

Access Living of Metropolitan Chicago

Board of Directors' Meeting

January 27, 2021



ACCESS

LIVING

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ACCESS LIVING OF METROPOLITAN CHICAGO

BOARD OF DIRECTORS' MEETING

AGENDA, January 27, 2021

Zoom Meeting ID: 846 2583 7156 Passcode: AL2021

Time: 4:00-6:00 PM CST



Mission: Access Living ignites the power and pride of people with disabilities, provides critical services, and breaks down systemic barriers to create a more inclusive, and therefore much stronger, society.

Agenda Topic:	Attachments	Expected Outcome(s):	Approx. time
<p>Call to Order; Welcome <i>John Schmidt</i></p> <ul style="list-style-type: none"> Roll Call Review agenda 		<p>A. Welcome members and/or guests Establish quorum.</p> <p>B. Ensure an effective business meeting.</p>	4:00
<p>Consent Agenda <i>John Schmidt</i></p>	<ol style="list-style-type: none"> 11.4.20 Full Board Minutes 12.2.20 Executive Committee Minutes FY21 Q2 Dashboard 	<p>A. ACTION – vote on consent agenda.</p>	4:05
<p>Chair's Report <i>John Schmidt</i></p> <ul style="list-style-type: none"> Welcome New Board Members Legacy Campaign 		<p>A. Update members on critical fundraising efforts and board transitions.</p>	4:10
<p>President's Report <i>Karen Tamley</i></p> <ul style="list-style-type: none"> Strategic Plan Refresh Race Equity Work Public Facing Work Biden/Harris Transition 	<ol style="list-style-type: none"> Strategic Plan Refresh Overview 	<p>A. ACTION – approve strategic plan refresh.</p>	4:15
<p>Program Committee <i>ShaRhonda Dawson</i></p> <ul style="list-style-type: none"> Introduction of Director of Independent Living Systems Advocacy Update COVID Vaccine/Testing Advocacy Crisis standards of care related to COVID-19 Civil Rights Updates 	<ol style="list-style-type: none"> Systems Advocacy Memo Civil Rights Memo 	<p>A. Update Board on advocacy, independent living, and legal proceedings.</p>	4:30

Agenda Topic:	Attachments	Expected Outcome(s):	Approx. time
Resource Development & Communications Committee <i>Jennifer Brown</i> <ul style="list-style-type: none"> • Communications Update • Legacy Campaign • Board Giving 	7. Development Report	A. Share the ways Access Living has been promoted internally and externally. Media coverage linked here. B. Encourage board participation in fundraising and outreach.	4:55
Finance & Human Resources Committee <i>Kent Klaus</i> <ul style="list-style-type: none"> • November FY21 Actuals • Investment Analysis • Pledge Information Form for Accounting Purposes • FY21 Midyear Budget 	8. November FY21 Actuals 9. Investment Analysis 10. Pledge Information Form for Accounting Purposes 11. FY21 Midyear Budget	A. Provide latest financial outlook of Access Living; ACTION – approve financial statements. B. ACTION – approve FY21 midyear budget.	5:10
Race Equity Committee <i>Tuyet Le</i> <ul style="list-style-type: none"> • Race Equity Next Steps 	12. Memo	A. ACTION – approve recommendations.	5:30
Adjourn <i>John Schmidt</i>		Review key topics discussed; review action steps, etc.	6:00pm

Upcoming Meetings:

Resource Development & Communications Committee: Monday, February 8

Nominating & Board Development Committee: Wednesday, February 10

Executive Committee: Wednesday, March 10

Finance & Human Resources Committee: Tuesday, March 23

Full Board: Wednesday, April 28

Program Committee: Thursday, May 6



Board Meeting Minutes
November 4, 2020 4:00-6:00 PM

Participants (via Zoom): John Schmidt, Mike Santay, Mark Owen, Doug Dobmeyer, Will Haffner, Molly Walsh, Kent Klaus, Ben Lumicao, Tuyet Le, Kevin Bradley, ShaRhonda Dawson, Felicia Rauls, Zak Kordik, Larry Goodman, Elliot Roth, Ken Bennett, Jennifer Brown, Kristin Weaver
Staff: Karen Tamley, Amber Smock, Neil Anderson, Daisy Feidt, Ken Walden, Barbara Khalouf, Bridget Hayman, Brenna McCauley

- I. Call to Order
- II. Consent Agenda (John Schmidt)
 - a. Mark Owen motioned to approve the consent agenda. Kent Klaus seconded the motion. *The motion carried.*
 - i. July 1, 2020 Board Meeting Minutes
 - ii. September 30, 2020 Executive Committee Minutes
- III. Chair's Report (John Schmidt)
 - a. Legacy Campaign: We have received a commitment of \$1 million from Will Haffner. A number of board members have donated as well. We could be very close to \$4 million by the end of the year.
 - b. Board Members: Doug Dobmeyer has reached the two-term limit and is cycling off the board. We are grateful for his leadership. Mike Santay is stepping down. He has been a wonderful mainstay on the financial side.
 - c. Gala: We are very close to our goal. This will be a special occasion in a number of ways.
- IV. President's Report (Karen Tamley)
 - a. Strategic Plan Refresh: We have embarked on an effort to refresh the strategic plan given the challenges of our world.
 - i. Daisy: The pillars of our current plan are: Systems Accountability, Organizational Sustainability, and Intersectional Justice.
 - ii. We met with each department for feedback. We had focused discussions with board members. We also surveyed Access Living community members. After all that, we hired a strategic planning consultant. We had two meetings with a joint board/staff committee.



- iii. Economic Justice was the biggest theme to emerge. There is a lot of work going on at the city level of closing the racial wealth gap, and economic recovery with an equity lens around COVID. We see this as an opportunity to have a voice and a stake in what is happening with the city. There are many systemic barriers that prevent our community from gaining wealth and stability.
 - iv. The digital divide has become more clear during COVID, so we would like to focus on technology.
 - v. Healthcare is a current pillar, focusing on home and community based services (HCBS), COVID has revealed health related disparities. People with disabilities are at greater risk of contracting COVID.
 - vi. The number one answer from consumers was mental health supports. We are thinking of ways we could integrate supports, though we do not envision Access Living becoming a mental health counseling center.
 - vii. Emergency and Disaster Preparedness will be integrated into our regular work but not included in the strategic plan.
 - viii. We have made significant progress on rideshare, and ensuring scooter programs meet the needs of people with disabilities. We do not want to stop working on transportation, but we don't think it warrants a callout in the strategic plan.
 - b. Reesheda Graham Washington has been hired as our race equity consultant. She was recommended to us, and she is from Chicago. She has engaged staff and consumers in focus groups. She sent us a report of her findings, which the Race Equity Committee will review. She started a series of trainings for senior staff. We will then have a training for the organization.
 - c. The executive search company Campbell and Company has been retained for Director of Independent Living position.
 - d. The senior team has been working with Bridgespan on an initiative called Building Future Leaders (BFL). We will be piloting this with select staff over the next few months. It is aimed at helping staff advance in their careers. Race equity and cultural humility will be part of it.
 - e. Karen has had many public speaking engagements this quarter.
- V. Nominating & Board Development Committee
 - a. Bylaws Changes:
 - i. Increase the number of directors on the board by 1. This will bring us to a minimum of 22 members, with no more than 27 members.



- ii. Decrease the number of directors with disabilities to 51%. This will give us flexibility in recruiting for the board.
 - iii. Ben Lumicao motioned to approve the bylaws changes. Tuyet Le seconded the motion. *The motion carried.*
 - b. 2021 Slate of New Board Members:
 - i. Reelect to Second Term
 - 1. Ken Bennett
 - 2. Wilson Mantilla
 - 3. Shari Runner
 - ii. Elect to First Term:
 - 1. Beth Server
 - 2. Karin Norington-Reaves
 - 3. Anthony Hinton
 - 4. Chad Turner
 - 5. Denise Avant
 - iii. Kevin: What about Russell Shaffer?
 - 1. Daisy: We can slate him in Mike Santay's slot if he gets back to us.
 - iv. Ben motioned to approve the 2021 slate of new board members. Jennifer seconded the motion. *The motion carried.*
- VI. Resource Development & Communications Committee (Kristin Weaver)
- a. *Bridget shared trailer for Gala
 - i. The show is really coming together. Three sections: Yesterday, Today, and Tomorrow. We have several people who have contributed to the show. The trailer is captioned and audio-described.
 - ii. Kristin: Registration is live, so please share with your networks. The event is free! There will be an opportunity for some mingling after the show. We are 90% to our goal of \$750,000. Please continue to solicit sponsorships. If you have any questions please reach out.
- VII. Finance & Human Resources (Kent Klaus)
- a. Financials
 - i. Variance Analysis: August Actuals vs budget. Revenue: Government grants were \$50,000 less than originally budgeted, mainly a timing issue with Fast Track because it bills based on completion of work. Expenses: \$36,000 less on employee expenses due to open positions in Colbert



Program. Overall, expenses are \$80,000 better, which offsets the difference on revenues.

- ii. Income Statement: Total revenue was 6% lower than anticipated. Expenses were 7% better than anticipated.
 - iii. Cash Flow: There was an increase of receivables (Major Gifts), and an increase of pre-paid expenses. Capital expenditures are very low right now. Reserved fund had a \$440,000 gain on investments. There was a \$3.3 million ending cash balance.
 - iv. Balance Sheet: There is \$3 million of receivables on the books – some is smaller grant activity, but primarily for Major Gifts Campaign. Liabilities: 1.2 million...PPP loan and other small items. Total fund balance is \$20 million.
 - v. Felicia Rauls motioned to approve the financials. Kristin Weaver seconded the motion. *The motion carried.*
- b. Investment Analysis (September)
- i. As of September 30 investments totaled \$8.145 million, up 4.45%.
- c. Audit
- i. There were a few areas where they asked us to improve our internal controls and noted a significant deficiency, but overall they were comfortable with the audit process.
 - 1. Kent: The issue had to do with the timing of a large gift and when we recognized the gift for financial purposes. The donor had attached some restrictions on the gift that it would only be made as a matching gift. As of the end of the fiscal year we had not received all of the donations that would qualify us for the matching amount, so we did not have revenue to recognize for the end of the year. The recognition of income should have been delayed to FY21. The audit firm said it was not uncommon for these kinds of mistakes to be made. The Finance & Human Resources Committee has been working with Neil and the audit firm on conditions of gifts, and recording accordingly.
 - a. Larry: Perhaps Neil could update us in a few months on how this new process is working.
 - 2. Ken: Did the audit firm give other guidance?
 - a. Neil: Recommendation to enhance communications with Development Department.



- b. Kent: The first letter talks about technology and cyber security.
 - i. Neil: Last year we hired an outside firm to conduct a phishing campaign, and our staff did really well.
 - 3. Kent Klaus motioned to approve the FY20 audit. Mike Santay seconded the motion. *The motion carried.*
-
- VIII. Program Committee (Doug Dobmeyer)
 - a. Advocacy (Amber Smock)
 - i. When I wrote the memo last week that was a long time ago.
 - ii. The Fair Tax Amendment did not pass. The governor had predicated his budget planning on the fair tax. Without that revenue we will be facing cuts at the state level. This is compounded by the uncertainty of federal COVID relief funds. Access Living is fortunate to have diverse funding resources, but there is some money that could be put at risk.
 - iii. Given the pandemic, there's a strong likelihood the Veto session will not occur this month. That would mean that CESSA would not go forward. We are facing opposition from key stakeholder to delay this to the spring in order to flesh out more details. We are negotiating right now. We are making sure our grassroots people (AYLP) are included, and we are consulting with Stephon Watts' family as well.
 - 1. John: I am still hopeful for CESSA. The 911 Operators wrote a letter with concerns. They went out of their way to say they support the initiative, but they have a lot of questions and concerns about procedure.
 - iv. We are watching the national election closely. The advocacy staff are making themselves ready to consult.
 - b. Case Updates (Ken Walden)
 - i. We filed a case a few years ago against CPS on behalf of an elementary school student and her family. The student's disability was making it increasingly difficult to navigate stairs at the school. We offered several suggestions to CPS, but they declined, so we pursued a lawsuit. The judge issued a disappointing decision – CPS buildings are largely programmatically accessible, and there was another school she could have transferred to. We put together a Motion to Reconsider.
 - ii. We were part of a case for a family that wanted to modify a house in Old Town. Neighbors in Old Town opposed the modification because it would



disrupt the historic nature of the area. The family can finally move forward with improvements to the home.

- iii. We are trying to help Haymarket with a facility in Itasca. The village is not happy with the proposal of the facility. We are not actively litigating, but Mary and I are watching the proceeding because if it does not go well, they will file a fair housing suit. It would be discriminatory because they do not want people who are recovering, people with disabilities, in the village.

IX. Race Equity (Tuyet Le)

- a. Committee has not met in a while. We wanted to give the Race Equity consultant a chance to collect and analyze data before moving forward. We wanted staff to be heard.

X. Adjourn – 6:00 PM



Executive Committee Meeting
December 2, 2020 4:00-5:00 PM

Participants (via Zoom): John Schmidt, Doug Dobmeyer, Kristin Weaver, Felicia Rauls, Kent Klaus, Tuyet Le, Ben Lumicao

Staff: Daisy Feidt, Neil Anderson, Brenna McCauley, Ken Walden, Amber Smock, Bridget Hayman, Barbara Khalouf, Karen Tamley

- I. Chair's Report (John Schmidt)
 - a. John: It has been an incredible year with COVID, Karen's start, etc. Regarding the Legacy Campaign, Karen and I have continued outreach to board members with great success. Board members are reaching out to their networks as well.

- II. President's Report (Karen Tamley and Daisy Feidt)
 - a. The Annual Meeting is next Monday.
 - b. Daisy: For the Strategic Plan Refresh, we went through the framework with board and staff. We will ask board to approve a modified plan at the January board meeting. We need to develop an implementation plan, which will be in place early 2021.
 - c. Karen: We brought on a race equity consultant, Reesheda Graham Washington. She helped us set the stage with a series of confidential focus groups from which she created a discovery report. We plan to share the report with the full board at the January meeting. Race equity will be an overarching priority in the new Strategic Plan. Reesheda has conducted trainings with senior staff, and will eventually hold trainings for the full staff.

- III. Resource Development & Communications Committee (Kristin Weaver)
 - a. Kristin: The Gala was amazing. We secured commitments of more than \$790,000, which was above our goal. \$14,000 was from peer-to-peer fundraising. There were 84 online donations the day of. There were 51 donations were made during the presentation. Total registration was 620 people, with 378 devices connected, and 634 worldwide views.
 - b. Bridget: Roustabout Media produced the video, and they have worked with Access Living for years. We had a lot of material to choose from for the "yesterday" portion. The Access Living team got all of the postcards.
 - c. Kristin: On Giving Tuesday we received \$1,610 from 16 donors.



- IV. Race Equity Committee (Tuyet Le)
 - a. Tuyet: The latest meeting was mostly a review of Reesheda's report. There will be another meeting in December and January. We are hoping to get recommendations to the board for the January meeting.

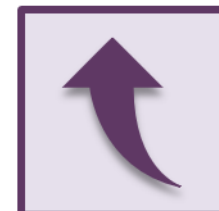
- V. Program Committee (Doug Dobmeyer)
 - a. Doug: I was on the board of Chicago Low Income Trust fund. They could provide funding for a certain number of people that we want to see housed. I would like to develop a program to present to them, and shepherd AL through the process. They get most of their funding from the city, and also some from state.
 - i. *Daisy to have initial conversation with Doug. We have hundreds of people who need housing.
 - b. Transition Work
 - i. Karen: The transition team is going well. It is 13 hours a day of work. I am on a team helping the incoming HUD secretary (TBA) hit the ground running on day one.
 - ii. Amber: For the Biden campaign there were a fairly significant number of people with disabilities to advise the campaign with a policy plan. Access Living is not the only disability player; there are some formidable coalition groups.
 - iii. Access Living involvement:
 - 1. Housing : Ken, Adam, a variety of folks advising HUD.
 - 2. Transportation: We are working with DOT.
 - 3. HHS: We sent a short memo. Educational material is supposed to be disseminated to healthcare professionals about working with people with disabilities, but that was never handed out.
 - 4. Dept. of Homeland Security: This is important due to overview of ICE. We have planned with community partners who are more involved with the transition.
 - 5. Dept. of Education: This team initially did not involve people with disabilities, so they added a former Obama person who oversaw special ed. They had a listening session with disability advocates.
 - iv. COVID Taskforce is not listening to importance of vaccine going to people with disabilities in the community. Some of this is also at the state level.
 - v. So far, none of Biden's appointments have been people with disabilities. We know that Julie Rodriguez does have some experience engaging with disability advocacy community.
 - 1. Ben: Usually by now the Plum Book is out. *Karen will find out when it will come out.



2. Amber: Apparently, during the Biden campaign they promised a Director of Disability Policy position for the white house.
 - c. Amber: The failure of the Fair Tax has created some problems. The Governor's office has projected serious shortfalls. He has asked each department to prepare budgets with 5% cuts. A lot of the budget will depend on what congress does.
- VI. Adjourn – 5:00 PM

Operational Metrics

FY21 - Q2



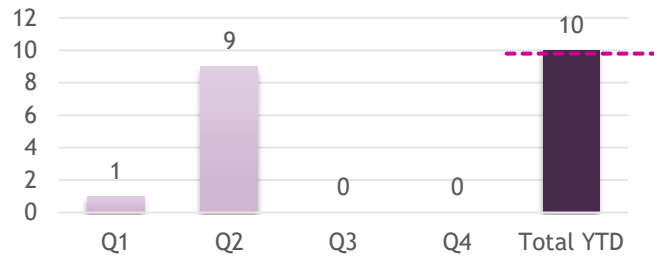


Community Reintegration: Housing

9

Colbert Class Members Transitioned to Home or Community-Based Settings

Number Transitioned, by Quarter and YTD

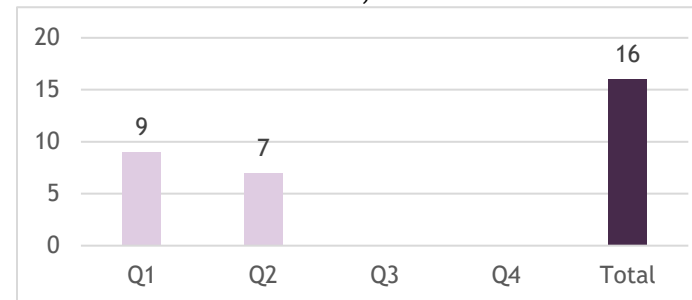


984

Number of unduplicated consumers involved in any Outreach activity

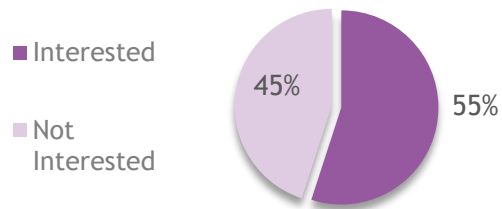


Number of Applications Completed for Class Members to Landlords for Units, YTD



277

Number of unduplicated consumers interested in transition and referred to assessment



25

REFERRALS RECEIVED FOR CLASS MEMBERS



9

HOUSING VISITS MADE WITH CLASS MEMBERS



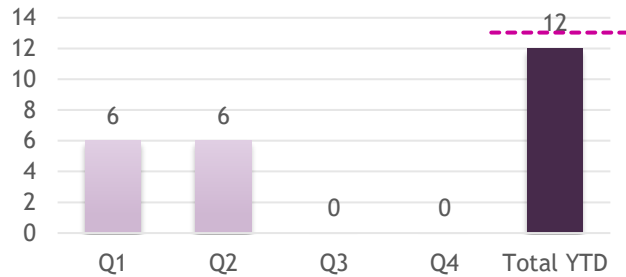


Community Reintegration: Stepping Stones

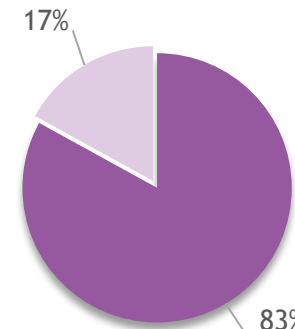
6
Stepping Stones Participants



Number of Participants Attending Trainings, by Quarter and YTD



5
Participants Graduated



■ % Graduated ■ % Did Not Graduate

1

6-WEEK LONG TRAINING SESSIONS



2

SUPPORT GROUPS FOR CONSUMERS WHO TRANSITIONED TO COMMUNITY

Access Living Provided 1:1 Mentoring to

0

consumers who moved out of nursing facilities

=

0%

of all Stepping Stone Participants

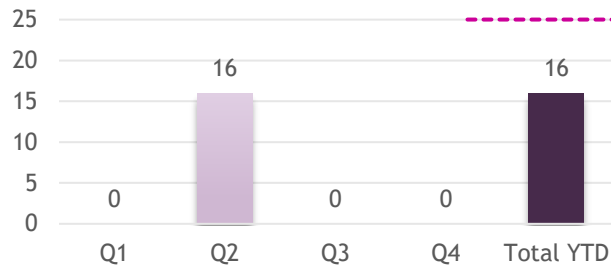


Community Supports: Housing Counseling

16

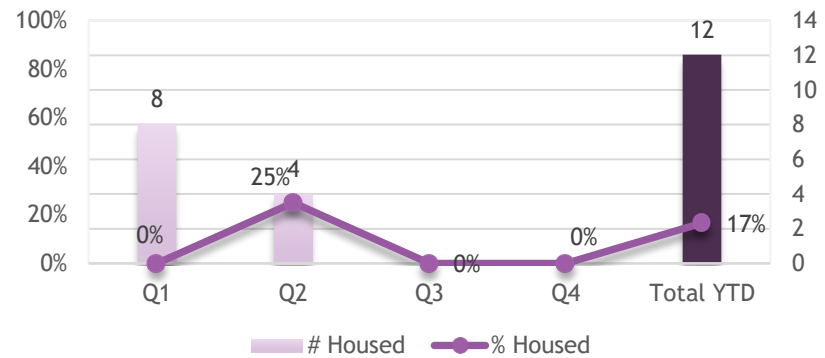
Individuals Provided Housing Counseling

Number Counseled, by Quarter and YTD



4

Individuals Who Received Housing Counseling were Subsequently Housed



0

REFERRALS TO ACCESS LIVING FAMILY HOUSING CHOICE VOUCHER

Percentage of Counseled Individuals Who Receive:

Education, financial, fair housing, or accessibility rights information/services

100%



Resources to improve housing situation

100%



Improved housing situation

25%



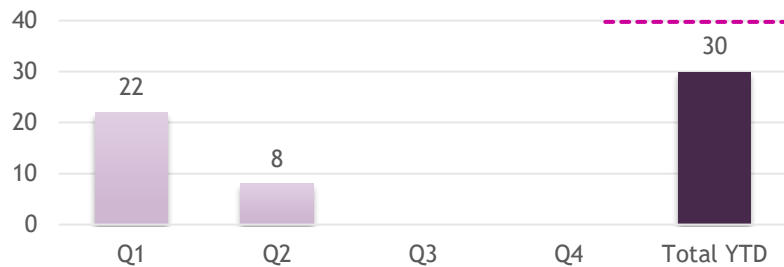
Community Supports: Personal Assistant Program

8

Personal Assistants Recruited & Trained



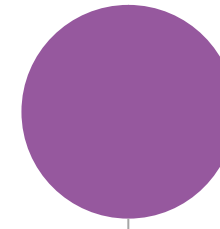
Number of New PA Participants, by Quarter and YTD



8

Participants Successfully Completed Orientation and are in P.A. Databank

0%



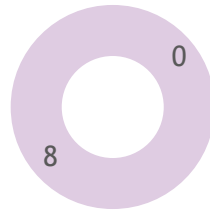
100%

■ % Successfully Completed ■ % Did Not Complete

8

PERSONAL ASSISTANT TRAININGS HOSTED

- # Trainings Hosted at Access Living
- # Trainings Hosted outside of Access Living



Reach and Impact of P.A. Program

4

Community Outreach Contacts for P.A. Program

1

Access Living Consumers that Acquired P.A. from Databank

1

Access Living Consumers that Increased P.A. Management Skills



Community Supports: Financial Stability Program

9

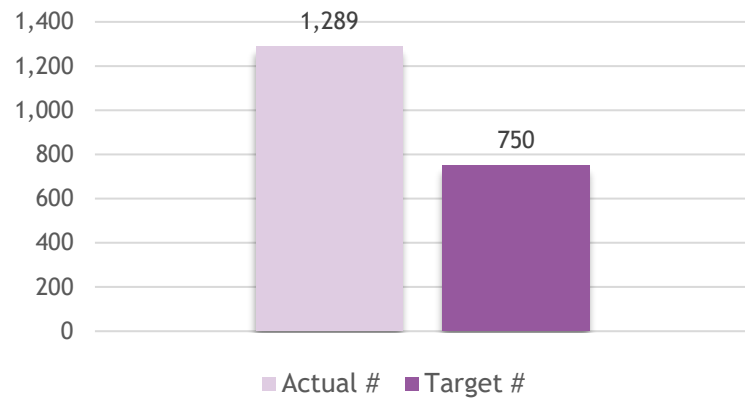
Graduates of the Financial Stability Program

<u>Supports</u>		<u>Cross Disability</u>		
9 PARTICIPANTS ATTENDED FINANCIAL STABILITY PROGRAM	0 PARTICIPANTS PROVIDED 1:1 SUPPORT	7 Sessions of Cross Disability	13 Participants learned independent living skills	7 Consumers who can list one or more skills, types of knowledge, and/or resources they have now that they didn't have before approaching the CIL
0 PARTICIPANTS PROVIDED A REVIEW OF CREDIT HISTORY	9 PARTICIPANTS SCREENED FOR BENEFITS ELIGIBILITY			

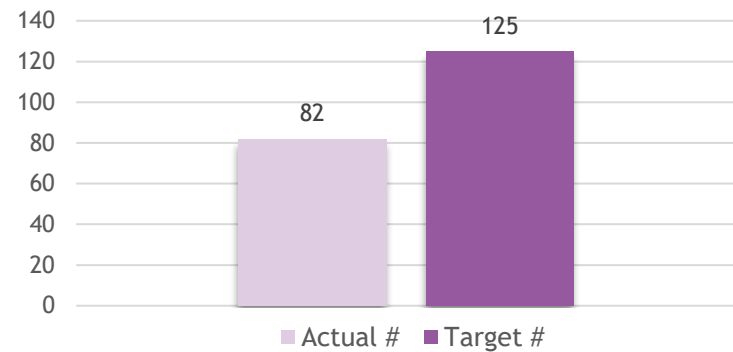


Community Supports: Information & Referrals and MOPD

Number of Consumers Referred to Disability-Specific Information

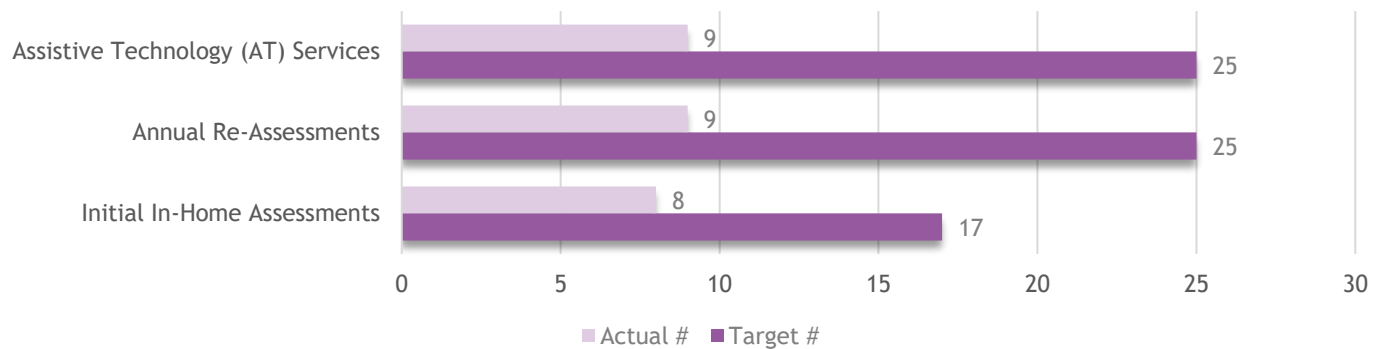


Number of Consumers who Receive Accessible Materials about Housing Information, as it Relates to Access Living Programs



MOPD Supports

Number of Supports Provided, YTD





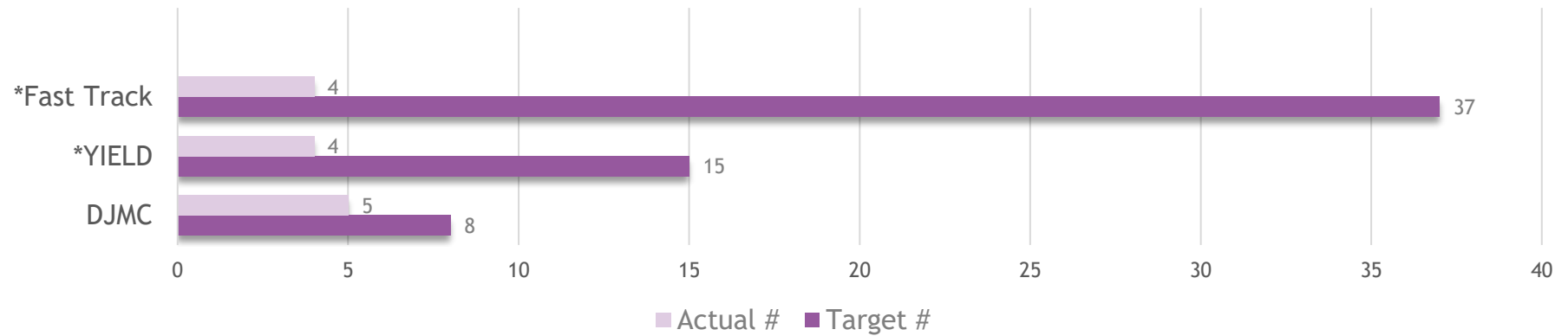
Arts and Culture


Portraiture Project 33 individual sessions 33 total attendees	
Life Writing Workshop 4 sessions 16 total attendees	Fall Community Workshop Series 3 sessions 56 total attendees
By the Way Talks 2 sessions 40 total attendees	Open Studio 2 sessions 16 total attendees
Junior Artist-in-Residency 5 individual sessions 20 total attendees	Print Media Workshop 3 sessions 26 total attendees



Youth and Employment Institute

101 Youth Participants this quarter



DJMC	YIELD	FAST TRACK
<p>100% of youth report a positive relationship with their mentor</p> 	<p>100% of trained youth learned about disability awareness, IL philosophy and the disability movement</p>	<p>75% of FAST TRACK students report experiencing change by increased awareness in one or more areas: job exploration counseling, Work based Learning, Counseling on Post-Secondary, Workplace Readiness, and/or Self-Advocacy</p>

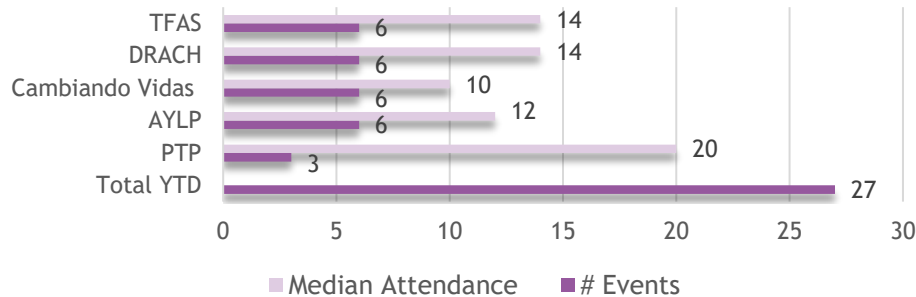


Community Organizing and Policy

27

Community Organizing Meetings

Number of Events and Median Attendance



Key Campaign Activities and Wins

DRACH is leading the organizing arm of a coalition working on statewide source of Income with CAFHA, Hope Fair Housing and others.

Because of AL's and the Chicago's Health Equity Coalition advocacy efforts, Trinity Health's proposal to close Mercy Hospital was rejected by the Illinois Health Facilities and Services Review Board.

Education Policy

- In response to the Advocates' continuous work, ISBE and CPS revised Remote Learning/School Reopening Guidance. The new guidance is more helpful to students and parents.

Transit Policy

- TAP rides continue at or near pre-COVID levels, largely due to Pace covering rider's share of fare.
- Met w new Duckworth staff to discuss Fed priorities including transit relief and CTA ASAP funding.

Health Access Policy

- Several of our suggested changes to the DRS consumer satisfaction survey were ultimately incorporated in the final survey which was sent out to consumers shortly thereafter.
- This month we joined other members of PCIL as we met with staff from HFS, the Department of Insurance and the Governor's Office to discuss the stipulations of SB 1864 that require HFS/DOI to conduct a feasibility study to explore options to make health insurance more affordable for low-income and middle-income residents.

Housing & Employment Policy

- Both the national housing policy brief and the updated housing platform should guide the Federal level legislation and policy advocacy going forward.



Civil Rights

Fair Housing and Americans with Disabilities Act

9 New Cases
Opened

14 Fair
Housing
Tests

8 Cases
Favorably
Resolved

6

Trainings Conducted

171

People Trained



Success Stories

State court upheld the Chicago ZBA decision to allow modifications on the historic home in Old Town to make it accessible for a young daughter who uses a wheelchair.

In partnership with Pace CIL, AL helped save the Beckwith program at UIUC. This fall, the University abruptly canceled this decades old program, leaving the enrolled students without services. The enrolled students scrambled to privately hire replacements for many of the services, and with Pace CIL, the local Center for Independent Living, began advocating for U of I to reopen the program. After negotiation, the University agreed to most of the student's demands, and also agreed to reinstate the program for the Spring semester.



Public Awareness and Outreach

4

Disability Inclusion Training
Workshops & Speaking Engagements



TOP SOCIAL MEDIA POSTS



Access Living @AccessLiving · Oct 27, 2020

The Fair Tax is about equity. It's past time that Illinois invest in OUR communities and support Black and Latino communities so they can thrive. Vote YES on the Fair Tax Amendment. #FairTaxNow

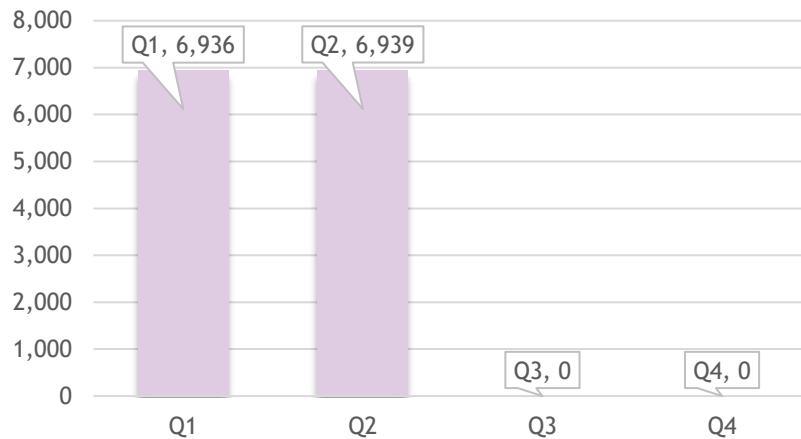


6

12



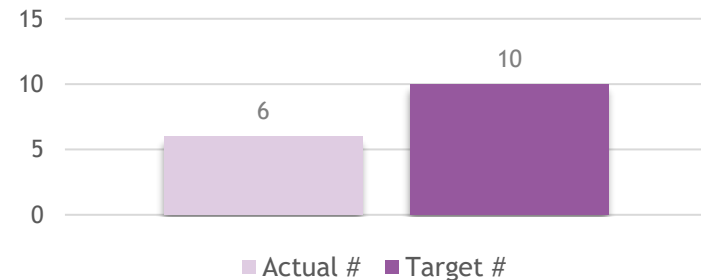
6,939 Facebook "Likes", YTD



6,150

TWITTER FOLLOWERS

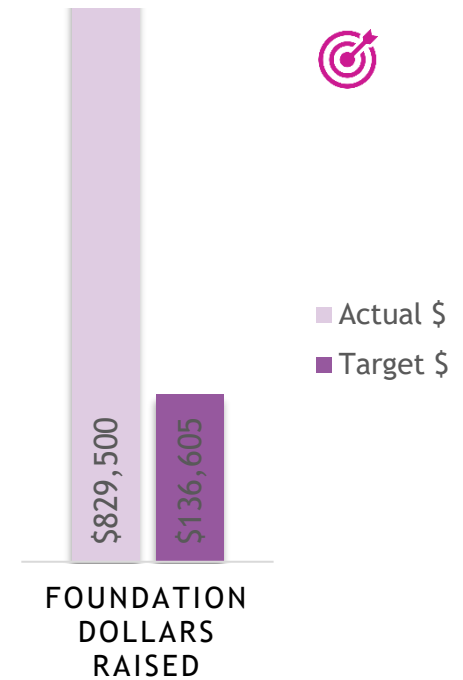
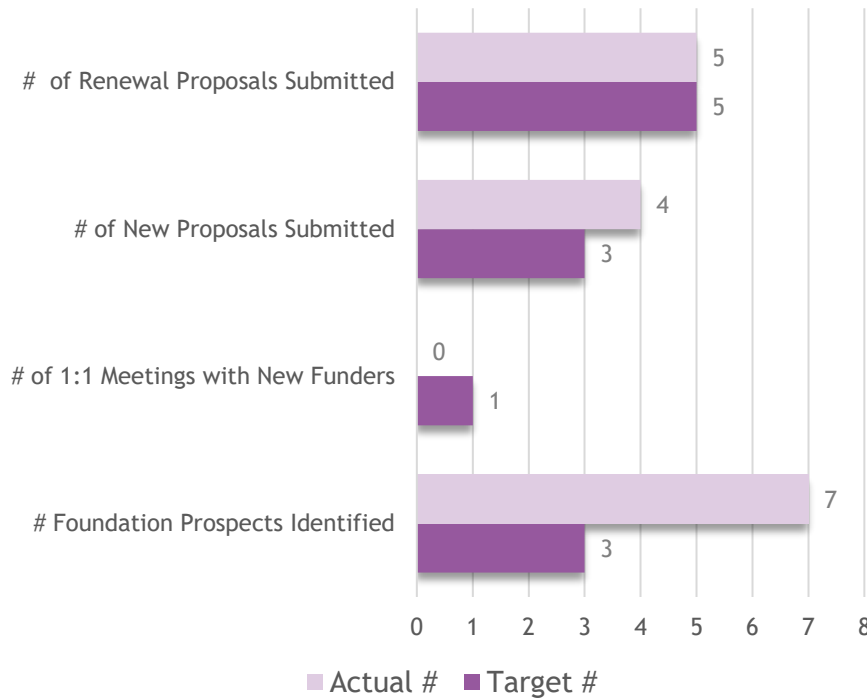
Number of Media Placements





Development

FUNDER RELATIONSHIPS AND PROPOSALS



The Grants Team has already raised \$965,600 since July 1 from Corporations and Foundations!

There has been \$3,886,500 pledged to the Legacy Campaign since its start!



Administrative: Finance

Balance Sheet Financial Metrics

Liquidity Ratio	14.1	
Operations Reserve	\$5,029,063	
Assets, %		
Bank Accounts	60%	
Accounts Receivable	12%	
Other Current Assets	0%	
Fixed Assets	27%	
Liabilities, %		
Accounts Payable	11%	
Other Current Liabilities	89%	

Year over Year

94%

REVENUE GROWTH

5%

EXPENSE GROWTH





Administrative: Human Resources

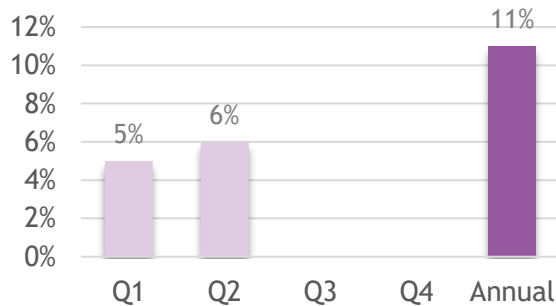
10.6%
Annual Employee Turnover Rate

98%
Annual Employee Retention Rate

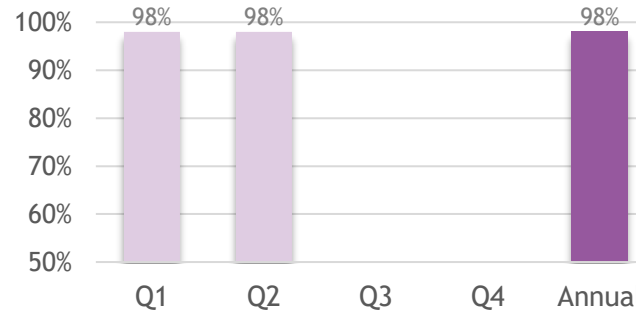


98
AVERAGE DAYS TO HIRE

Turnover Rate, by Quarter and Annually



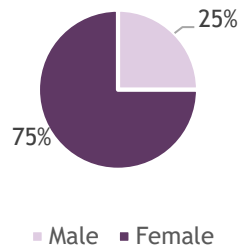
Retention Rate, by Quarter and Annually



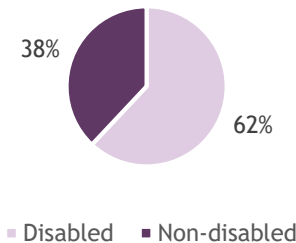
68%
ELIGIBLE EMPLOYEES PARTICIPATE IN ACCESS LIVING'S 403(B) PLAN

Employee Diversity, Equity, and Inclusion

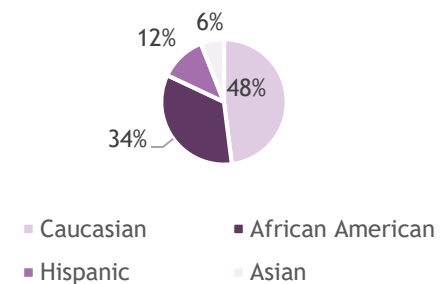
Gender



Disability



Race





Administrative: Building Management



100%

Work Orders Addressed within 24 Hours

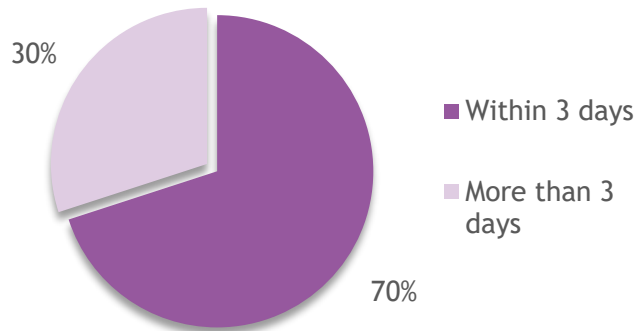
9

Average #of Days to Resolution of Work Orders

One of the country's first buildings to fully integrate
Universal + Green Design
 as a model of accessibility and sustainability

ACCESS LIVING'S HEADQUARTERS
 ANNUAL BUILDING QUALITY ASSESSMENT

Resolution of Maintenance Issues



The environment can safely and comfortably accommodate the various activities offered and staffing needs.	✓
The environment provides adequate and convenient storage space for equipment, materials, and personal possessions of staff and visitors.	✓
The building adheres to the Americans with Disabilities Act (ADA) standards for accessibility.	✓
Air quality is maximized by incorporating high amount of outside air throughout HVAC system.	✓
The building is free of violations.	✓
Furniture is in good condition.	✓
Carpet is in good condition.	✓
Emergency generator has been tested.	✓



FORGING
**AN ACCESSIBLE
AND EQUITABLE FUTURE**
FOR ALL

The Access Living 2020–2023 Strategic Plan



An Introduction to the Access Living Three-Year Strategic Plan

Since its inception, Access Living has worked tirelessly to protect and promote the civil rights of all people with disabilities. Our service and support work complements a rigorous policy agenda, leaving us uniquely positioned to recognize the things that impact disabled people's lives.

The challenges people with disabilities face are not new, but they are made more urgent by recent threats that favor shrinking services to vulnerable, marginalized, and under-resourced communities in a changing political and technological landscape that weakens the social safety net. Issues that impact our independence, access to healthcare and transportation are in the news almost every day, and fundamental rights are at risk of being whittled away.

In the next three years, Access Living aims to build upon the hard-fought victories of the past to push forward and find new ways to engage on the issues most relevant to people with disabilities.

Our strategic plan focuses both inside and outside our organization to ensure that we:

- Build-up new thinkers to lead Access Living into its next phase of service and advocacy.
- Anticipate and get out in front of systemic changes and advancements that impact people with disabilities.
- Center the needs of needs of multiply marginalized people with disabilities through engaging cross-disability, diverse groups and people to evolve our work.



Summary of Key Priorities

Organizational Stability

Focus on the organization’s leadership, financial stability, visibility and culture to solidify Access Living’s organizational excellence into the future.

Systems Accountability

Further government, nonprofit, and corporate institutional accountability for providing equity and access for people with disabilities, centering equity for marginalized people including the recognition and enforcement of rights, opportunities, and services. We will emphasize advancing economic justice, addressing healthcare inequities and emerging needs, the digital divide and the expansion of the very programs on which people with disabilities depend.

Intersectional Justice

Apply an intersectional lens to ourselves and all the work we do to ensure equitable access to resources and opportunities for all. People with disabilities are a significant part of every other identity group including age, race, sexual orientation, gender identity, class, religion and ethnicity. Access Living is committed to all members of our community, to centering multiply marginalized people, and that our work continually strives to ensure full inclusion of all types of disabilities.

Vision

Access Living envisions a world free from barriers and discrimination where disability is respected as a natural part of the human experience and people with disabilities are included and valued.

Mission

Access Living ignites the power and pride of people with disabilities, provides critical services, and breaks down systemic barriers to create a more inclusive, and therefore much stronger, society.



Values

Nothing About Us Without Us

This world-wide rallying cry is the foundation of everything we believe, and we urge others to do the same. It drives our social impact.

Cross-Disability and Intersectional Perspective

Access Living is a cross-disability organization governed and staffed by a majority of people with disabilities whose decisions are made by people with disabilities. People with disabilities are a significant part of every other identity group including age, race, sexual orientation, gender identity, class, religion and ethnicity. Access Living is committed to all members of our community, to the knowledge that intersectional identities matter, and that our work continually strives to be fully inclusive of all types of disabilities.

Equity, Inclusion and Justice

We believe in our collective journey toward a healing and transformative justice. In order to advance this journey, we seek a diversity of voices and identities, equitable access to resources and opportunities, and full inclusion of people with disabilities in all aspects of society and life.

Bold Leadership

We believe that social change requires taking strategic risks, being out front where necessary, engaging in dialogue, and being willing to take a dissenting view. We participate in difficult conversations, cultivate our own leadership within, and pursue authentic partnerships to advance our cause.

Disability Power

We believe that people with disabilities are the best advocates for the disability movement. In keeping with this philosophy, we partner with people with disabilities to advocate for themselves, and to become agents of change and leaders of collective action. We believe that people should have the freedom to exercise their own power, have informed choice, and have the dignity of risk.

Allyship

We recognize the essential role of non-disabled allies in our work, who use their power and privilege to advance disability justice. It is only through our interconnectedness that lasting change occurs.



Strategic Priorities: Systemic Accountability, Organizational Sustainability, and Intersectional Justice

STRATEGIC PRIORITY: SYSTEMS ACCOUNTABILITY

Definition: Hold government, nonprofit, and corporate institutions accountable for providing equity and access for PWD, including the recognition and enforcement of rights, opportunities, and services for PWD.

SYSTEMS ACCOUNTABILITY

Three-Year Goals

Healthcare/Home and Community Based Services and Supports

Strategic Plan Goals:

- Focused effort toward greater equity and access of mental and physical healthcare for disabled Chicagoans including people of color, LGBTQIA and immigrants (this goal will likely have direct service, policy, community organizing and legal components).
- Expand opportunities for home and community based services and ensure further rebalancing of Illinois long term care spending. This goal will likely have direct service, policy, community organizing and legal components).
- Ensure major Chicago healthcare initiatives address the needs of individuals with disabilities (West Side United, Chicago Healthy 2025 plan)
- Develop initiative focused on newly disabled people (COVID 19, gun violence, etc.)

SYSTEMS ACCOUNTABILITY

Three-Year Goals

Economic Justice and Opportunity

Strategic Plan Goals:

- Lead advocacy initiatives to reduce barriers disabled people face in wealth building (i.e. increased SSI, removing asset limits, sub minimum wage etc.).
- Expand direct services that help disabled people achieve or maintain financial stability (i.e expansion of financial literacy that can include the establishment of Individual Development Accounts, creating a position to help people navigate benefits, etc.).
- Assess internal initiatives that can support our own staff to achieve financial security.
- Research (in partnership with a university) how tech access impacts disabled people’s health and wealth. Design initiative to address the digital divide including affordability of devices, connectivity, digital literacy and accessibility.



(Note: I think the study can be a policy call to action and inform how we enhance direct services)

STRATEGIC PRIORITY: ORGANIZATIONAL SUSTAINABILITY

Definition: *Create and sustain the organization’s leadership, finances, structure, processes, and culture to maintain Access Living’s organizational excellence into the future.*

ORGANIZATIONAL SUSTAINABILITY

Three-Year Goals and Measurables

Leaderful Organization

- Strategic Plan Goal: Continue to build a team of recognized leaders who will have the skills and strengths to lead Access Living and the disability rights movement into the future.
- Measurables:
 - Create and implement an intentional organization-wide leadership development plan, which is updated and evaluated annually, with internal and external growth ladders, skill-gap analysis, and external relationship building goals, that brings the current succession plan to life.

Financial Sustainability

- Strategic Plan Goal: Build and execute a long-term financial sustainability plan, including individual giving, endowment, and diversification.
- Measurables:
 - Launch and complete Marca Legacy Campaign.
 - Develop earned income lines to break even.
 - Examine organizational efficiencies to create surplus annually.



ORGANIZATIONAL SUSTAINABILITY
Three-Year Goals and Measurables

Visibility

- *Strategic Plan Goals:* Access Living creates impact for our community members through elevating our public profile and relevance to local, state, and federal policy makers, the local and national philanthropic community, a broad base of potential donors, Access Living consumers, and stakeholder organizations outside of the disability rights space.
- Measurables:
 - Access Living staff serve on at least five policy/advisory bodies of the Mayor and Governor’s administrations.
 - Access Living builds working relationships with three new national funders.
 - Completely establish and standardize the Access Living brand and authority on disability policy issues and develop communications accessibility.



STRATEGIC PRIORITY: INTERSECTIONAL JUSTICE

Definition: Apply an intersectional lens to ourselves and all the work we do in order to recognize and address how those intersections affect systems, power, and experiences.

INTERSECTIONAL JUSTICE

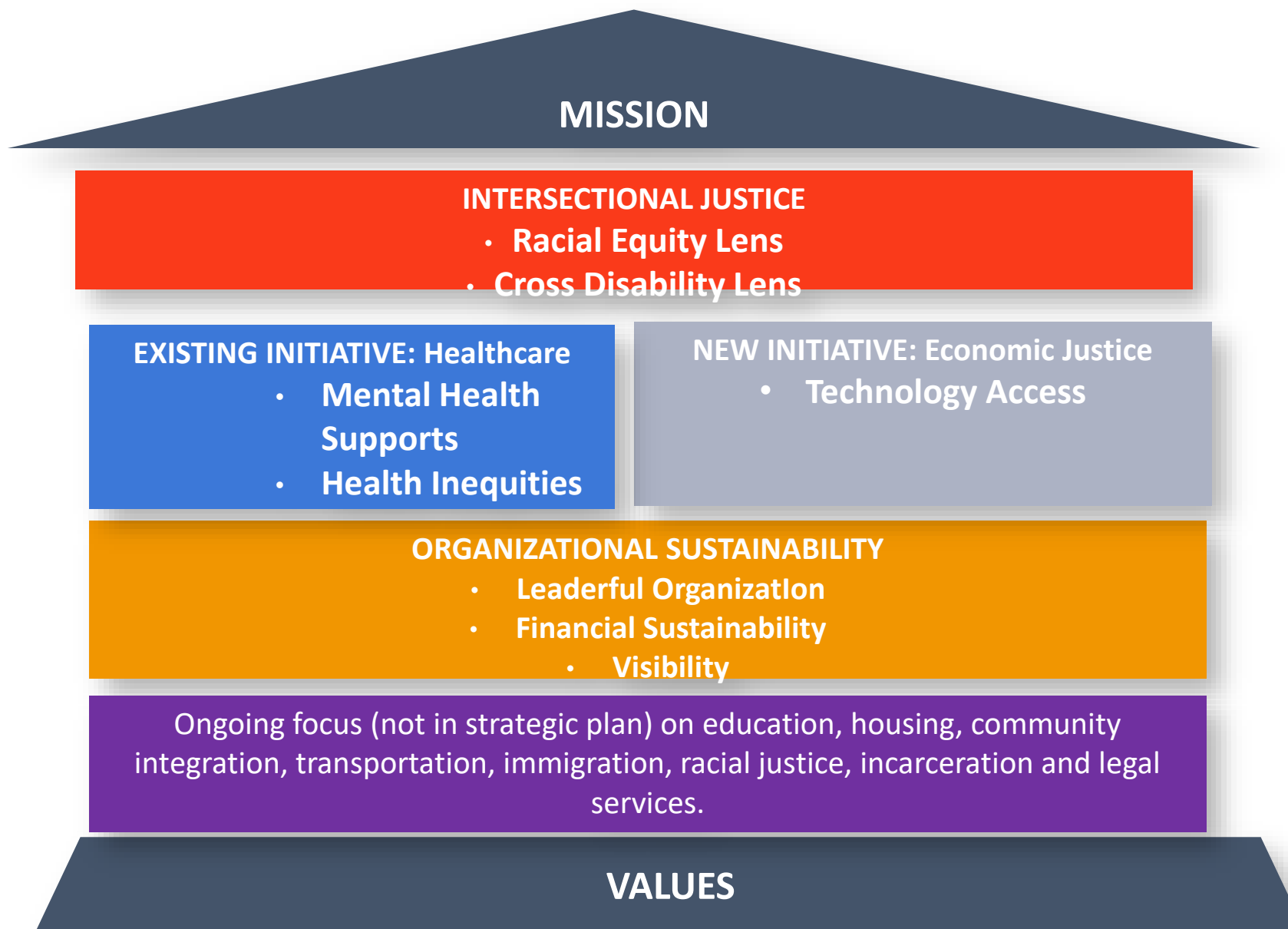
Three-Year Goals and Measurables

Racial Equity Lens

- **Three-Year Goal:** Access Living is recognized as a leader in racial equity in the disability rights movement and beyond, through intentional work to shift our organizational culture, internal and external policies, and resource allocation.
- Measurables:
 - Create and execute a board and staff racial equity framework that will guide strategy and operational decisions and has measurable outcomes.
 - Create and execute a racial equity framework to determine advocacy and program priorities with positive impact on identified racial communities.

Cross-Disability Lens

- **Three-Year Goal:** Access Living is recognized as a leader in cross-disability work by creating and applying a cross-disability framework that recognizes and includes all major disability types in our organizational culture, services, and advocacy, to the benefit of the widest possible range of individuals with disabilities.
- Measurables:
 - Create and execute a cross-disabilities framework that results in increased representation of underrepresented disabilities in decision-making positions within Access Living, and increased inclusion of services, skills, and satisfaction of individuals with underrepresented disabilities.



MEMORANDUM

TO: Access Living Board Members
FROM: Amber Smock, Director of Advocacy
RE: Systems Advocacy Snapshot
DATE: January 21, 2021

With the inauguration of a new President, Vice President, Congress, and State Legislature (including a new House Speaker), Access Living is very busy tracking new priorities and teams relevant to our federal and state advocacy. Building off a base of strong advocacy during the presidential transition, and careful monitoring during the Illinois legislative lame duck session, Access Living and our partners are in a very strong position to help rebuild weakened civil rights and disability services. This memo is a snapshot of highlights of the current situation.

We would like to especially highlight that with President Biden, we have a national leader who has been explicit about his own disability experience with stuttering, and is an active mentor for others who also stutter. Naturally, we are also thrilled to witness Kamala Harris as the first Vice President who is both a woman and a person of color, and with whom many disability advocates had a positive experience during her time as a U.S. Senator.

Notable Federal Disability Political Appointments to Date:

- Andres J. Gallegos, Chair, National Council on Disability (Access Living board member!)
- Alison Barkoff, Principal Deputy Administrator/Acting Administrator, Administration on Community Living
- Reyman McCoy McDeid, Commissioner of the Administration on Disabilities and the Director of the Independent Living Administration (oversees all CILs receiving federal funding)
- Kings Floyd, White House Presidential Personnel Office
- Samuel R. Bagenstos, General Counsel, Office of Management and Budget

Biden Administration Disability Vision

Disability advocates across the country pitched in to assist the Biden team with a strong and comprehensive disability policy vision. That plan can still be viewed at <https://joebiden.com/disabilities/>. The above appointees are a critical part of that vision. The Biden policy direction is currently very aligned with Access Living's priorities, including addressing racial disparities impacting people with disabilities, increasing opportunities for community living, advancing employment, improving transportation, and much more. We are watching closely to see if a disability policy advisor will be named at the White House level, but the disability appointees so far are a very strong cross-agency team.

In particular, Access Living is well positioned for national leadership in advancing opportunities in housing and transportation. We also are looking to support national efforts to advance

community living, supports for immigrants with disabilities, and more. We will also continue to support efforts to pass more Covid-19 relief.

Illinois Lame Duck Session

The centerpiece of lame duck session was the Illinois Legislative Black Caucus' (ILBC) presentation of a bill package focused on four pillars: criminal justice reform, violence reduction and police accountability; education and workforce development; economic access, equity and opportunity; and healthcare and human services. The ILBC was able to pass all their bills except the healthcare and human services bill. The three bills that passed are expected to be signed by the Governor. We expect to see further work on the last item during spring session.

Highlights of the criminal justice bill:¹

- Abolishes Illinois' cash bail system.
- Institutes pre-trial fairness where pre-trial detention is imposed only when determined that a defendant poses a specific, real and present threat. Also, all persons charged with an offense are eligible for pre-trial release, with some exceptions.
- Eliminates driver's license suspensions due to non-payment of outstanding fines.
- Mandates that all law enforcement officers must wear body cameras.
- Places limitations on law enforcement agency participation in the U.S. Department of Defense's 1033 program that has led to the militarization of police.
- Mandates training for law enforcement officers on use of force, crisis intervention and de-escalation, implicit bias and sensitivity to racial/ethnic minority communities.

Highlights of the education and workforce development bill:

- Provides access to early intervention services.
- Creates two-year lab science and foreign language — **or sign language** — high school graduation requirement (beginning 2024-2025 school year).
- Creates math and English placement requirements at the state's community colleges.
- Creates initiatives to address the teacher shortage and increase educator diversity.
- Automatically enrolls eligible high school students in advanced courses like dual credit and Advanced Placement.
- Considers goals to address the digital divide and impact of school closures on students.
- Creates a requirement for districts to provide computer literacy programs.

Highlights of the four bills comprising the package for economic access, equity and opportunity:

- Caps the annual percentage rate payday loan and car title loan lenders can place on unpaid balances at 36% instead of the astounding current rates, some as high as 400%.

¹ The bullet points are from the excellent summary on the 2021 lame duck written by the AIDS Foundation of Chicago at <https://www.aidschicago.org/page/news/all-news/illinois-lame-duck-legislative-session-wrap-up-2021>.

- Creates a state commission to study reparations for the descendants of African American slaves.
- Prevents employers and landlords from discriminating against people with criminal records.
- Expands access to state contracts for businesses owned by people of color, women and people with disabilities.
- Includes additional racial diversity requirements in state purchasing policies.

Access Living is looking forward to working with the ILBC on enactment of the bills that passed and further work on the one that did not. We hope to ensure that Black people with disabilities will get to benefit from these bills. Of note, we had hoped that our CESSA effort would make it into the criminal justice reform package, but we worked with the Senate sponsor to devise a new pathway in 2021 to hopefully pass both CESSA and a bill establishing a working group to help set CESSA up. We thank all the board members who have helped us with CESSA so far!

We also carefully tracked the education omnibus bill that made its way through session. The bill passed minus some harmful pieces that we were concerned could deny equal education access for students with disabilities. We also carefully tracked the effort to pass a bill reducing the use of seclusion and restraint on students with disabilities in Illinois, but this bill failed after over a year of work, which was very disappointing. Education advocates will regroup on this.

Spring Legislative Session for Illinois

We were pleased to see Representative Chris Welch named as Speaker of the House at the beginning of session, and we are evaluating the newly forming leadership teams in the House and Senate. We expect to see many disability friendly leaders named to key posts. Of disability-focused note, the new Republican minority leader in the Senate is Dan McConchie, a wheelchair user. We are also looking forward to Governor Pritzker's combined address on the budget and the State of the State on February 17.

We have several possible key legislative action items---a sample is as follows:

- Passing CESSA and the companion bill on a workgroup
- Passing a legislative accessibility bill that would also form a workgroup
- Advancing a ban on source of income discrimination on housing
- Compensatory education access for students with disabilities impacted by remote learning
- Dealing with eligibility thresholds for nursing home placement vs. community services
- Creating opportunities for funding to increase community transitions
- Reviving the advocacy on seclusion and restraint

Covid-19 Advocacy

Pressing for protections and supports for people with disabilities during the pandemic is complex and ongoing. A short list of the items we have been working on:

- Advocating for and distributing PPE
- Advocating for accessible Covid-19 testing
- Winning commitment from the state to strengthen its guidance on nondiscrimination in crisis standards of care
- Advocating for disability prioritization for vaccines. Ideally people with disabilities in the community would get the same consideration as those in congregate settings
- Advocating for quality, plain communication about Covid-19
- Advocating for an accessible vaccination process, including the appointment systems.

We ask that Board members consider summarizing any pros and cons about their experiences during Covid and sending them to our Civil Rights team through Ken Walden, kwalden@accessliving.org. We are working to identify where testing, vaccines, care, and other relevant processes have been inaccessible so we can partner with state and local government to remedy access issues. Please also be sure to check out the Access Living website for our page on Covid-19 and direct suggestions or links to Bridget at bhayman@accessliving.org. Access Living is also currently working on hosting a public town hall on the vaccine with the state and Chicago departments of public health.

CONFIDENTIAL AND PRIVILEGED: DO NOT DISTRIBUTE**MEMORANDUM**

TO: Board of Directors
FROM: Charles Petrof, Mary Rosenberg, and Ken Walden
RE: Update on City of Chicago case (Affordable Rental Housing Program), City of Chicago case (Emergency Shelters), CPS case, Historic Home/Historic Neighborhood case, UI Health case, Haymarket treatment facility case, Beckwith Program at the University of Illinois matter (NEW)
DATE: January 15, 2021

City of Chicago (Affordable Rental Housing Program) – Federal Court Case**UPDATES IN BOLD**

This case alleges the City of Chicago’s Affordable Rental Housing Program, over three decades, failed to comply with federal civil rights laws that require the program to be accessible to people with disabilities, and that this failure has contributed to the dearth of affordable and accessible housing opportunities throughout the city.

As reported previously, the parties have moved into the discovery phase of litigation, which involves the sharing of information with each side via formal written requests for information, and interviews with potential witnesses.

District Court Judge Dow referred the parties to Magistrate Judge Cole to manage the discovery process. We have regularly been before Judge Cole. On two separate occasions in August and September, Judge Cole ordered the City to produce certain documents. In each instance, the City failed to comply with Cole’s order. Accordingly, we filed a Motion to Enforce those orders, which asks Judge Cole to require the City to produce a certain number of documents by the 30th day of each month. **Judge Cole granted the Motion, which has forced the City to produce certain documents in a timely manner.**

City of Chicago (Housing Shelters) – Federal Court Case**UPDATES IN BOLD**

This case alleges the City of Chicago’s Emergency Shelter Care System is not accessible to people with mobility disabilities, in violation of Title II of the ADA.

The City filed a Motion to Dismiss our complaint. On August 25, after completing briefing on the City’s Motion, District Court Judge Feinerman took oral argument and focused his questions on the issue of standing. After oral argument, Judge Feinerman ordered discovery to begin but took the motion to dismiss under advisement. Some of Judge Feinerman’s questions suggested

he believed a plaintiff could only have standing to pursue injunctive relief if the plaintiff remained homeless during the pendency of the entire litigation. We disagree and think housing instability, with a future threat of homelessness, is sufficient. This question seems to be the primary impediment to our effort to address the lack of accessible shelter placements.

The case was recently reassigned to a new judge, Judge Valderrama, whose decision on the Motion to Dismiss we await.

Chicago Public Schools – Federal Court Case

UPDATES IN BOLD

We represent a CPS primary school student and her mother in their demand for installation of an elevator in the student’s school, which the student needs in order to make the school accessible to her.

On December 17, 2019, we completed briefing on our motion for summary judgment. Our motion argues that CPS violated the ADA in two separate ways. First, we argued the CPS school selection process discriminates against students with disabilities because only half of the schools available through that process are physically accessible, giving students with disabilities half the choices enjoyed by students without disabilities. Second, we argued CPS should be required to accommodate our client’s disability because installing an elevator at one of its schools would not fundamentally alter CPS’s activities. In furtherance of this second argument, we stressed that for a district the size of CPS, the cost of an elevator is dwarfed by its general activities, even in years of great financial hardship.

On December 17, 2019, CPS completed briefing its own motion for summary judgment. The CPS motion argued CPS’s offer to transfer our client to a different school that operates in an accessible building is all that is required for compliance with Section 504 or the ADA. CPS further argued that transfer to an accessible building has been ruled to be a sufficient remedy under the Individuals with Disabilities in Education Act (IDEA).

Several months ago, the Court issued a disappointing and surprising decision that held CPS has no obligation to accommodate the child and install an elevator. Thereafter, we filed a Motion for Reconsideration (i.e., a request that the judge reconsider his decision) that argues the Court’s decision is contrary to (a) established Seventh Circuit precedent and (b) the plain reading of the ADA.

We are waiting for Judge Dow to issue a decision on our Motion.

Historic Home/Historic Neighborhood case - Federal Court Case and State Court Case

UPDATES IN BOLD

Federal Court: In December, Access Living and the law firm Relman Colfax filed a fair housing

Confidential – Attorney Work Product – Do Not Distribute

complaint on behalf of a family that wants to modify an historic home in the historic neighborhood of Old Town to make it accessible for their 14-year-old daughter who uses a wheelchair. Namely, the family desires to create an accessible entrance, garage, and small living space in the rear of the building, install an elevator from there to upper floors, and make other accessibility improvements. Sadly, the family's effort is opposed by a group of neighbors who comprise the Old Town Triangle Association (OTTA), who claim the modifications will compromise the historical nature of the neighborhood and home, even though a number of historical preservation organizations have approved the family's plans for the home. The complaint alleges the OTTA's actions violate the Fair Housing Act, including the provision that prohibits coercion, intimidation, threats, or interference against someone who exercises his/her housing rights. The OTTA filed an Answer (i.e. a formal response to the complaint).

The case is now in the discovery phase.

State Court: You may recall we previously helped this same family win approval for its planned modifications from the Chicago Zoning Board of Appeals (ZBA). Unfortunately, the OTTA appealed the ZBA's decision to the Circuit Court (state court), and that case remains pending in that court. Access Living, as an organization, successfully intervened in the state court case to stress the fair housing implications of the case, and urged the court to uphold the ZBA's decision. The parties filed briefs in the case, and last week appeared (virtually) in court to present their respective positions. At the end of the hearing, the court affirmed/upheld the ZBA's decision. In other words, the family won and can make the long-sought improvements to make the home accessible. **This state court case is now closed.**

We continue to co-counsel the remaining case in federal court.

UI Health – Federal Court Case

UPDATES IN BOLD

On February 14, 2020, with our *pro bono* partners Andres Gallegos and Jennifer Sender of Robbins, Salomon & Patt, we sued the Board of Trustees for the University of Illinois concerning two ADA/504 violations in their UI Health system.

Our plaintiff, staff member Dr. Angel Miles, had two separate medical tests scheduled at UI Health. Because Dr. Miles uses a wheelchair, she recognized the possibility that the testing facility may not be accessible, and therefore advocated for accommodations at the outset when she started to schedule the tests. Despite her advocacy, UI Health scheduled both tests in facilities that were inaccessible to wheelchair users. Dr. Miles also discovered UI Health had no person or office with responsibility for coordinating accessible healthcare, in violation of the ADA.

UI Health answered the Complaint, and we have begun discovery.

We are scheduled for a settlement conference on February 24, 2021.

Confidential – Attorney Work Product – Do Not Distribute

Haymarket Treatment Facility in Itasca – Local Administrative Case and Possible Federal Court Case

UPDATES BOLD

We represent Haymarket in its effort to operate a treatment facility in Itasca for individuals recovering from addiction to drugs and/or alcohol. The Haymarket effort has faced stiff and vocal opposition from members of the Itasca community. Note that those in recovery are considered people with disabilities under the federal Fair Housing Act.

With our law firm partner, Daspin & Aument, we aim to get approval for the facility from the Village of Itasca, through a series of hearing zoning/planning hearings. If necessary and appropriate, we will file a proactive fair housing lawsuit against the Village if the zoning/planning hearings result in a denial of the facility.

The zoning/planning hearings began toward the end of last year. They occur on Wednesday evenings from 7:00 – 10:00 p.m. Hearing dates are currently scheduled through March 2021.

Beckwith Program at the University of Illinois – Advocacy Matter (NEW)

Through its Beckwith Residential Services and Supports program, the University of Illinois has long been a national leader in educating students whose disabilities might interfere with their ability to attend college. This fall, the University abruptly canceled this decades-old program, leaving the enrolled students without services. The enrolled students scrambled to privately hire replacements for many of the services, and with PACE CIL, the local Center for Independent Living, advocated for U of I to reopen the program. The University initially refused.

The students and their advocate at PACE CIL contacted Access Living, and as a group designed a strategy to push the University to a point where advocacy could be successful. Access Living threatened to sue for reasonable accommodations for the current students that essentially asked the University to restore many of the services that were previously part of the program. After negotiation, the University agreed to most of the student's demands, and also agreed to reinstate the program for the Spring semester.



Development Report

Access Living Board Report – January 27, 2021

RDC Chair: Jennifer Brown

RDC Vice Chair: Kristin Weaver

Director of Development: Barbara Khalouf

LEGACY CAMPAIGN:

To date, we are now at 59.79% of our \$6.5M goal - with \$3,886,500 (pledged and/or in-house)!

Karen & John continue to meet with Board Members about their own Legacy Campaign commitments. A huge THANK YOU to all Board Members who have already made your own personal and stretch commitment to this campaign – we couldn't do this without you!

VIRTUAL AUCTION

A stand-alone virtual auction is being planned for 2021 (potentially to be piloted in FY2021). More details to come.

But, we will need *your* help to secure experiences and make this a success! Please reach out to Director of Development Barbara Khalouf (BKhalouf@AccessLiving.org) with ideas or questions.

Who do you know? / What can your company donate? / Other?

Let's get creative - please follow-up with Barbara!

Here are some ideas to kickstart your creativity...

- Cooking class (one-on-one and/or group with a chef)
- Special Zoom one-on-one/small group with VIP (who do we know?!)
- Special Behind the Scenes experience
- Virtual Personal Training Session
- Selection of wines
- Zoom tasting (wine/alcohol)
- In-person trips/travel/events – *with extended deadlines*

NEXT GALA / LEAD ON LIVE!

No details have been confirmed.

Coming soon - stay tuned!



Development Report
Access Living Board Meeting – 1.27.2021

Page Two

WEEK OF GRATITUDE

Development and Communications worked together to create a successful *Week of Gratitude* social media & email campaign that took place during the Valentine's Day holiday week in 2020. This was a great opportunity to let our donors, supporters, consumers (*and even staff!*) know how much we appreciate them.

Our 2nd Annual *Week of Gratitude* is slated for March 2021. Stay tuned for more information!

PLEASE NOTE: We decided to push the timeline to avoid taking away from the importance of Black History Month.

BOARD GIVING REMINDER

Question: Have you made your FY2020-2021 Board gift yet?
A big thank you to everyone who has!

- 100% board participation is crucial. Board members, as the legal stewards of the organization, lead by example. The impact of board member's participation goes well beyond the individual donations themselves.
- ***Did you know?*** Many foundations only contribute to organizations where every board member is a contributor.

HAPPY NEW YEAR!

Access Living

November 2020 Financials-Variance Analysis

<u>Revenue</u>	<u>Variance</u>	
Government - Grants	(160,317)	Relocation Grants
Corporations/Foundations	434,978	
Legacy/Individuals/Direct Mail/General Online	1,064,337	
Other	32,596	
Total Revenue	<u>1,371,594</u>	
 <u>Expenses</u>		
Salaries/Benefits/Insurance/Other Benefits/403B Match	262,173	Open Positions - Relocation Program
Travel/Food	39,097	Covid - 19
Depreciation/Building Expenses/Amortization	(21,398)	
Special/Group Events/Direct Mail	68,284	
Special Programs	36,845	
All Other Expenses	44,995	Numerous other small items
Total Expenses	<u>429,996</u>	
Excess or (Deficiency)	1,801,590	
 EXCESS or (DEFICIENCY)	 <u>1,801,590</u>	

Access Living
Income Statement - YTD November 2020
Board Summary

	YTD Actual	YTD Budget	Actual - Budget Variance
	November 2020	November 2020	November 2020
Revenue			
1 Government- Grants	1,330,513	1,490,830	(160,317)
2 Contracts/Service Fees	27,272	38,702	(11,430)
3 United Way	23,775	0	23,775
4 Corporations/Foundations	908,500	473,522	434,978
5 Benefit- Individuals/Corp/Fdn/Org	277,289	277,289	0
6 Major Gifts/Individual Advocates	10,000	20,833	(10,833)
7 Legacy/Individuals/Direct Mail/General Online	2,585,171	1,520,833	1,064,337
8 Second Fundraiser/Planned Giving	0	4,167	(4,167)
9 Endowment	346,527	346,527	0
10 Honor and Memorial Gift	0	0	0
11 Restricted Operating Fund	482,964	482,964	0
12 Other	134,483	99,232	35,251
TOTAL REVENUE	6,126,494	4,754,901	1,371,594
Expenses			
1 Salaries/Benefits/Insurance/Other Benefits/403B Match	2,093,933	2,356,106	262,173
2 Utilities/Telephone	57,331	65,188	7,856
3 Insurance - General Liability	25,227	18,583	(6,644)
4 Office Supplies/Printing & Forms	13,010	23,603	10,593
5 Travel/Food	1,565	40,662	39,097
6 Cleaning & Maintenance/Equipment/Maint. Agreement/Software	83,201	86,417	3,216
7 Depreciation/Bldg. Expenses/Amortization	189,873	168,475	(21,398)
8 Management Consultants	122,837	122,837	0
9 Special/Group Events/Direct Mail	22,047	90,331	68,284
10 Specific Program Expense	4,143	40,988	36,845
11 Other	174,030	204,004	29,974
TOTAL EXPENSES	2,787,197	3,217,194	429,996
EXCESS or (DEFICIENCY)	3,339,297	1,537,707	1,801,590
1 Major Gifts Utilized from Prior Years	0	0	
2 Polk Foundation (FY20&FY21)	60,000	60,000	
3 Crown Family Philanthropies	75,000	75,000	
4 MacArthur Foundation (FY20&FY21)	175,000	175,000	
5 Building Depreciation	157,225	157,225	
6 Legacy Campaign Endowment Funds	(2,580,000)	(1,500,000)	
7 Ford Foundation (2yr grant, FY21&FY22)	(300,000)	0	
8 Ford Foundation (2yr grant, FY21&FY22)	(50,000)	0	
9 Endowment Draw	0	0	
REVISED EXCESS or (DEFICIENCY)	876,524	504,933	

Access Living
Actual Cash Flow
YTD November 2020

	YTD November	
	FY21	
	<hr/>	
Cash Flow From Operating Activities:		
Net Income (Loss)	\$	3,339,297
Decrease in Receivables	\$	222,863
Decrease in Liabilities	\$	(88,066)
Increase in Prepaid Expenses	\$	(104,005)
Noncash Items:		
Depreciation	\$	189,873
Cash Flow from Nonoperating Activities:		
Capital Expenditures	\$	(3,866)
Endowment/reserve fund Activity	\$	(842,351)
Net Cash Change	<hr/> \$	<hr/> 2,713,745
Beginning Cash	\$	3,325,246
Ending Cash Balance	<hr/> \$	<hr/> <hr/> 6,038,991

Access Living
Balance Sheet
11/30/20

Assets

	<u>11/30/20</u>	<u>06/30/20</u>
1 Cash & Equivalents - Unrestricted	6,038,990	3,325,246
2 Cash & Equiv.- Restricted Operations	-	-
3 Cash & Equivalents - Restricted Passthru	30,125	37,262
4 Cash & Equivalents - Restricted Fiscal Agent	11,057	11,060
5 Cash & Equiv.- Blg. Maintenance Fund	-	-
6 Cash & Equiv.- Emerg. Operation Reserve Fund	-	-
7 Cash & Equiv.- Endowment Fund	-	-
8 Cash & Equiv. - DNR-DSG Endowment	851,343	772,155
9 Cash & Equiv. - AL BD Res Ops RFD-P	5,029,063	4,546,099
10 Cash & Equiv. - AL Board Designated Endowment	2,766,958	2,479,620
11 Revenue and Other Receivables	3,183,608	3,406,721
12 Allowance for Uncollectible Receivables/Pledge Discount	(128,382)	(128,632)
13 Prepaid Expenses	118,357	14,351
Total Current Assets	17,901,119	14,463,881

PP&E

1 Land		251,353		251,353
2 Art		59,461		59,461
3 Building/Blg. Improvement	11,596,699		11,592,833	
4 <i>Accum Depr- Building/Blg. Improvement</i>	(5,303,698)	6,293,001	(5,132,912)	6,459,921
5 Fixed Assets- Equipment	266,053		266,053	
6 <i>Accum Depr- F.A. Equipment</i>	(206,244)	59,810	(191,615)	74,438
7 Building Furniture and Equip.	947,300		947,300	
8 <i>Accum Depr- Furniture and Equipment</i>	(914,763)	32,537	(912,239)	35,061
9 <i>Fixed Assets- Vehicle</i>	32,500		32,500	
10 <i>Accum Depr- Vehicle</i>	(16,637)	15,863	(14,702)	17,798
11 Fixed Assets- Ombudsman	12,544		12,544	
12 <i>Accum Depr- Ombudsman</i>	(12,544)	-	(12,544)	-
Total Fixed Assets		6,712,025		6,898,032

Security Deposits

-	-
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Total Assets

24,613,144	21,361,913
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Liabilities & Fund Balance

1 Accounts Payable	144,693	96,086
2 Other Accrued Expenses	1,123,070	1,259,741
3 Pass Thru Liability	1,677	1,680
Total Current Liabilities	1,269,440	1,357,506

Total Fund Balance

23,343,704	20,004,407
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Total Liabilities & Fund Balance

24,613,144	21,361,913
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Investment Analysis

As of 12/31/20

	<u>Balance as of 6/30/20</u>	<u>Balance as of 12/31/20</u>	<u>Gain/ (Loss) during Year</u>	<u>% Gain/(Loss)</u>
Board Restricted Operations Reserve Fund	\$4,546,099	\$5,182,755	\$636,656	14.00%
Board Designated Endowment Fund	\$2,479,620	\$2,851,105	\$371,486	14.98%
Donor Designated Endowment Fund	<u>\$772,155</u>	<u>\$877,132</u>	<u>\$104,977</u>	13.60%
Total	<u><u>\$7,797,873</u></u>	<u><u>\$8,910,992</u></u>	<u><u>\$1,113,119</u></u>	14.27%



Pledge Information Form for Accounting Purposes

This form is required for any pledge made to Access Living for \$25,000 or more.

Donor Name:			
Donor Contact Information:			
Date of Pledge:			
Pledge Amount:			
Does this pledge have any conditions?	YES	NO	
If yes, please specify the conditions:			
Is there a written agreement for this pledge?	YES	NO	
If yes, please include a copy of the agreement with the Pledge Form.			

Signatures:

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Director of Development

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Director of Finance and Administration

Access Living FY21 Midyear Budget

DESCRIPTIONS	FY21 Budget	Midyear Adjustments	FY21 Midyear Budget	FY20 Midyear Budget
REVENUES:				
Government				
Local:				
1 Youth Mentoring	34,500	34,500	69,000	69,000
2 MOPD	290,000	-	290,000	290,000
3 CDBG-Housing & Other	31,140	-	31,140	31,140
State:				
1 DHS CIL GRANT	729,478	56,391	785,869	729,478
2 DORS HOME SERV./PA	350,000	-	350,000	350,000
3 DON TESTING FY16,17,18,19	13,440	-	13,440	13,440
4 HOUSING RELOCATION	1,656,602	(399,000)	1,257,602	400,020
5 DI/STEPPING STONES	-	-	-	-
6 BACKUP PA PROGRAM	-	28,350	28,350	-
7 FAST TRACK	280,000	(96,000)	184,000	280,000
Total State	3,029,520	(410,259)	2,619,261	1,772,938
Total Local & State Revenue	3,385,160	(375,759)	3,009,401	2,163,078
Federal:				
1 ACL	251,285	-	251,285	251,285
2 ACL-EZ	21,161	-	21,161	21,161
3 ACL (CARES Act)	164,659	-	164,659	-
4 ACL-EZ (CARES Act)	13,866	-	13,866	-
5 HUD FHIP	300,000	-	300,000	250,000
6 HUD-HSG COUNSELING	33,998	(7,367)	26,631	33,998
Total Federal Revenues	784,969	(7,367)	777,602	556,444
GRANTS TOTALS	4,170,129	(383,126)	3,787,003	2,719,522
Contracts:				
1 Misc Contracts	20,886	-	20,886	60,886
2 Shirley Ryan	25,000	-	25,000	25,000
3 Lawyers' Committee for Better Housing	12,000	-	12,000	12,000
4 Training Fees	20,000	-	20,000	20,000
5 Legal Fees	40,000	172,500	212,500	40,000
CONTRACTS TOTALS	117,886	172,500	290,386	157,886
GRANTS, CONTRACTS TOTAL	4,288,015	(210,626)	4,077,389	2,877,408
Contributions:				
1 UNITED WAY	-	-	-	88,000
2 FOUNDATIONS/CORP.	546,420	700,000	1,246,420	1,098,750
3 UNRESTRICTED INDIVIDUAL	35,000	-	35,000	35,000
4 ADVOCATES	50,000	-	50,000	50,000
5 ANNUAL GALA	700,000	(387,710)	312,290	750,000
6 PLANNED/MONTHLY GIVING	-	-	-	43,000
7 MEMORIAL GIFTS	-	-	-	200,000
8 MAJOR GIFTS CAMPAIGN	100,000	225,000	325,000	700,000
9 LEGACY CAMPAIGN	1,500,000	2,050,000	3,550,000	531,000
10 ART FUNDING	10,000	-	10,000	10,000
11 COVID-19 FUNDING	-	31,882	31,882	-
12 DIRECT MAIL	15,000	-	15,000	15,000
13 2nd CHARITY EVENT	10,000	(10,000)	-	10,000
CONTRIBUTION TOTALS	2,966,420	2,609,172	5,575,592	3,530,750
Other Income:				
1 LOAN FORGIVEN	823,000	-	823,000	-
2 INT/DIV/OTHER	-	-	-	25,000
3 RENTAL INCOME	-	-	-	7,000
4 VENDING INCOME	3,500	-	3,500	3,500

Access Living FY21 Midyear Budget

DESCRIPTIONS	FY21 Budget	Midyear Adjustments	FY21 Midyear Budget	FY20 Midyear Budget
5 PARKING INCOME	5,000	-	5,000	5,000
6 DONOR DESIGNATED ENDOWMENT	-	-	-	-
7 BOARD DESIGNATED ENDOWMENT	-	-	-	-
8 CCT ENDOWMENT	24,860	-	24,860	24,860
OTHER INCOME TOTALS	856,360	-	856,360	65,360
TOTAL BUDGET REVENUES	8,110,795	2,398,546	10,509,341	6,473,518
EXPENSES:				
PERSONNEL				
1 SALARIES	4,271,108	(101,464)	4,169,644	3,572,843
2 FRINGE BENEFITS	1,302,999	(75,133)	1,227,866	1,147,165
2 YEAR-END BONUS	-	150,000	150,000	150,000
TOTAL PERSONNEL	5,574,107	(26,597)	5,547,510	4,870,008
OPERATING EXPENSES:				
1 RENT				
2 RENTAL/OPERATING COSTS				
3 PARKING LOT COSTS				
4 UTILITIES	95,000	-	95,000	95,000
5 TELEPHONE	61,450	-	61,450	59,050
6 INSURANCE	35,000	-	35,000	35,000
7 OFFICE SUPPLIES	55,548	(25,000)	30,548	59,148
8 AUDIT	50,000	-	50,000	40,000
9 BANK CHARGES	15,000	-	15,000	15,000
10 PAYROLL PROCESSING	25,000	-	25,000	25,000
11 POSTAGE	8,000	-	8,000	8,000
12 CLEANING/MAINTENANCE	55,000	(30,000)	25,000	55,000
13 SERVICE AGREEMENTS	90,000	-	90,000	90,000
14 SOFTWARE LICENSE EXP.	62,400	-	62,400	63,800
15 DEPRECIATION	27,000	41,000	68,000	27,000
16 INTERNET LINE SERVICE	15,000	-	15,000	15,000
17 DELIVERY/STORAGE	10,000	-	10,000	11,740
18 SECURITY	20,000	-	20,000	20,000
19 COMPUTER CONSULT/MAINT	21,000	-	21,000	21,000
TOTAL ALLOCATED EXPENSES	645,398	(14,000)	631,398	639,738
1 PASS THRU	17,000	-	17,000	17,000
2 CLIENT TRANSPORTATION	16,050	-	16,050	20,050
3 EMPLOYEE BUSINESS				
A. Local Travel	39,000	(15,000)	24,000	26,915
B. Out-of-Town Travel	37,650	(32,000)	5,650	51,000
C. Food	20,940	(16,000)	4,940	26,040
4 SUBSCRIPTIONS	33,431	-	33,431	34,481
5 MEMBERSHIPS	20,580	-	20,580	20,430
6 DONATIONS	3,000	-	3,000	5,150
7 SPECIAL EVENTS	190,000	-	190,000	140,000
8 Fundraising Events	2,000	-	2,000	2,000
9 GROUP EVENTS	16,800	-	16,800	18,100
10 CONFERENCE/SEMINARS	45,850	-	45,850	49,550
11 LEGAL	23,250	-	23,250	22,450
12 MANAGEMENT CONSULTANTS	177,000	18,500	195,500	291,500
13 INTERPRETIVE SERVICES	54,863	-	54,863	52,363
14 STIPENDS	64,960	(50,000)	14,960	97,757
15 PA SERVICES	12,886	(8,000)	4,886	16,686
16 FORMS & PRINTING/Direct Mail/PHOTO	7,840	-	7,840	4,600
17 ART EXPENSES	9,000	-	9,000	9,000
18 ANNUAL REPORT/BROCHURES/PR ADS	22,500	-	22,500	20,500

Access Living FY21 Midyear Budget

DESCRIPTIONS	FY21 Budget	Midyear Adjustments	FY21 Midyear Budget	FY20 Midyear Budget
19 VENDING EXPENSE	5,500	-	5,500	5,500
20 BOARD EXPENSES	3,000	-	3,000	3,000
21 EMPLOYMENT EXPENSES	9,000	-	9,000	9,000
22 COVID-19 GRANTS	-	61,247	61,247	-
23 SPECIFIC PROGRAM	81,370	(15,000)	66,370	31,370
24 ADVOCACY PROGRAM EXP.(LOBBYIST)	12,000	11,000	23,000	43,724
TOTAL DISCRETIONARY EXPENSES	925,470	(45,253)	880,217	1,018,166
TOTAL EXPENSES	7,144,975	(85,850)	7,059,125	6,527,912
EXCESS (-DEFICIENCY) OF REVENUES OVER EXPENSES	965,820	2,484,396	3,450,216	(54,394)
Revenue Timing Items:				
1 Major Gifts Utilized from Prior Years	79,180	-	-	726,205
2 Polk Fdtn (2 yr grant, FY20 & FY21)	60,000	-	60,000	(60,000)
3 Mayer Grant(FY17,18,19)	-	-	-	-
4 Crown Family Philanthropies (2 years)	75,000	-	75,000	(75,000)
5 D & R Fund (5 years)	-	-	-	-
6 Legacy Campaign	(1,500,000)	(2,000,000)	(3,550,000)	(531,000)
7 MacArthur Foundation (2 yr grant, FY20 & FY21)	175,000	-	175,000	(175,000)
8 Ford Foundation (2 yr grant, FY21 & FY22)	-	(300,000)	(300,000)	-
9 Ford Foundation (2 yr grant, FY21 & FY22)	-	(50,000)	(50,000)	-
10 Lucy Ascoli (3 yr grant, FY20, FY21 & FY22)	-	(150,000)	(150,000)	-
11 Endowment Draw	145,000	-	329,149	169,189
12 Gala-Paddle Raise/Other	-	-	-	-
Net Operating Excess (Deficiency)	(0)	(15,604)	39,365	-

Access Living

Memorandum

To: Access Living Board of Directors

From: Tuyet Le and Candace Coleman, Co Chairs of the Board/Staff Race Equity Committee

CC: Karen Tamley, President and CEO Access Living

In April of 2020, Access Living convened a board/staff race equity committee envisioned in our strategic plan. The committee's purpose was to recommend a racial equity plan for Access Living that would be both internal and external in focus.

In order to determine the necessary plan elements, the committee together with senior leadership, decided to hire a consultant, [Reesheda Graham Washington](#), to conduct voluntary focus groups with staff and a small group of consumers to better understand the first-hand thoughts and experiences of people of color at Access Living. This was the first step in helping to direct Access Living's future work.

At the conclusion of the focus groups, Reesheda produced a discovery report, which outlines the strengths, challenges and recommended next steps. The board/staff committee agreed the recommendations outlined in Reesheda's report should be put forth for board approval.

In sum, the committee recommends Access Living's establish a board/staff/community member equity team (7-10 members) to develop and help execute a race equity strategic plan that includes:

- Board development (assess cultural agility, training, bylaws review)

- Leadership development (assess cultural agility, training, implement equitable decision-making protocol)
- Staff development (training, synergy with leadership development work)
- Operations and policy audit (review all policies, procedures and processes through a race equity lens)
- Programming (race equity effort that includes consumers/community members)

We plan further discussion of these issues and the recommendations at a subsequent board meeting.