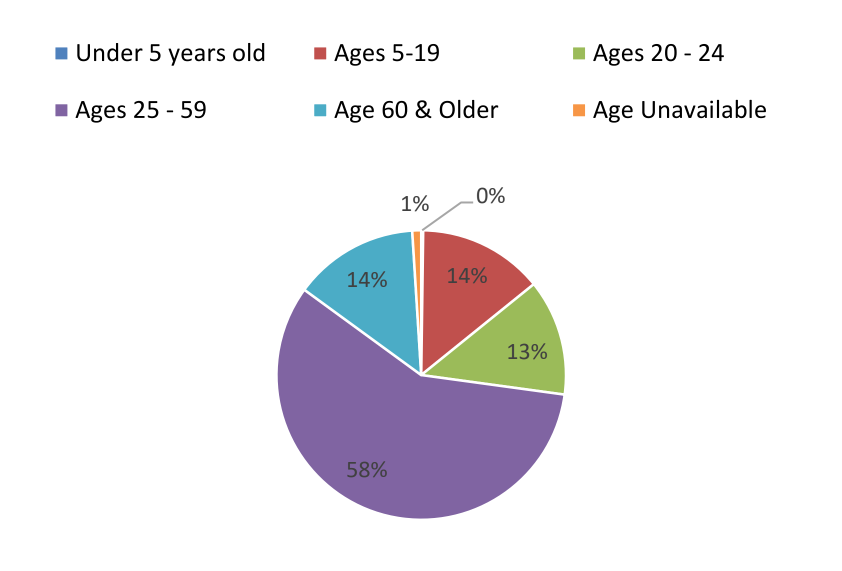
VIII. Executive Session

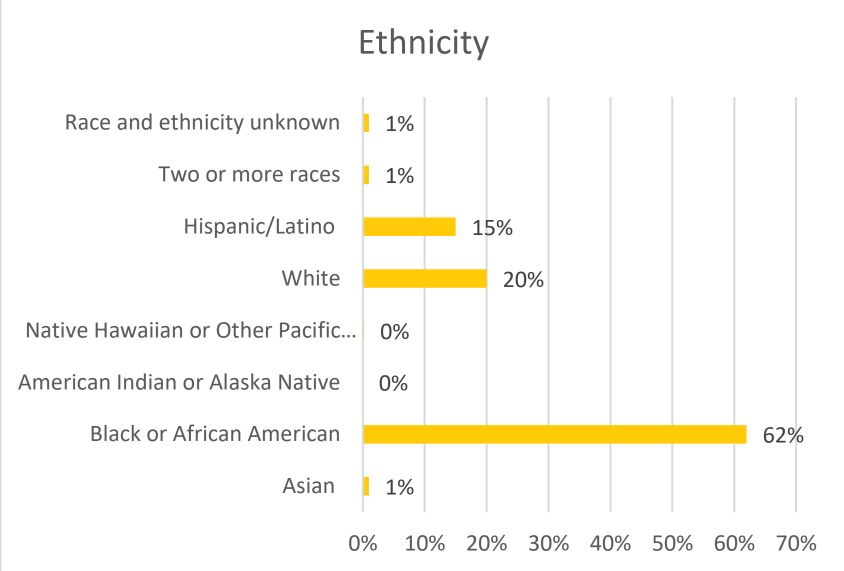
IX. Adjourn

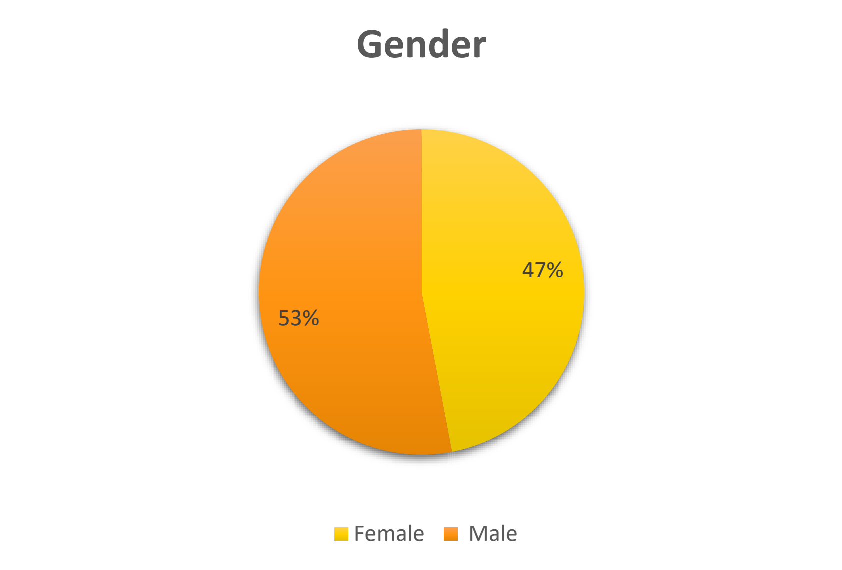
Respectfully submitted
Brenna McCauley
Executive Assistant to the President
Attested to by:

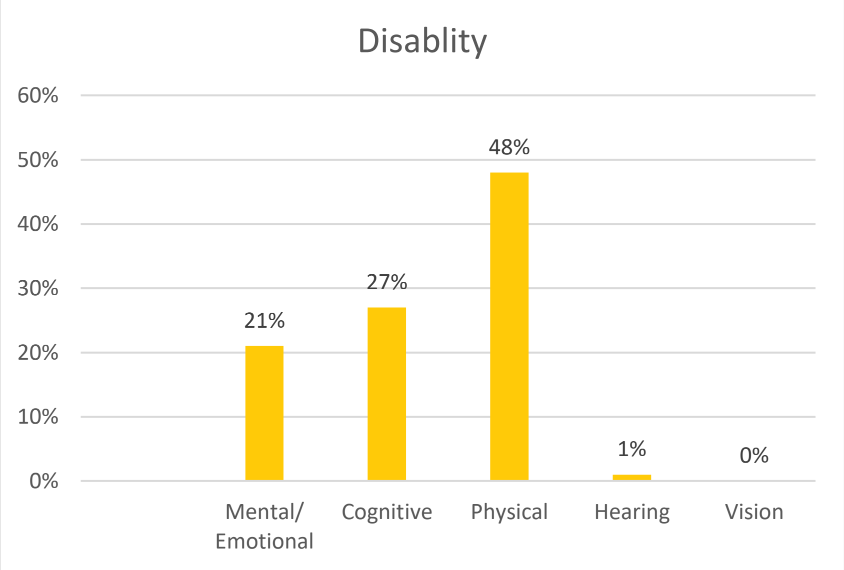
____
Alice Palmer

Consumer Demographics
1099 served YTD

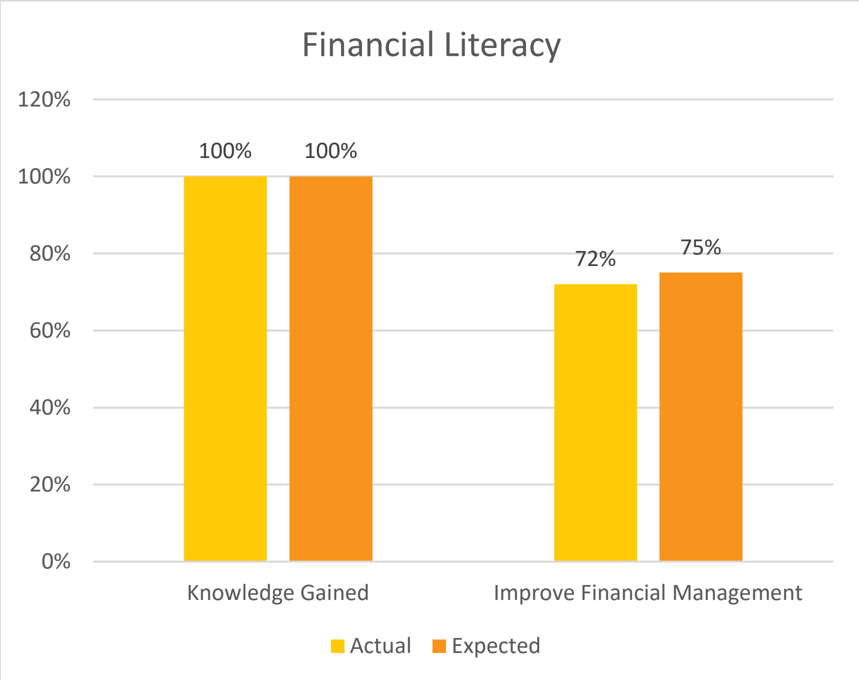


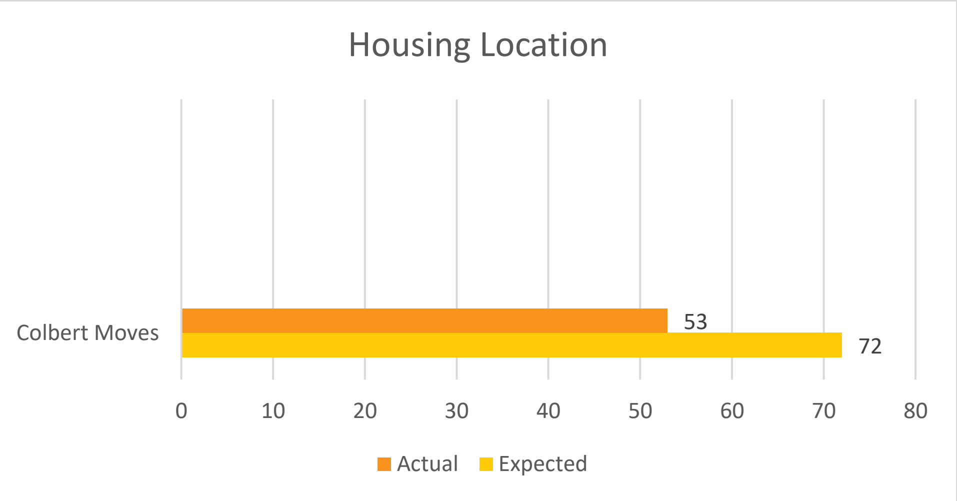


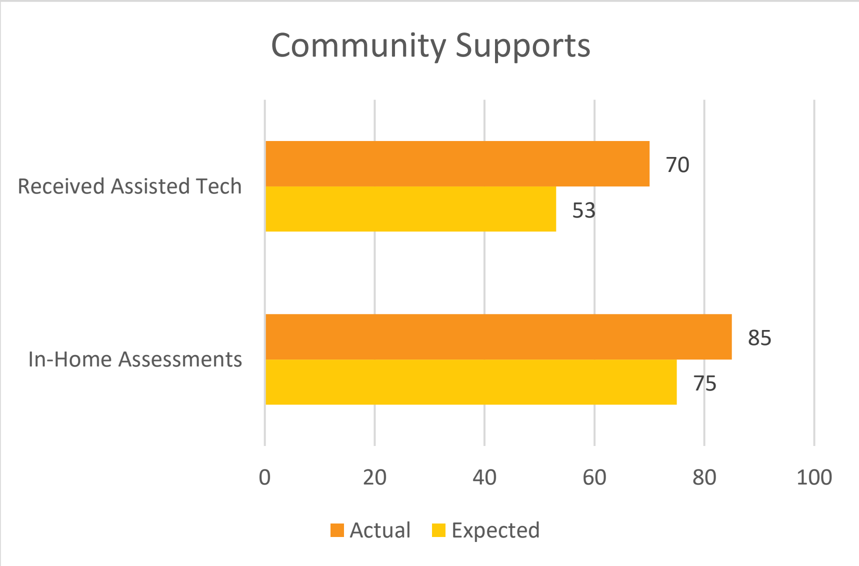


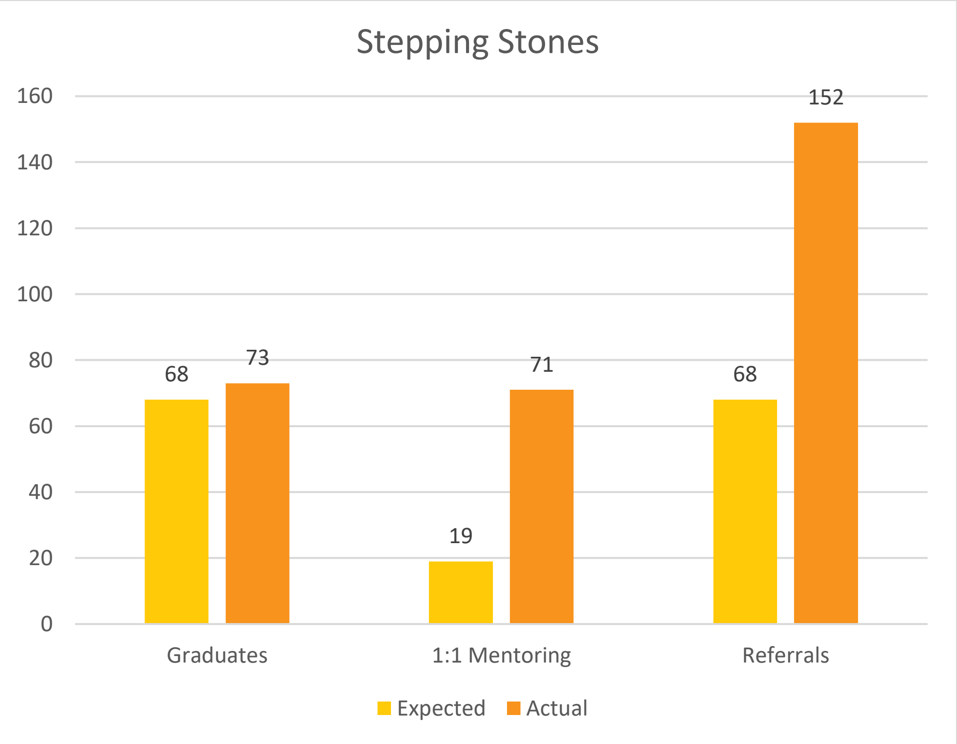


Independent Living

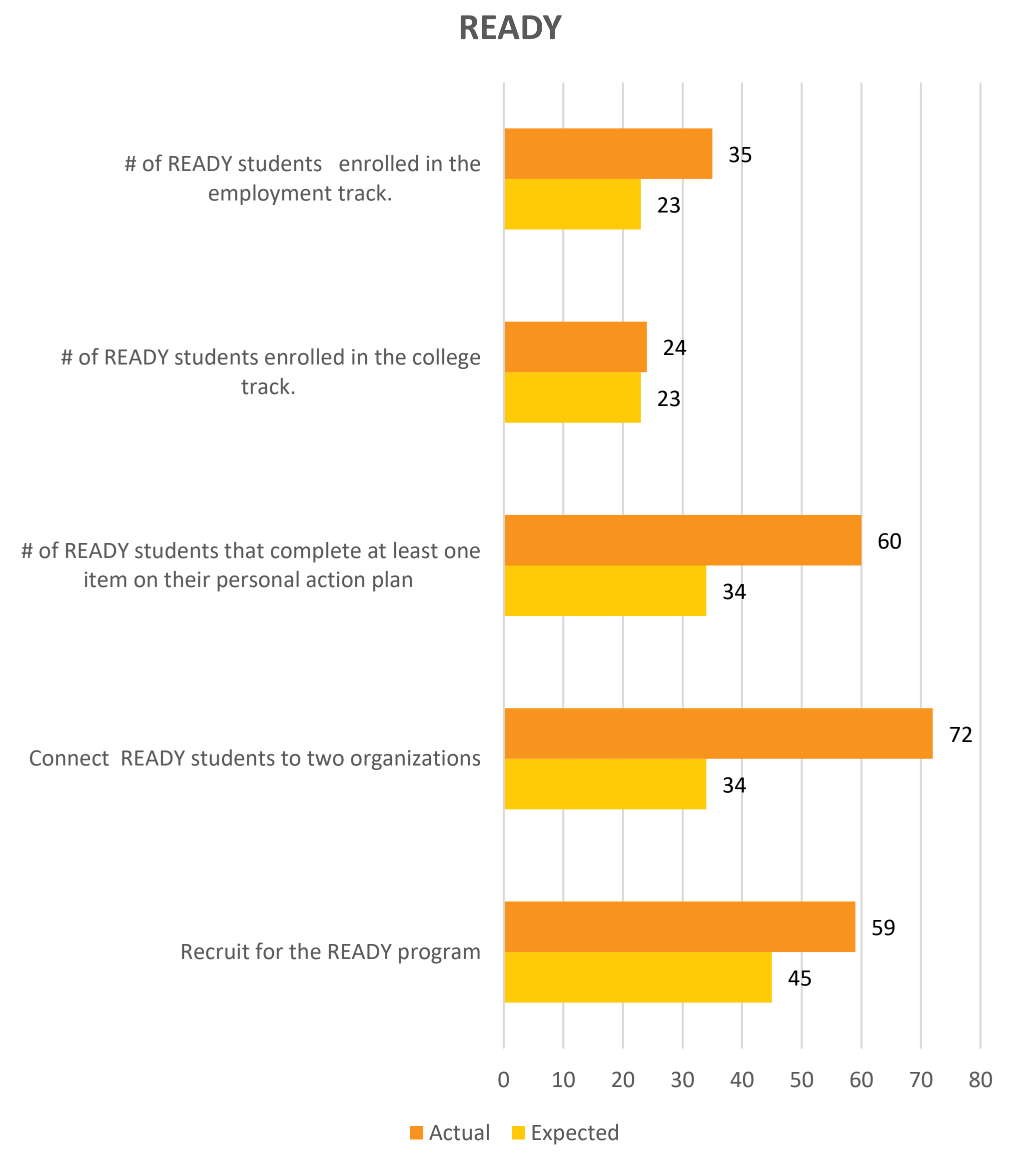


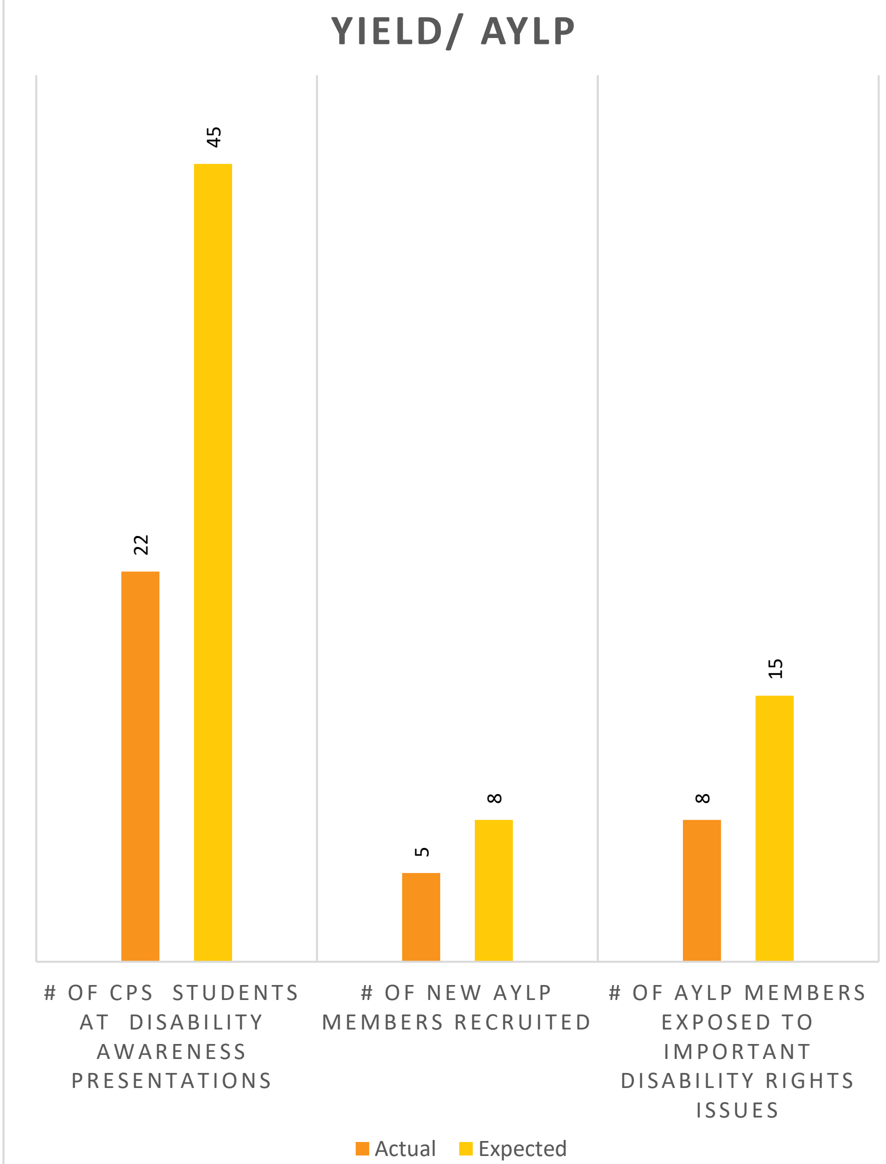




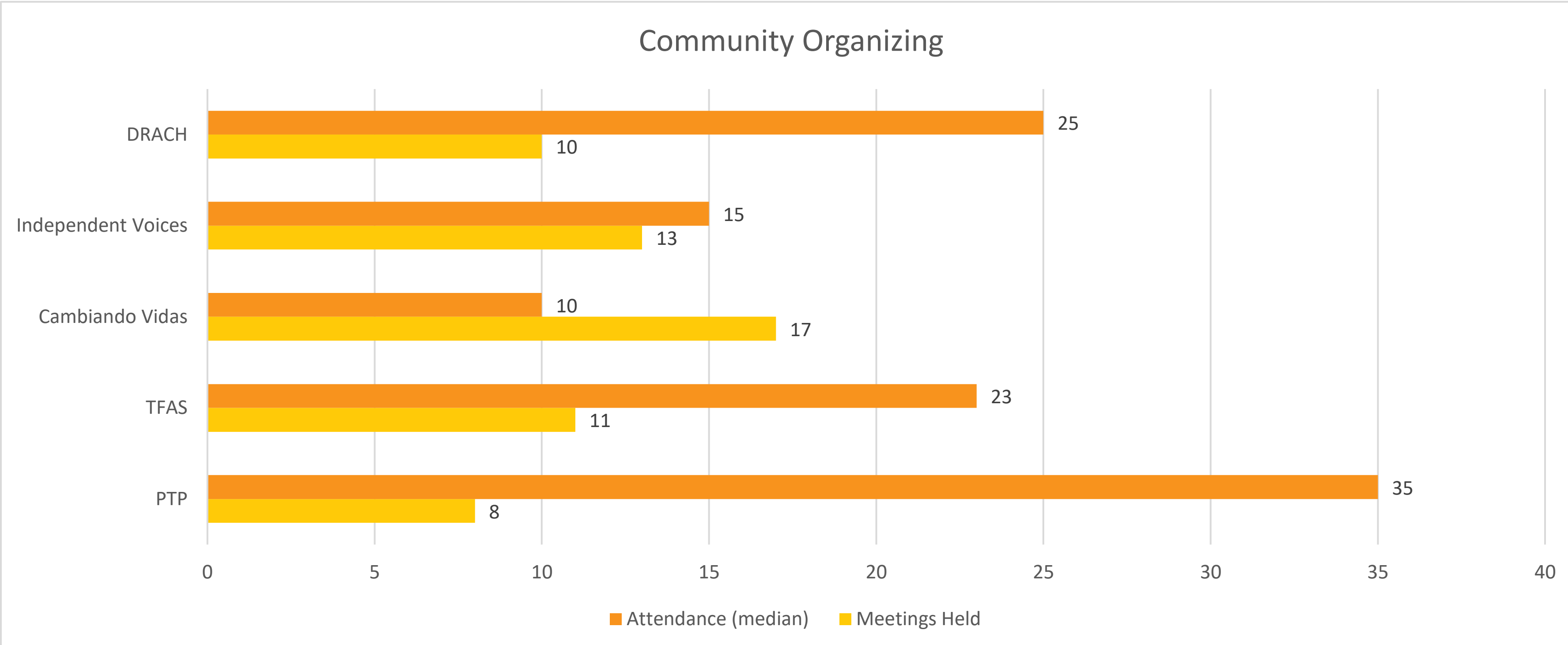


Independent Living – Youth Institute





Advocacy



CAMPAIGN PROGRESS / WINS!

DRACH/CHI: CHI's Base building efforts in the 25th ward are exceeding expectations. We are surpassing 300 contacts every month.

Independent Voices: We worked with Dave Lowitzki and Rep. Cassidy to get a new personal needs allowance bill introduced.

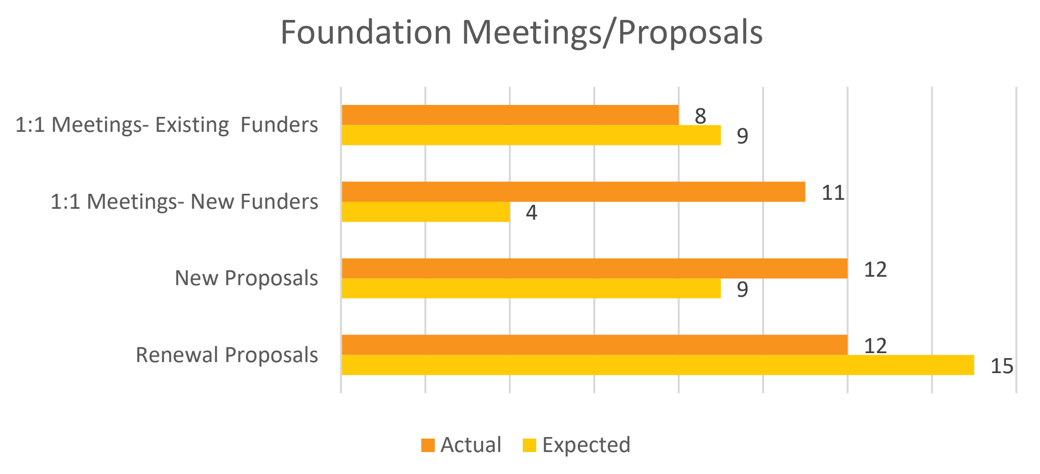
Cambiando Vidas: CV continues to work with the City Clerk on the expansion and development of the City Key. CV members have been a part of meetings and conference calls regarding the Welcoming IL Campaign which includes protecting DACA. Overall, CV members participated in combination of 50 plus strategy meetings, calls and rallies.

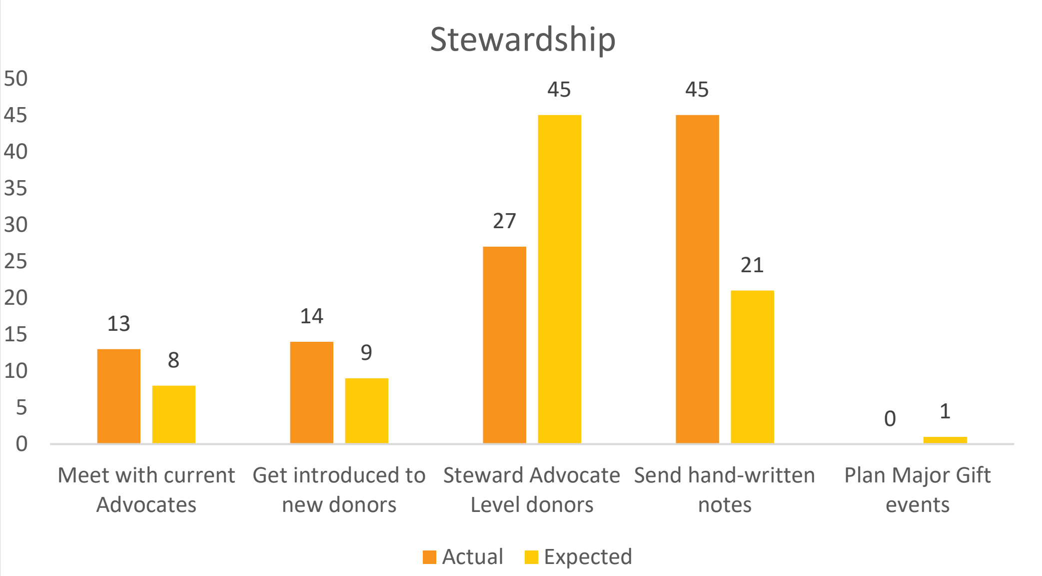
TFAS: There is ongoing work on Overtime and PA wage issues with our allies. We are involved in introducing a forward looking bill to address the serious gaps that face many people in getting affordable home and community services if they acquire a disability through a health crisis or aging.

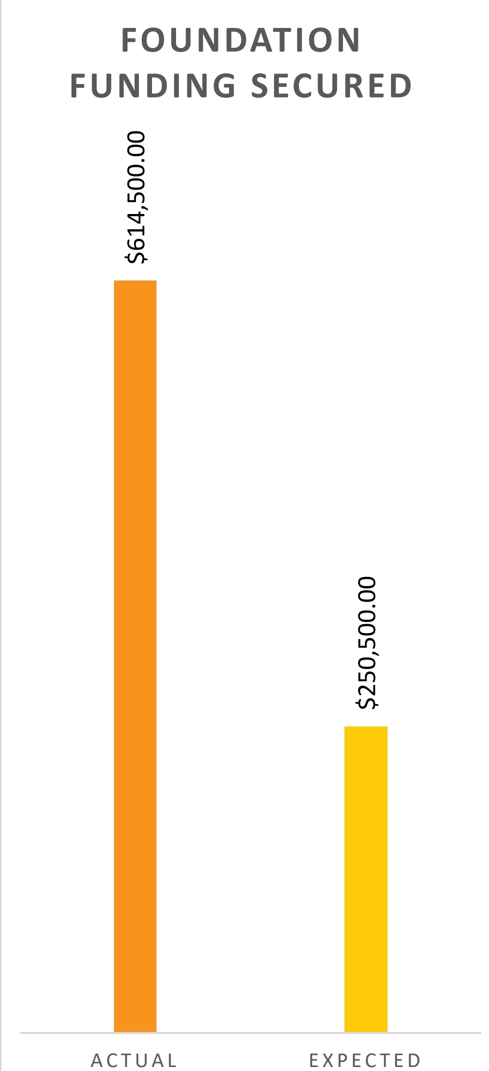
What about AYLP?

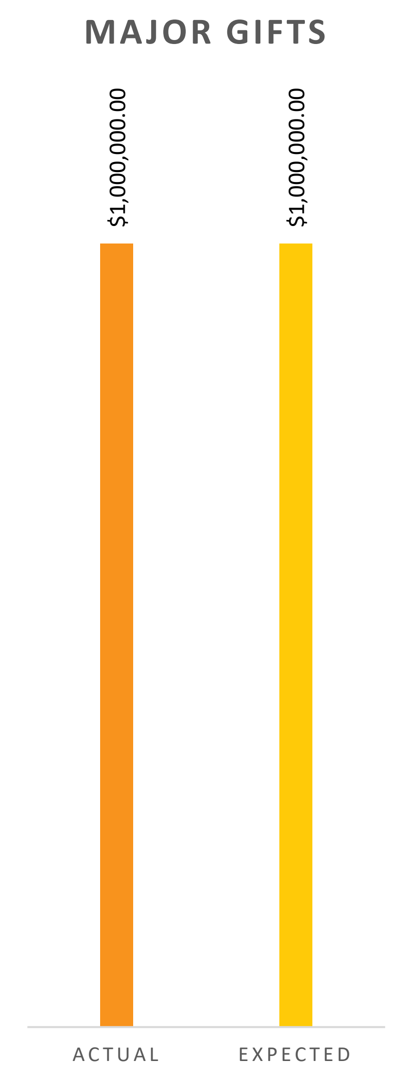
Power to the People (PTP): PTP participated in a direct action on March 27, the RBC Fair Tax Rally at the Thompson Center.

Development



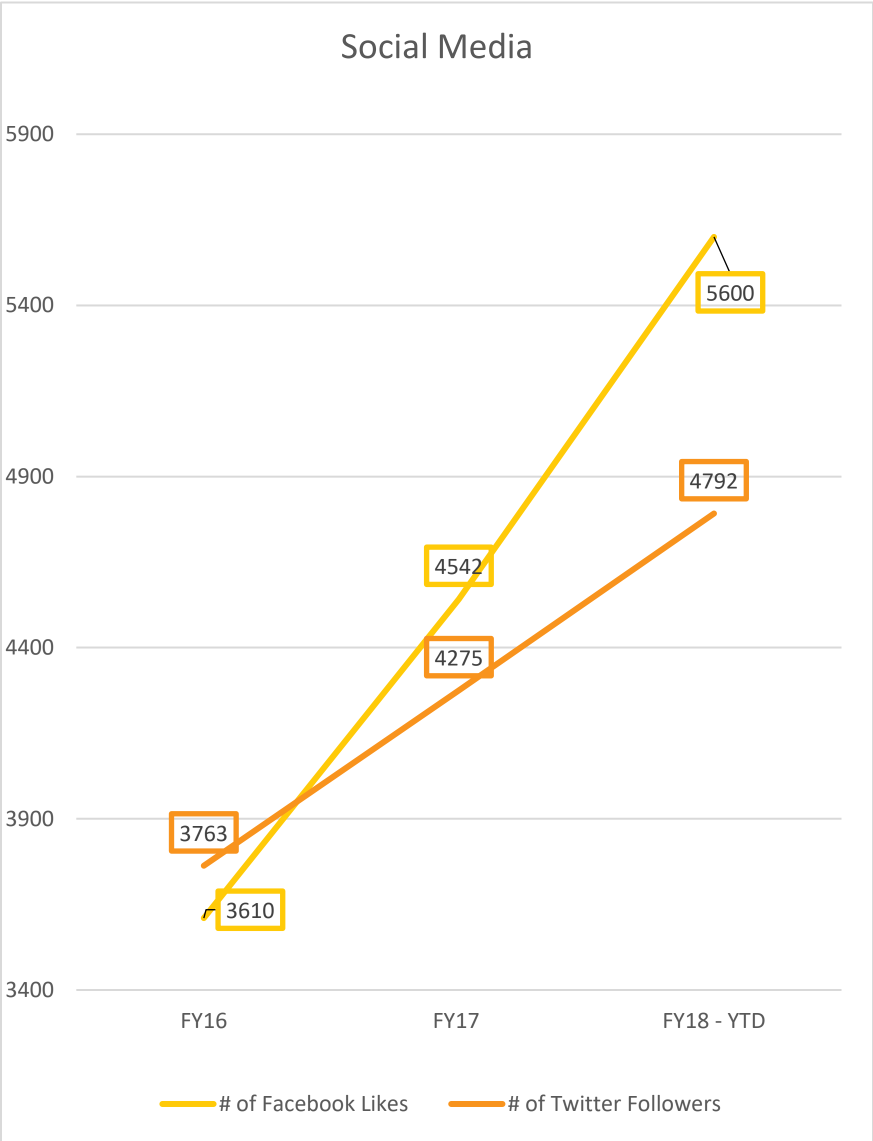






Over $8 million Pledged for Major Gifts Campaign

Outreach



Access Living's Disability Inclusion Institute

A Fee-for-service Consulting and Training Program

-We have several Disability Institute potential clients:

Health Care Services Corporation

Spencer Foundation (confirmed for May 10)

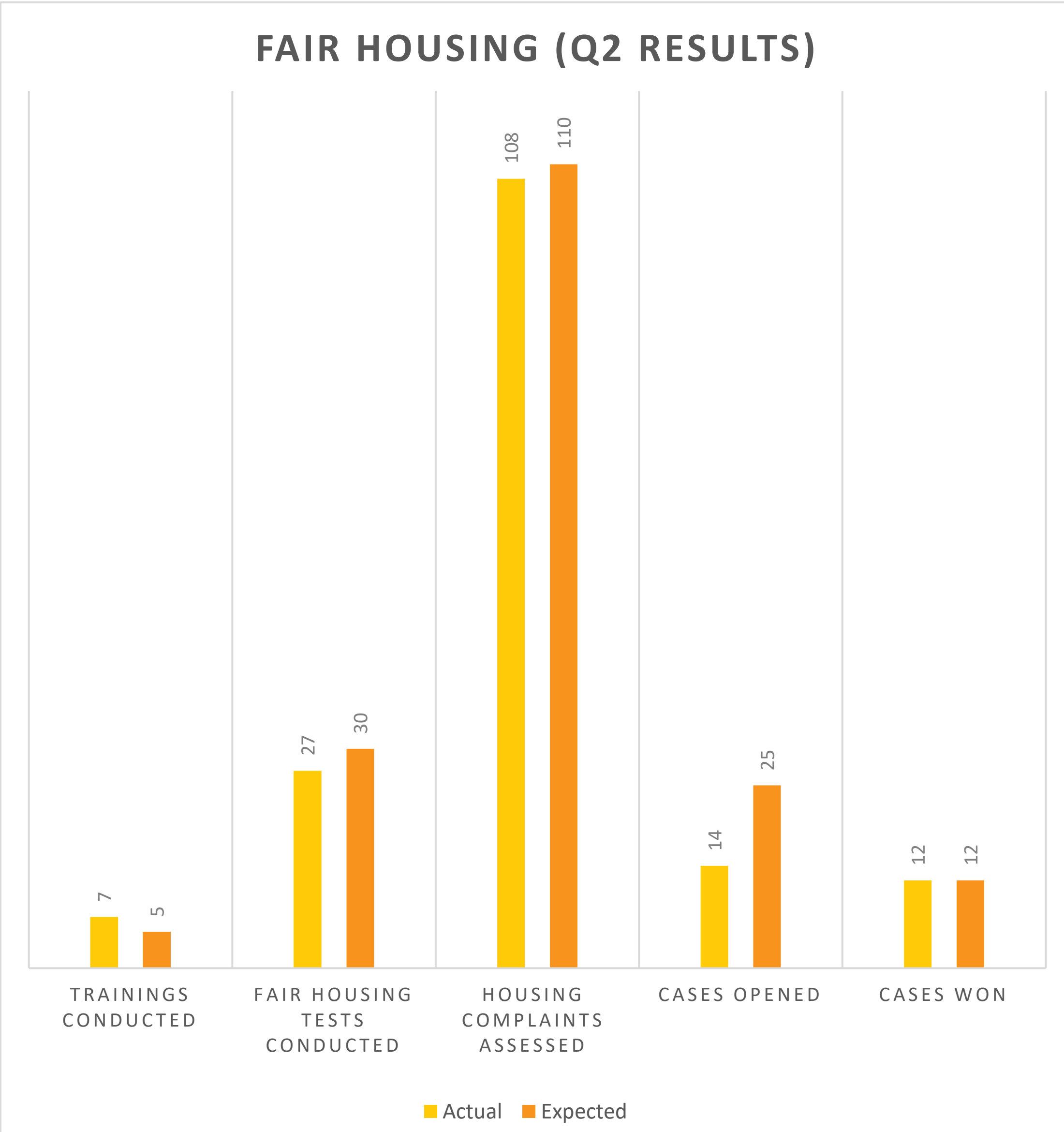
World Business Chicago Workforce Healthcare Collaborative

Staffing will be done by Communications Director which has target hire date of June 1.

We are continuing to contract with Kevin Irvine to finalize materials for core courses.

In addition to ITCC committee members, several board members have helped shape the core courses and connect us to potential clients. Thank you!

Civil Rights



IN PROGRESS

- We have identified tests to form the basis of a "sweep" of cases to file in federal court. However, we have currently prioritized the 504 case, so the sweep will not be filed until after the 504 case is filed.

- Stewardship of Housing Strategy Group that consists of AL staff that work on housing issues.

- Continued assisting DRACH with advocacy around accessibility of City funded shelters.

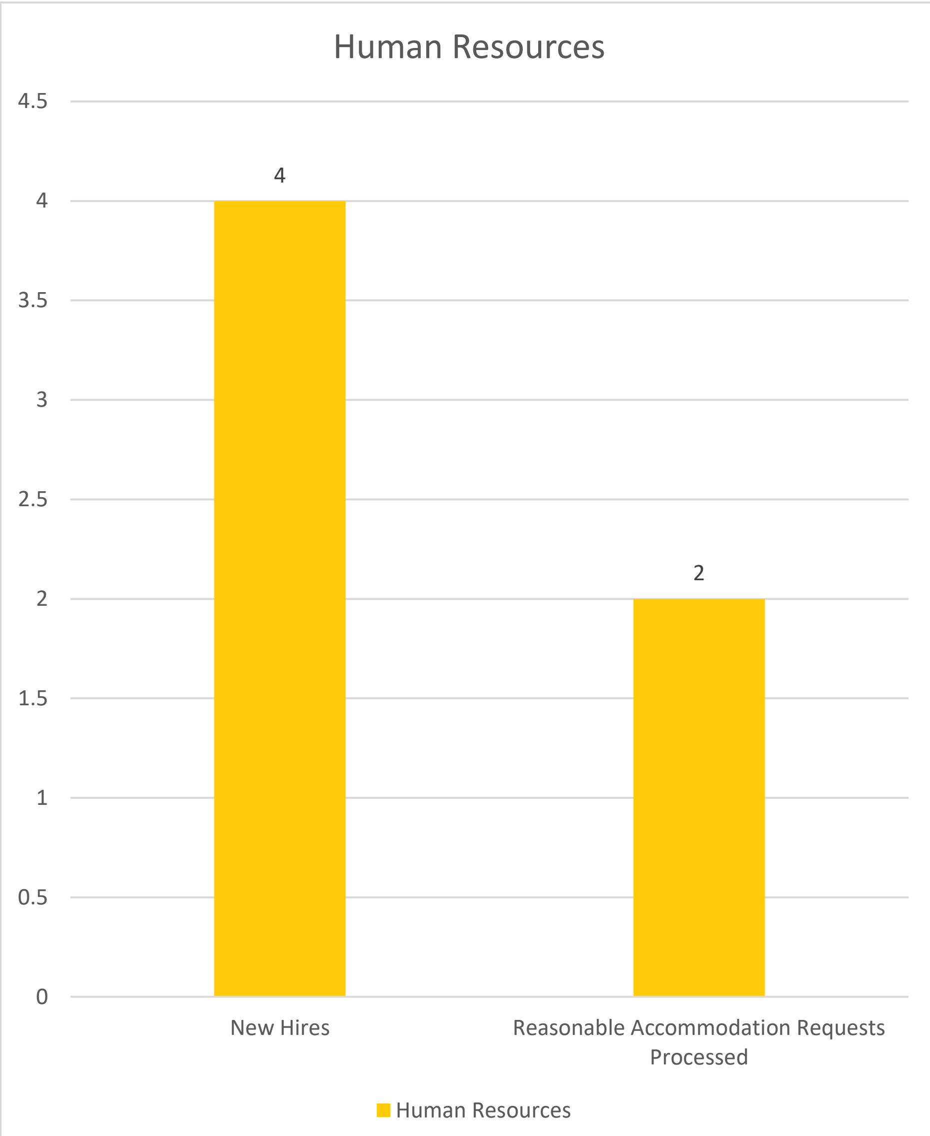
- Began search for app developer to build app to track individual rider's pick up times for Paratransit.

ACHIEVEMENTS

- HUD approved the CHA to increase exception rent cap!

- Helped consumer with psychiatric disability who was at risk for eviction by CHA due to breaches of lease related to his disability, during a time consumer was not in treatment. Due to reasonable accommodation letter, CHA rescinded eviction notice.

ADMINISTRATION



Building Management

-Annual backflow testing

-Working on carpet replacement for lobby and chair replacement for 2nd floor conference room

Human Resources Trainings

-New staff orientations

-Hiring and interviewing for team players

-Ethics

-Independent Living Philosophy

-Mental Health Issues Among Nonprofit Staff

-Budgeting

Finance

Access Living

Financial Dashboard

as of 1/31/18

		FY2018 January YTD Actual	FY2018 January YTD Budget	Pos / (Neg) Variance		FY2018 Midyear Budget
Profitability Measures	Operating Revenue	$ 3,775,008	$ 3,625,591	$ 149,417		$ 5,814,548
	Operating Expenses	$ 3,243,511	$ 3,193,897	$ 49,614		$ 6,154,464
	Operating income	$ 531,497	$ 431,694	$ 99,803		$ (339,916)
	Net income after Revenue Timing Adjustment***	$ 1,093,853	$ 989,727	$ 104,126		$ 102,325
		Current Year	Prior Year	Inc / (Dec)		
Liquidity Measures	Unrestricted Cash	$ 3,388,000	$ 3,328,000	$ 60,000		
	Board Restricted Cash	$ 2,932,000	$ 2,768,000	$ 164,000		
	Total Operating Cash	$ 6,320,000	$ 6,096,000	$ 224,000		
	Endowment & Maintenance Fund	$ 3,108,000	$ 2,852,000	$ 256,000		

***Excludes building depreciation

Attachment 4

MEMORANDUM

TO: Access Living Board of Directors

FROM: Ken Walden, Managing Attorney

RE: Guidebook for Housing Providers on Reasonable Accommodations and Modifications

DATE: April 9, 2018

Over the last year, Access Living has collaborated with the Illinois Department of Human Rights (IDHR) to produce a guidebook for housing providers on reasonable accommodations and modifications. The guidebook provides user-friendly, non-legalistic information to housing providers about their responsibilities and provides practice tips for handling common and unique issues that arise. The guidebook will be available in alternative formats and multiple languages.

IDHR received a grant from the U.S. Department of Housing and Urban Development to create the guidebook and then sub-contracted with Access Living as a partner on the project.

The release date for the guidebook is April 20, 2018. The John Marshall School of Law is hosting an event that morning to announce the release of the guidebook. It will feature Janice Glenn - Acting Director of IDHR, representatives from the housing industry in Illinois, and the authors of the report from IDHR and Access Living.

Attachment 5

MEMORANDUM

TO: Access Living Board of Directors

FROM: Ken Walden, Managing Attorney

RE: Chicago Housing Authority – Exception Rent Victory

DATE: April 9, 2018

Access Living led a team of advocacy organizations that collaborated with and supported a successful public policy initiative of the Chicago Housing Authority (CHA). Advocates and the CHA recognized that people with physical disabilities who hold housing choice vouchers have enormous difficulty securing affordable and accessible housing in the private market, as most accessible rental units in Chicago are new and expensive and thus beyond the financial reach of a typical voucher allotment.

To address this problem, the CHA, with the support of advocacy organizations, asked the U.S. Department of Housing and Urban Development (HUD) to authorize the CHA to consider and approve a greater voucher allotment for voucher holders with disabilities. In so doing, these voucher holders would have a meaningful opportunity to secure accessible housing. HUD agreed. Effective March 1, 2018, the CHA can approve what are called "exception rent payments" (a higher voucher allotment) as a reasonable accommodation for voucher holders in need of accessible housing. Specifically, the CHA can approve an exception rent of up to 250% fair market rate.

This is a tremendous victory and critical policy reform that greatly expands the housing market for voucher holders with disabilities in need of affordable and accessible housing.

Access Living Strategic Planning Process
Request for Proposal

Request for Proposal Date: 4/10/18
Proposal Submission Deadline: 5/4/18

REQUEST FOR PROPOSAL

Project Title: Access Living 2020-2022 Strategic Plan
Original Issue Date: 4/10/18
Submit completed RFP to:

Daisy Feidt
dfeidt@accessliving.org

Proposals due: May 4, 2018

This Request for Proposal should not be construed as an agreement to purchase goods or services. Access Living reserves the right, in its sole discretion, to reject any and all proposals with no penalty, to waive any formality in proposals received, to waive immaterial defects and minor irregularities in proposals, to accept or reject any and all of the items in the proposal, and/or to award the contract in whole or part if it is deemed in Access Living's best interest.

I. SUMMARY

Established in 1980, Access Living is a change agent committed to fostering an inclusive society that enables Chicagoans with disabilities to live fully-engaged and self-directed lives. Nationally recognized as a leading force in the disability advocacy community, Access Living challenges stereotypes, protects civil rights and champions social reform. Our staff and volunteers combine knowledge and personal experience to deliver programs and services that equip people with disabilities to advocate for themselves. Access Living is at the forefront of the disability rights movement, removing barriers so people with disabilities can live the future they envision.

Access Living is accepting proposals for consulting service directed to facilitate our strategic planning process. Access Living's current strategic plan was initiated in fiscal year 2014 and will be complete at the end of fiscal year 2019 (June 30, 2019). It is our intent that the new strategic plan will begin in fiscal year 2020 and guide our work through fiscal year 2022.

This is a concept to completion process. The scope of services include providing Access Living with direction, guidance and assistance with respect to developing the form and formatting of Access Living's 2020-2022 strategic plan, and writing the plan. Access Living is a complex organization with many different stakeholders including staff, Board, clients, members, community partners and others. The successful candidate will propose a strategic plan and planning process that involves all relevant groups. As a guide, past strategic plan development has included: an external scan, interviews and surveys with and of stakeholders, a board/staff retreat, facilitation of steering group meetings, and facilitation of working group meetings.

II. SCOPE OF SERVICES

- Customized process aligned with Access Living's needs
- Ensure inclusion of all relevant stakeholders
- Ensure all methods used are accessible to participants
- Involve Access Living's Board of Directors and staff as an integral part of the process
- Help communicate the planning work and the outcomes to relevant stakeholders
- Support a to-be-determined committee/group of individuals to make key decisions along the way
- Keep the process on track, on time and on budget
- Outline a process to ensure implementation and evaluation of the plan with measurable key performance based indicators/metrics.
- Include guidelines for resource allocation in the strategic plan

III. PROPOSAL GUIDELINES AND REQUIREMENTS

- Please submit one copy of your proposal.
- This is an open and competitive process.
- Proposals received after **May 4, 2018**, will not be considered.
- The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.
- Please provide a "not-to-exceed" quote for services. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

IV. CONTRACT TERMS

Access Living will negotiate the contract terms upon selection. All contracts are subject to review by Access Living legal counsel. The project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget, and other necessary items.

V. TIMELINE

- This RFP is dated **April 10, 2018** and will be posted at www.accessliving.org. Proposers may also request a copy be sent via email by contacting Brenna McCauley at bmccauley@accessliving.org.
- Proposals are due no later than **May 4, 2018**.
- Proposals will be evaluated immediately thereafter. During this time we may require an interview at our office with our evaluation team. Interviews will be conducted in May, 2018. You will be notified if you are being requested to participate in an interview.

- The name of the candidate or firm who has been selected will be decided on or about **June 2018.**
- The strategic plan must be completed by **March 29, 2019**.

VI. CONFLICTS OF INTEREST

Access Living has a Conflict of Interest Policy. Proposers need to ensure compliance with these rules as they relate to current and former Board Members, officers, and employees of Access Living. The conflict of interest policy is available upon request by contacting **Ramonita Mata, Facilities Manager at rmata@accessliving.org**. Any member of a team in violation of these rules will be disqualified and Access Living may elect not to award the project to such proposer as a result.

VII. PROPOSAL CONTENT AND FORMAT

Length and font size: Please use fonts no smaller than 12 point; maximum proposal length including title page, cover letter, proposal, qualifications, and budget should not exceed 15 pages.

Your proposal should include the following:

1. **Title Page**: Access Living Strategic Plan Facilitation Proposal, your company name, address, website address, telephone number, fax number, email, and primary contact person (1 page).
2. **Cover letter** signed by the person or persons authorized to sign on behalf of the company (1 -2 pages).
3. **A brief three to seven page proposal**. Discuss your proposed strategic planning process, what and whom you propose be included in the process. You should also address your ability to deliver the project in the timeframe noted (3-7 pages).
4. **Description of Firm**:
    a. **References:** list the three-five organizations to which your firm has previously provided strategic planning services that best reflect your work and relevancy to this project. Briefly list the specific role your firm played in each project.
    b. **Company Experience:** Describe your experience in facilitating the strategic planning processes for other nonprofit organizations and/or community focused groups.
    c. How long has your company been in business?
    d. What type of team or person will be assigned to this project? What will each person's role be? Please include a brief background summary for each key staff member assigned to this project.

    e. What type of interaction will there be between Access Living staff and your firm?

5. **Budgets and Fees**: Please provide a cost proposal to accomplish your proposed process. The budget must encompass all phases of the proposed strategic planning process. List pricing for:
    a. Total Project (including component parts described below).
    b. Project Component Parts (so that we can identify which elements could be cut if needed).

MEMORANDUM

TO: Access Living Board of Directors

FROM: Amber Smock, Director of Advocacy

Re: Federal, State, City Advocacy

DATE: April 18, 2018

Federal:

Currently, the federal budget advocacy front is quiet as agencies figure out how the omnibus bill passed in March will translate into specific program funds.

HR 620 and Aftermath

U.S. Senator Tammy Duckworth successfully led a campaign to get a number of her Democratic colleagues to sign on to a Dear Colleagues letter that opposes the Senate taking up any "notice and cure" provision addition to the ADA. A number of Senate Republicans also quietly stated that they did not want to see such a bill come to committee or the floor. So, we think the effort has been slowed down significantly; however, this week we did get word that the International Council of Shopping Centers has been busy on the Hill this week continuing to lobby for a "notice and cure" bill. So the fight is not yet over, but we commend Senator Duckworth for her public leadership to stop this effort in the Senate.

S. 2227/HR 5306, EMPOWER Care Act

S. 2227/HR 5306 would reauthorize the Money Follows the Person (MFP) program. The House version was only recently introduced by Congressman Brett Guthrie (R-KY). The Senate version has bipartisan champions Senator Rob Portman (R-OH) and Senator Maria Cantwell (D-WA). Both bills have a handful of sponsors; Congresswoman Jan Schakowsky has signed on to the House version. ADAPT led the way on passing the original legislation; Access Living supported it and for some years transitioned people from nursing homes to the community under MFP. Between 2007 and December 2016 around 75,000 people with disabilities were transitioned across the country under MFP. The bill expired in 2016 and a number of advocacy groups are pushing for reauthorization. The lead agency is the National Council on Aging (NCOA). This is a critical bill we will be actively supporting; we have requested that Senators Durbin and Duckworth sign on.

S, 910/ HR 2472, Disability Integration Act (DIA)

The Disability Integration Act continues to be a key federal bill for us, and we expect that advocacy for sponsors will pick up in mid-May when ADAPT returns to DC with a critical mass focusing on this bill. Expect action alerts to help gain more Illinois sponsors. See www.disabilityintegrationact.org.

State:

We now have just six weeks before the spring session ends for the Illinois General Assembly. Our staff have evaluated over 80 bills to asses key items we want to support or oppose. Again, Springfield planning is part of our weekly internal Government Affairs meeting.

State Bills

The state bills we are championing or supporting include bills on the following issues:

- **Phasing out the subminimum wage:** INCIL recently found a champion for a subminimum wage bill in the House and there was an attempt to get the bill quickly through the House Labor and Commerce committee. The attempt failed, but a number of legislators and community advocates were able to mobilize quickly on it. This is promising and Senator Biss has committed to taking it up in the Senate. The bill itself asks for a reasonable phaseout over a number of years for subminimum wage practices in sheltered workshops. Access Living played a role in the bill development by connecting INCIL to key national advocates working on this issue across the states.
- **Opposing Medicaid Work Requirements**: Senator Rose filed a bill to require work for "able bodied" Medicaid recipients; this bill is SB 3306 and we will oppose it.
- **Stephon's Law:** This bill has been introduced in the Senate and soon in the house. We are having more of a slow ramp-up on this one. The bill would create an option for 911 personnel to ensure that medical transport is an option for people having mental health or neurodivergent crisis, instead of sending police who can escalate the situation.
- **Rent control effort:** Spiraling rents continue to be a massive barrier to housing for people with disabilities. Access Living will be supporting this spring's main rent control bill, HB 2341.
- **Affordable Long Term Services and Supports Fund:** A new bill is being developed to provide an option for home services for people who cannot currently get it through state programs. This would be paid for through a state tax on personal income. The bill itself will mainly set the stage for assessing the actuarial cost of such an initiative, along with setting up a new commission on the topic. We believe this bill will face some opposition, but provide a way to talk about how to ensure people get the services they need.

State Budget

While the Governor has put forward his budget proposal, the general Assembly has not yet put forward any budget packages. We think there is something of a delay due to the engagement of many legislators in the March primary elections. We expect to hear about a budget proposal in May. Legislators must try to pass a budget by May 31, so that the Governor can sign off by June 30 and thus allow funds to flow for the FY 19 budget year starting July 1, 2018.

Spring Advocacy Schedule

We have successfully coordinated one small group trip focused on a Legislative Meet and Greet event on April 10. About 10 Access Living community members went; about 35 people overall attended, including six legislators and about 20 staff/community members for Centers for independent Living statewide. We cohosted the event with the Illinois Network of Centers for Independent Living (INCIL) and the Statewide Independent Living Council (SILC). The event was at the INCIL office in Springfield. We are also going to do a second small group trip for April 24, and we expect more legislators to attend this time because the legislative committee schedule on April 10 was very challenging. These smaller more social events provide a great learning environment for legislators, as they learn about us and we learn about them. Going statewide with our partners also allows us all to raise our visibility to legislators across the state. We will also do two large one-day group trips on May 16 and May 30. May 16 is the INCIL Advocacy Day where we will once again join with our peers. May 30 will occur if there is a serious crisis that we think we can impact with a group trip, so that is a tentative.

City:

At the city level, we continue to focus on improving accessibility at homeless shelters. We are continuing to monitor the effort to create a new housing development in Jefferson Park. Additionally, we continue to advocate to improve paratransit and rideshare service; our Power to the People advocacy coalition is bringing together disability transit advocates to join in force to improve paratransit specifically. And, we continue to advocate for improvement in special education in CPS; please refer to the agenda item on this topic for more detail.

CPS routinely delays, denies services to students with disabilities;
Advocates demand a Special Master, $10 million in compensation

Findings of ISBE investigation expected tomorrow

April 17, 2018

CHICAGO – Tomorrow, Wednesday, April 18, the Illinois State Board of Education (ISBE) is expected to announce the findings of a General Counsel's inquiry into whether Chicago Public Schools (CPS) routinely delayed or denied special education services to students with disabilities.

Advocates are demanding an independent monitor, $10 million in compensation for corrective action and compensation services for affected students. The inquiry was requested by a coalition of thirteen advocacy groups representing families, teachers, attorneys and people with disabilities.

In March, a special ISBE panel held three days of public hearings on CPS's special education process. Advocates have recommended that ISBE take action in six key areas:

1. An ISBE-appointed independent external monitoring team/special master to be in place for five years
2. Creation of a fund to provide public or private services up to a total of $10 million to pay for compensatory services for students who were wrongly denied services in the last two years because of CPS' policy changes
3. Ongoing collection of CPS data on students with disabilities and their special education service needs
4. Updating the CPS Procedural Manual to improve service delivery for students with disabilities and ensure that staff and parents can get copies and are trained on it
5. Changes to the electronic system used to process, document and store Individual Educational Programs (IEPs) for students with disabilities to remove arbitrary blocks that prevent providing appropriate services
6. Clarification of the roles of IEP teams, principals and regional supervisors to insure that the IEP teams, including the parents, are able to make decisions for the student rather than an administrator precluding or overruling the team's decisions.

"We hope that ISBE will announce concrete steps to fix the problems raised during the inquiry," said Amber Smock, director of advocacy for Access Living, one of the organizations who supported the inquiry and made recommendations. "The inquiry reflects a major potential turning point in protecting the civil right of Chicago students with disabilities to a free and appropriate public education, in the least restrictive environment."

Parents were active in the investigation process and applaud the process. "We are asking for transparency and state oversight of CPS following clear violations of special education law," said Christine Palmieri, a parent of a child who experienced delays and denials of education services by CPS. "Our children deserve what is legally mandated to them and the opportunity to thrive. It is important to note that we are still uncovering the long-term effects of harmful CPS policies and procedures in all schools across the city."

During the course of the inquiry, CPS also announced that it was changing its special education budgeting process, moving from a controversial school-based budgeting process that allowed special education funds to be moved to other purposes, to one that clarifies that special education dollars are to be used for special education. This is a partial victory for advocates, they say. Advocates have long-said the school-based decision process was causing harm to students with disabilities.

The inquiry and recommendations are the culmination of decades of frustration with the CPS special education system, brought to a head by two developments.

One was a series of investigative stories last year by Sarah Karp of WBEZ-FM, the public radio station in Chicago. The stories covered the development of a CPS special education manual, which appeared to be designed for the purpose of denying services and supports for students with disabilities in order to save money. The other development was the illegal denial of transportation services to CPS preschool students with disabilities in the fall of 2017, which angered families and advocates in the early intervention field.

“In 1975, it became the law of the land that every child with a disability had a real right to public education,” said Marca Bristo, President and CEO of Access Living, a Chicago-based disability rights organization. “Over the last few years, it’s become very obvious that CPS was on a path to deny that right through the use of a secret procedural manual developed by budget analysts with zero input from teachers and families. That was the final straw for advocates.”

During the ISBE inquiry hearings, families and educators testified to many cases of denial of services, in some cases resulting in physical harm to children with disabilities. One father of an elementary school aged daughter with severe disabilities testified that although his daughter’s education team agreed that she needed a dedicated aide, CPS delayed services by requiring data collection. The student was denied her IEP that required a dedicated aide because of CPS’s budgetary restraint on proper staffing and the student suffered injuries at school requiring medical attention.

The ISBE inquiry is also of national interest because it is rare that a state board of education will exercise its power of inquiry. ISBE’s findings and possible recommendations are of great interest to families, teachers and advocates nationwide.

“As evidence in this investigation, dozens of parents submitted affidavits detailing egregious examples of how special education services for their children were systemically delayed and denied by CPS,” said Mary Fahey Hughes of Raise Your Hand, a parents coalition supporting public education. “The families of CPS students who have special education needs deserve justice and we expect ISBE to come up corrective action that remedies the gross abuses committed by CPS.”

The special education advocacy coalition includes: Access Living; the Shriver Center on Poverty Law; Chicago Principals and Administrators Association; the Chicago Teachers Union; Parents 4 Teachers; Ounce of Prevention Fund; Legal Council for Health Justice; Raise Your Hand for IL Public Education; Legal Assistance Foundation; Equip For Equality; Potter and Bolanos, LLC; Matt Cohen and Associates; 19th Ward Parents for Special Education, and Sharon Weitzman Soltman.

# # #

Systemic Problems with CPS Special Ed: Advocates Respond to ISBE Findings on CPS Special Education Policies and Practices

April 18, 2018---Today advocates welcomed the Illinois State Board of Education (ISBE) findings of systematic problems in Chicago Public Schools (CPS) provision of services to students with disabilities. We look forward to ISBE's recommendations for correction action, which are expected at its next meeting on May 16.

However, today's findings failed to recognize the individual impact and suffering by CPS students with disabilities and their families. The ISBE final report also failed to find intent by CPS to specifically cut costs in special education.

Prior to today's ISBE meeting, advocates had made recommendations to improve the landscape for special education in CPS. Our expectation is that ISBE will recognize the suffering of individual students and account for this as part of the final set of remedies.

The special education advocates' coalition includes: Access Living; the Shriver Center on Poverty Law; Chicago Principals and Administrators Association; the Chicago Teachers Union; Parents 4 Teachers; Ounce of Prevention Fund; Legal Council for Health Justice; Raise Your Hand for IL Public Education; Legal Assistance Foundation; Equip For Equality; Potter and Bolanos, LLC; Matt Cohen and Associates; 19th Ward Parents for Special Education, and Sharon Weitzman Soltman.

Attachment 10

CONFIDENTIAL AND PRIVILEGED ATTORNEY-CLIENT COMMUNICATION
DO NOT DISTRIBUTE

MEMORANDUM

TO: Access Living Board of Directors
FROM: Ken Walden, Managing Attorney
RE: Update Regarding Section 504 Investigation of City's Housing Program
DATE: April 9, 2018

As reported previously, we conducted an investigation to determine whether the City of Chicago complied with the accessibility requirements of Section 504 of the Rehabilitation Act (a federal law) with respect to the millions of dollars of federal funds it administers to support the development of affordable housing throughout the city. Section 504 requires that housing supported with federal funds include units with a heightened level of accessibility for persons with physical disabilities and persons who are Deaf, hard of hearing, or have a vision disability. Section 504 also requires programs that receive federal funds to be programmatically accessible, which means that the city's housing program as a whole must be accessible to people with disabilities.

Our investigation involved:

- an analysis of a multitude of reports and documents produced by or filed with city departments, such as the Chicago Department of Planning and Development, Chicago Department of Buildings, and the Chicago Department of Budget and Management, as well as city reports or documents filed with the U.S. Department of Housing & Urban Development;
- the collection of declarations (statements) from consumers who had difficulty finding affordable and accessible housing in the city; and
- about 20 on-site fair housing tests by testers to determine whether federally-funded residential buildings and units are accessible as required by Section 504.

Also as previously reported, we collaborated on this investigation with the law firm Relman Dane & Colfax, based in Washington D.C.

The investigation revealed troubling information about the City's compliance with Section 504. Accordingly, the legal team is considering next steps, including litigation. Pursuant to Board policy, the Executive Committee must authorize any lawsuit where Access Living is proposed as a plaintiff. Accordingly, in early May 2018, the Executive Committee will meet to decide whether to move forward with a lawsuit in which Access Living is the plaintiff. If the Executive Committee authorizes a lawsuit, we contemplate filing soon after the decision. We will update the Board soon after the Executive Committee's decision.

Resolution: Board Restricted Operations Reserve Fund

WHEREAS, the purposes of Access Living (the "Corporation"), an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended ("the Code"), include charitable, educational, and benevolent purposes, and assistance to disabled persons and education of the public about the needs and abilities of disabled persons,

WHEREAS, Access Living is also organized to receive funds from the public and other sources, and to maintain and administer such funds, and expend the principal and income therefrom, for its purposes; and

WHEREAS, the Corporation has raised and may continue to raise funds through normal operations and desires to set aside certain funds to be used only with approval from the Board of Directors. These funds will be kept in a separate fund for the benefit of the Corporation;

BE IT THEREFORE RESOLVED: that the Corporation hereby establishes a fund to be known as the Access Living Board Restricted Operations Reserve Fund (the "Fund"). The Fund will be administered under the following terms and conditions.

1. Donors who give to the Corporation will receive one acknowledgment for their total contribution and will not receive a separate acknowledgment if a portion of their donation goes to the Fund.

2. The Fund shall be administered under the direction of the Board of Directors of the Corporation ("Board").

3. The Fund shall be held as a temporarily restricted fund. The principal of the fund, including amounts transferred to the Fund from other unrestricted resources of the Corporation, shall remain intact until such time as the Board deems it necessary to use any or all of it for operating or other needs. There is no time limit on the Fund and the Board in its discretion will determine what constitutes an appropriate operating need. This fund serves as the organization's six-month (or more) operations reserve fund and may also be used, with board authorization, to cover certain extraordinary costs. The amounts held in the Fund shall be invested under the direction of the Board in accordance with investment policies established by the Board.

4. The fund shall continue in existence under the terms and conditions set forth above indefinitely.

5. In connection with the administration of the Fund, the Board shall have the following enumerated powers:

(a) To employ such agents and counsel as may be reasonably necessary in managing and protecting the Fund; to settle, compromise or abandon all claims and demands in favor of or against the Fund; and to receive property from any trust, corporation, association or other party.

(b) To invest and reinvest Fund assets in such bonds, notes, debentures, mortgages, preferred or common stocks, or in such other property, real or personal, as the Board may deem advisable, without being limited by any statute or rule of law regarding investments.

(c) In addition to the enumerated powers herein, to do all other acts in its judgment necessary or desirable for the proper administration of the Fund.

6. The Board shall not deduct from the balance of the Fund any of the Corporation's administrative expenses incurred in the management of the Fund.

7. In the event of dissolution of the Corporation, the assets of the Fund shall be transferred or conveyed to one or more organizations or foundations then described in section 501(c)(3) of the Code (or the corresponding provisions of any subsequent federal tax laws) that, in the judgment of the Board of Directors, reflect the following criteria:

(a) It supports the principles established in the ADA of equality of opportunity, full participation, independent living, and economic self-sufficiency for people with disabilities.

(b) It has a majority of persons with disabilities on its governing body and a substantial and significant participation by persons with disabilities among its management and staff.

(c) It has a cross-disability orientation in the programs it supports.

(d) It offers services and programs primarily for the City of Chicago.

(e) It advocates for disability rights on the local, state and national levels.

8. The Board may amend the terms of the Fund at any time by resolution.

CERTIFICATION

This resolution has been approved by a majority vote of the Board of Directors on this _____ day of ________________, _________.

____
Chairman of Board

____
Secretary of the Board

Resolution: Board Designated Endowment Fund

WHEREAS, the purposes of Access Living (the "Corporation"), an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended ("the Code"), include charitable, educational, and benevolent purposes, and assistance to disabled persons and education of the public about the needs and abilities of disabled persons,

WHEREAS, Access Living is also organized to receive funds from the public and other sources, and to maintain and administer such funds, and expend the principal and income therefrom, for its purposes; and

WHEREAS, the Corporation has raised and may continue to raise funds through normal operations and desires to set aside certain funds to be used only with approval from the Board of Directors. These funds will be kept in a separate fund for the benefit of the Corporation;

BE IT THEREFORE RESOLVED: that the Corporation hereby establishes a fund to be knows as the "Access Living Board Designated Endowment Fund (the "Fund"). The Fund will be administered under the following terms and conditions.

1. The Corporation shall establish the Fund on its books. Donors who give to the Corporation will receive one acknowledgment for their total contribution and will not receive a separate acknowledgment if a portion of their donation goes to the Fund.

2. The Fund shall be administered under the direction of the Board of Directors of the Corporation ("Board").

3. The Fund shall be held as a temporarily restricted fund. The principal of the Fund (including contributions to the Fund and amounts transferred to the Fund from other unrestricted resources of the Corporation) shall remain intact for a minimum of ten years. The amounts held in the Fund shall be invested under the direction of the Board in accordance with investment policies established by the Board. The Corporation may drawdown up to 7% of the value of the Fund per annum, with the proceeds of such drawdown being deemed unrestricted, and as such, useable by the Corporation for any of its charitable or educational purposes. Other draws on this fund are not permissible under the terms of this resolution.

4. After a period of ten years has expired from the establishment of the Fund, the Board will pass a new resolution authorizing the use of the principal

portion of the fund for expenditures that are consistent with the long term best interests of the Corporation.

5. In connection with the administration of the Fund, the Board shall have the following enumerated powers:

   (a) To employ such agents and counsel as may be reasonably necessary in managing and protecting the Fund; to settle, compromise or abandon all claims and demands in favor of or against the Fund; and to receive property from any trust, corporation, association or other party.

   (b) To invest and reinvest Fund assets in such bonds, notes, debentures, mortgages, preferred or common stocks, or in such other property, real or personal, as the Board may deem advisable, without being limited by any statute or rule of law regarding investments.

   (c) In addition to the enumerated powers herein, to do all other acts in its judgment necessary or desirable for the proper administration of the Fund.

6. The Board shall not deduct from the balance of the Fund any of the Corporation's administrative expenses incurred in the management of the Fund.

7. In the event of dissolution of the Corporation, the assets of the Fund shall be transferred or conveyed to one or more organizations or foundations then described in section 501(c)(3) of the Code (or the corresponding provisions of any subsequent federal tax laws) that, in the judgment of the Board of Directors, reflect the following criteria:

   (a) It supports the principles established in the ADA of equality of opportunity, full participation, independent living, and economic self-sufficiency for people with disabilities.

   (b) It has a majority of persons with disabilities on its governing body and a substantial and significant participation by persons with disabilities among its management and staff.

   (c) It has a cross-disability orientation in the programs it supports.

   (d) It offers services and programs primarily for the City of Chicago.

   (e) It advocates for disability rights on the local, state and national levels.

8. The Board may amend the terms of the Fund at any time by resolution.

CERTIFICATION

This resolution has been approved by a majority vote of the Board of Directors on this _____ day of ________________, _________.

____
Chairman of Board

____
Secretary of the Board

Investment Analysis
As of 03/31/18

	Initial Investment	Balance as of 6/30/17	Balance as of 03/31/18	Gain/ (Loss) during Year	% Gain/(Loss)
Endowment, acct #23-91153	$1,808,943	$2,167,342	$2,277,470	$110,128	5.33%
Board Restrict Op Fund, acct #23-91150	$2,650,000	$2,767,813	$2,298,409	$30,596	1.11%
Emergency Operation Fund, acct #23-91151	$600,000	$688,248	$695,226	$6,978	1.01%
Building Maintenance Fund, acct #23-91152	$400,000	$684,886	$720,693	$35,807	5.23%
DNR-DSG Endowment, acct #43-09163	$700,000	$0	$701,454	$1,454	0.21%
Total	$6,158,943	$6,308,289	$6,693,253	$184,964	

NORTHERN TRUST

Account Statement

March 1, 2018 - March 31, 2018

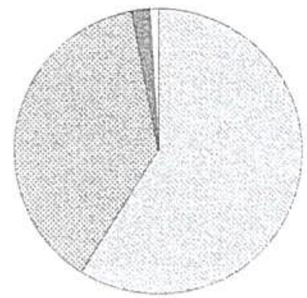
Account Number 23-9115[illegible]
ACCESS LIVING-ENDOWMENT

Financial Summary

Account Market Values

Asset Class	Value as of March 31, 2018	Value as of February 28, 2018	Change
Equity Securities	$1,339,661.50	$1,361,498.93	($21,837.43)
Fixed Income Securities	868,522.95	867,700.38	822.57
Real Estate	52,613.81	51,546.28	1,067.53
Cash and Short Term Investments	16,671.50	13,388.05	3,283.45
Total	**$2,277,469.76**	**$2,294,133.64**	**($16,663.88)**

Asset Allocation



Equity Securities	58.8%
Fixed Income Securities	38.1%
Real Estate	2.3%
Cash and Short Term Investments	0.7%
	100.0%

NORTHERN TRUST

Account Statement

March 1, 2018 - March 31, 2018

Account Number 23-9115(
ACCESS LIVING BD RES OPS FD -P

Financial Summary

Account Market Values

Asset Class	Value as of March 31, 2018	Value as of February 28, 2018	Change
Equity Securities	$402,290.69	$533,500.53	($131,209.84)
Fixed Income Securities	1,606,056.48	2,353,779.92	(747,723.44)
Cash and Short Term Investments	290,062.13	14,819.81	275,242.32
Total	**$2,298,409.30**	**$2,902,100.26**	**($603,690.96)**

Asset Allocation

Equity Securities	17.5%
Fixed Income Securities	69.9%
Cash and Short Term Investments	12.6%
	100.0%

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Account Statement

March 1, 2018 - March 31, 2018

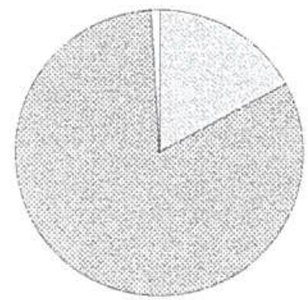
Account Number 23-9115
ACCESS LIVING-RES FND (MAIN)

Financial Summary

Account Market Values

Asset Class	Value as of March 31, 2018	Value as of February 28, 2018	Change
Equity Securities	$121,816.46	$123,911.79	($2,095.33)
Fixed Income Securities	568,198.99	567,574.74	624.25
Cash and Short Term Investments	5,210.61	4,164.41	1,046.20
Total	**$695,226.06**	**$695,650.94**	**($424.88)**

Asset Allocation



Equity Securities	17.5%
Fixed Income Securities	81.7%
Cash and Short Term Investments	0.7%
	100.0%

Attachment 12

Account Statement

March 1, 2018 - March 31, 2018

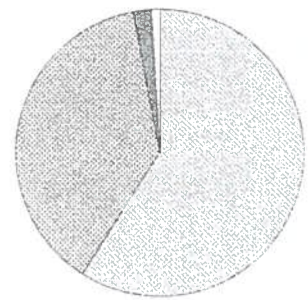
Account Number 23-9115[illegible]
ACCESS LIVING-MAINTENANCE FUND

Financial Summary

Account Market Values

Asset Class	Value as of March 31, 2018	Value as of February 28, 2018	Change
Equity Securities	$426,916.72	$433,985.19	($7,068.47)
Fixed Income Securities	272,991.85	272,746.96	244.89
Real Estate	16,331.47	16,000.11	331.36
Cash and Short Term Investments	4,453.03	3,412.17	1,040.86
Total	**$720,693.07**	**$726,144.43**	**($5,451.36)**

Asset Allocation



Equity Securities	59.2%
Fixed Income Securities	37.9%
Real Estate	2.3%
Cash and Short Term Investments	0.6%
	100.0%

NORTHERN TRUST

Attachment 12

Account Statement

March 1, 2018 - March 31, 2018

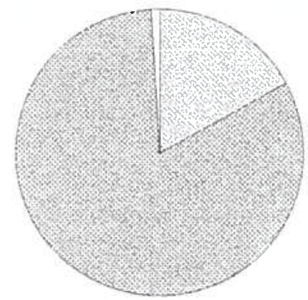
Account Number 43-0916[illegible]
ACCESS LIVNG-DNR-DSG ENDOWMENT

Financial Summary

Account Market Values

Asset Class	Value as of March 31, 2018	Value as of February 28, 2018	Change
Equity Securities	$122,931.26	$0.00	$122,931.26
Fixed Income Securities	572,996.79	0.00	572,996.79
Cash and Short Term Investments	5,526.28	0.00	5,526.28
Total	**$701,454.33**	**$0.00**	**$701,454.33**

Asset Allocation



Equity Securities	17.5%
Fixed Income Securities	81.7%
Cash and Short Term Investments	0.8%
	100.0%

Attachment 13

Access Living

January 2018 Financials-Variance Analysis

Revenue	**Variance**	
Contributions-Corporation/Foundation	110,091	Full budget lower than actual donations YTD
Other	39,326	Numerous other small items
Total Revenue	149,417	
Expenses		
Salaries/Taxes	(26,304)	Retroactive Wage and Salary Adjustment and other
Management Consultants	(25,396)	Timing
All Other Expenses	2,086	Numerous other small items
Total Expenses	(49,614)	
Excess or (Deficiency)	99,803	
EXCESS or (DEFICIENCY)	**99,803**	

Attachment 13

Access Living
Income Statement - YTD January 2018
Board Summary

	YTD Actual January 2018	YTD Budget January 2018	Actual - Budget Variance January 2018
Revenue			
Government- Grants	1,203,954	1,233,205	(29,251)
Contracts/Service Fees	22,236	22,237	(1)
United Way	65,227	65,204	23
Corporations/Foundations	648,216	538,125	110,091
Benefit- Individuals/Corp/Fdn/Org	37,861	37,861	0
Major Gifts/Individual Advocates	1,363,550	1,351,450	12,100
Individuals/Direct Mail/General Online/Marathon	41,048	31,000	10,048
Second Fundraiser/Planned Giving	29,847	17,900	11,947
Endownment/Emg. Fund	207,501	201,627	5,874
Maint. Fund	62,760	44,187	18,573
Restricted Operating Fund	63,929	53,986	9,943
Other	28,881.16	28,809.27	72
TOTAL REVENUE	**3,775,008**	**3,625,591**	**149,417**
Expenses			
Salaries/Benefits/Insurance/Other Benefits/403B Match	2,361,002	2,334,698	(26,304)
Utilities/Telephone	83,401	82,365	(1,036)
Insurance - General Liability	24,790	25,386	596
Office Supplies/Printing & Forms	20,936	22,845	1,909
Travel/Food	32,574	40,336	7,761
Cleaning & Maintenance/Equipment/Maint. Agreement/Software	100,151	98,600	(1,552)
Depreciation/Bldg. Expenses/Amortization	220,115	220,115	(0)
Management Consultants	100,825	75,428	(25,396)
Special/Group Events/Direct Mail	25,860	27,777	1,917
Other	273,856	266,348	(7,509)
TOTAL EXPENSES	**3,243,511**	**3,193,897**	**(49,614)**
EXCESS or (DEFICIENCY)	**531,497**	**431,694**	**99,803**
KESSLER FDTN (500K)	**250,000**	**250,000**	
D & R FUND	**50,000**	**50,000**	
BUDDY MAYER EDUCATION	**166,667**	**166,667**	
CROWN FAMILY (3 YR-12/14-11/17)	**31,250**	**31,250**	
CROWN FAMILY (FY18&FY19)	**(75,000)**	**0**	
PADDLE RAISE FOR FUTURE YEAR	**79,324**	**0**	
POLK FDTN (2 YR GRANT FY16 &17)	**(60,000)**	**(60,000)**	
GIDWITZ ENDOWMENT	**(100,000)**	**(100,000)**	
BUILDING AMORTIZATION	**220,115**	**220,115**	
REVISED EXCESS or (DEFICIENCY)	**1,093,853**	**989,727**	

Access Living
Actual Cash Flow
YTD January 2018

		YTD January 31 FY18
Cash Flow From Operating Activities:		
Net Income (Loss)	$	531,497
Increase in Receivables	$	(198,794)
Decrease in Liabilities	$	(46,668)
Increase in Prepaid Expenses	$	(33,432)
Noncash Items:		
Depreciation	$	234,473
Cash Flow from Nonoperating Activities:		
Capital Expenditures	$	(7,404)
Endowment/reserve fund Activity	$	(416,923)
Net Cash Change	$	62,749
Beginning Cash	$	2,594,564
Ending Cash Balance	$	2,657,313

Access Living
Balance Sheet
1/31/18

		1/31/18		06/30/17
Assets				
Cash & Equivalents - Unrestricted		2,657,313		2,594,564
Cash & Equiv.- Restricted Operations		2,931,742		2,767,814
Cash & Equivalents - Restricted Passthru		14,106		33,524
Cash & Equivalents - Restricted Fiscal Agent		14,114		11,964
Cash & Equiv.- Blg. Maintenance Fund		747,645		684,886
Cash & Equiv.- Emerg. Operation Reserve Fund		702,591		688,248
Cash & Equiv.- Endownment Fund		2,360,501		2,167,342
Revenue and Other Receivables		4,199,097		3,995,546
Allowance for Uncollectible Receivables		(29,757)		(25,000)
Prepaid Expenses		63,994		30,561
Total Current Assets		13,661,346		12,949,448
PP&E				
Land		251,353		251,353
Art		59,461.00		59,461.00
Building/Blg. Improvement	11,423,993		11,416,589	
Accum Depr- Building/Blg.Improvement	(4,168,738)	7,255,255	(3,940,111)	7,476,478
Fixed Assets- Equipment	167,558		167,558	
Accum Depr- F.A. Equipment	(149,848)	17,710	(146,710)	20,848
Building Furniture and Equip.	931,961		931,961	
Accum Depr- Furniture and Equipment	(931,961)	-	(931,961)	-
Fixed Assets- Vehicle	32,500		32,500	
Accum Depr- Vehicle	(3,482)	29,018	(774)	31,726
Fixed Assests- Ombudsman	12,544		12,544	
Accum Depr- Ombudsman	(12,544)	-	(12,544)	-
Total Fixed Assets		7,612,797		7,839,866
Security Deposits		-		-
Total Assets		**21,274,143**		**20,789,314**
Liabilities & Fund Balance				
Accounts Payable		14,000		52,011
Other Accrued Expenses		228,465		237,159
Pass Thru Liability		5,211		5,175
Total Current Liabilities		247,677		294,344
Total Fund Balance		21,026,467		20,494,970
Total Liabilities & Fund Balance		**21,274,143**		**20,789,314**