



Commissioner Meeting Agenda

Meeting Information	
Date: May 1, 2019	Location: 5053 W. Chicago
Time: 10AM	Called By: Service Provider

Agenda Items
1. Call To Order
2. Review Approve Past Meeting Minutes
3. Commissioner Items Needing Resolution with City of Chicago
4. 2018 Activity and Financial Report
5. Review 2019 Workplan and Budget
6. Review 2019 Proposed Q2 & Q3 Expenditures
7. Identify Recruits for Commission
8. Announcements
9. Adjourn

Commissioner Meeting Schedule:

Commissioner Meetings are scheduled as follows:

Frequency: 1st Wednesday of Every Month

Time: 10AM

Location: 5053 W. Chicago, Chicago, IL 60651

All Meeting information is posted on (www.av72chicago.com)

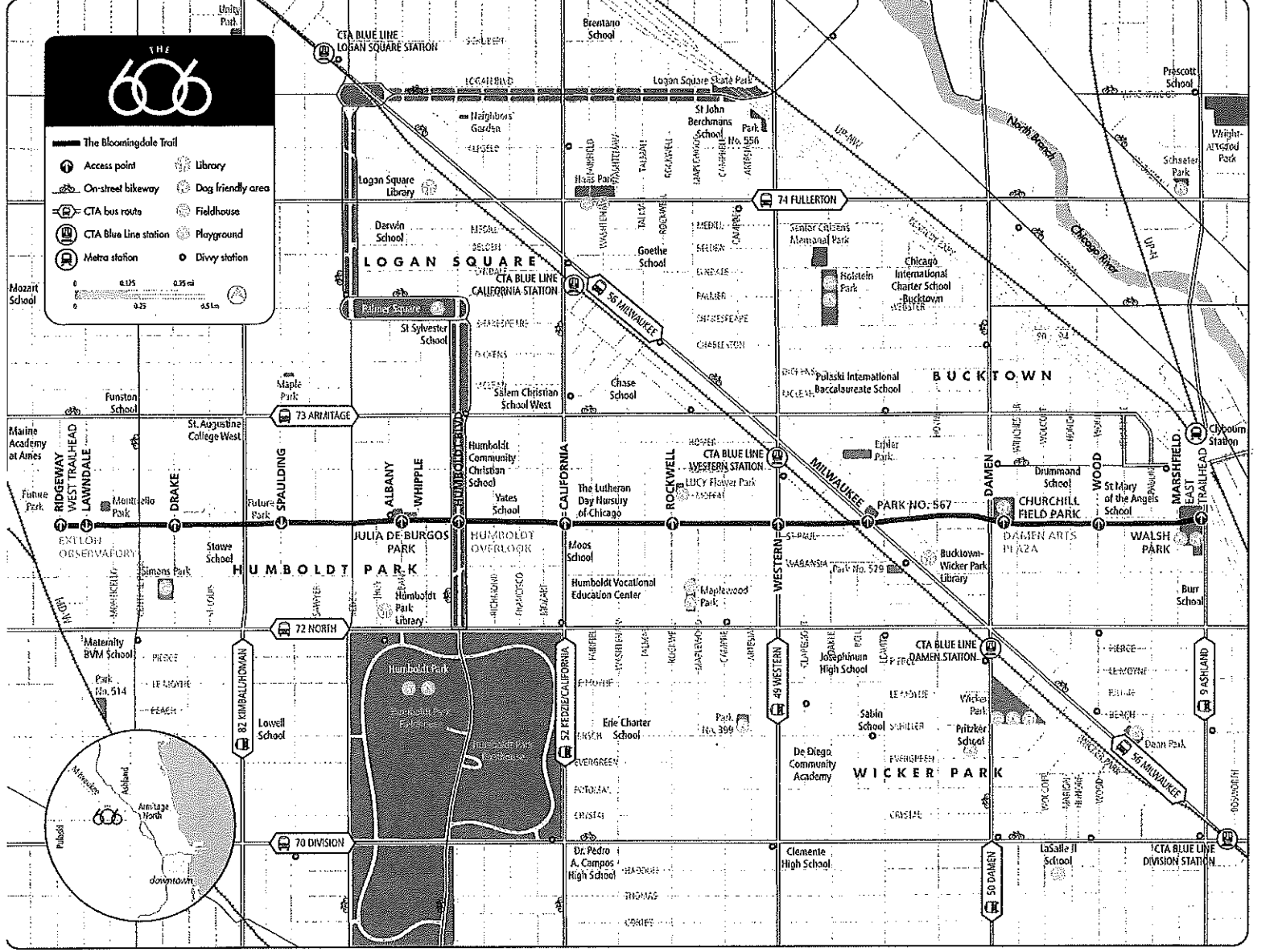
Next 3 meetings are scheduled for

June 5, 2019 | June 26 (this replaces the July 3rd meeting) | August 7, 2019

THE 606

The Bloomingdale Trail

- Access point
- On-street bikeway
- CTA bus route
- CTA Blue Line station
- Metra station
- Library
- Dog friendly area
- Fieldhouse
- Playground
- Divvy station



2019 SSA MASTER CALENDAR of Key Dates

NOTE: The following are highlights ONLY - other items/dates may apply.

Contact your DPD Project Manager if you have any questions.

Date Due	Item	Item Source	Action
by January 1	2019 SSA Commission Meeting schedule	Requirement of the Illinois Open Meetings Act	Service Provider agency posts SSA Commission's 2019 meeting schedule (1) on the agency's SSA webpage, (2) posts on individual SSA SharePoint calendar, and (3) uploads a listing of meeting dates to SharePoint documents. A mandatory meeting must be scheduled the week of July 8-12.
January 16 8:30 a.m.-10:00 a.m. Kanela Breakfast Club 1552 N. Wells	Overview for SSA Auditors	Preparing for 2018 SSA Audits	DPD's new auditing firm, Prado and Renteria, will be summarizing 2017 comments and providing guidance to all firms that will be preparing 2018 audits. Space is limited to 30 participants with priority to auditing firms. \$10 at door includes breakfast buffet.
by January 31	2018 Contractor's Affidavit	Exhibit 7 of 2018 SSA Agreement	The Service Provider agency (called the "contractor" in the SSA agreement) completes Exhibit 7 Contractor's Affidavit in the 2018 agreement and uploads to SharePoint. This document certifies the SP agency performed the required SSA administrative functions in 2018.
February 20 9:00 a.m.-12:00 noon Harold Washington Library	NEW Commissioner Training	Required for Commissioners appointed in the past 12 months. Open to SP Staff and other Commissioners as space permits.	Topics include roles and responsibilities of the SSA Commission, Service Provider, and Service Provider Board, as well as DPD policies and Ethics guidelines.
March 19 - Session 1 March 21 - Session 2 9:00 a.m.-12:00 noon City Hall, Rm 1003A	2020 Budget Workplan Training	Required for all new SSA Service Provider staff, open to all staff as space permits.	DPD will outline any new updates to the 2020 Budget Workplan, and walk participants through the first steps in getting the document customized for their SSA. Please bring a laptop with you if possible. DPD will have 3 available for those who need one.
April 24 9:00 AM-12:00 noon Harold Washington Library	2019 SSA Forum	Annual meeting for all SSA Commission chairs, Executive Directors and Service Provider staff to review best practices and discuss policies and program updates.	All Service Providers must send a representative.
by May 1	2018 SSA Audit (Government Model)	See Exhibit 8 of 2018 SSA Agreement	DPD will send out 2018 Tax Disbursement Reports by February 28th. Service Providers then forward to auditors to be used in verifying SSA revenue for 2018 audit.
by May 1	City and County Ethics Statements for SSA Commissioners	City and County mail forms directly to confirmed Commissioners; forms available on their websites	Confirmed AND Renewing Commissioners: submit City and County forms directly to their offices by May 1. New Applicants: submit 2019 City form ONLY with your SSA Commissioner application
by June 7	2020 Budgets and Ordinance Checklist items due	DPD will upload 2020 Workplan and Budget template and checklist to SharePoint	Use the 2020 Ordinance Checklist to prepare the 2020 ordinance documents. Use the City's Work Plan/Budget template to prepare the DRAFT 2020 SSA Work Plan and Budget.
by July 12	2020 Budgets with adjustments based on release of 2018 EAV in mid-June	2020 Workplan and Budget DPD will provide link to County posting of updated EAVs once released.	(1) Make adjustments to draft 2020 Workplan and Budget; (2) Commission reviews and approves at July* meeting, and (3) Upload to SharePoint. *July meeting must be scheduled the week of July 8-12

Other Items

Jan. 31: Q4 2018 April 30: Q1 2019 July 31: Q2 2019 Oct. 31: Q3 2019	Quarterly Reports Must be uploaded to SharePoint by the end of the next month after the end of the	2019 Workplan and Budget	Agency enters Quarterly performance metrics into the corresponding tab of the 2019 Workplan and Budget. Rename file as "Q1 Report" (Q2, Q3, Q4) and Upload to SharePoint.
Six months prior to term expiration	SSA Commissioner applications	Term expiration dates available from DPD and SP agency. Application is posted on City's SSA webpage and on SSA SharePoint.	Renewing Commissioners: No additional 2019 ethics forms are needed if already filed with the City and County. New Applicants: A complete application including a 2019 City ethics form is required; a 2019 County form may be needed if appointed/confirmed before May 1.
by July 12	Requests for Amendments to the 2019 Work Plan and Budget	SSA's 2019 Work Plan/Budget	Commission-approved reallocations between funded expense categories in the 2019 budget do NOT require City Council approval, as long as funding sources (Levy, Carryover, Late Collections, etc.) do NOT increase. City council approval needed to increase "Carry-Over" or "Late Collections" funding sources, or to fund a previously-unfunded expense category.
7 days after approval	SSA Commission meeting minutes	Requirement of Illinois Open Meetings Act	Post minutes on Service Provider's SSA webpage.



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THE HATCHERY
WHERE FOOD BUSINESSES GROW

Who We Are

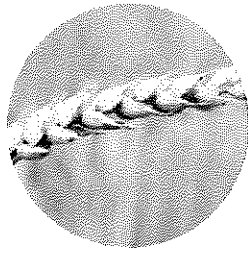
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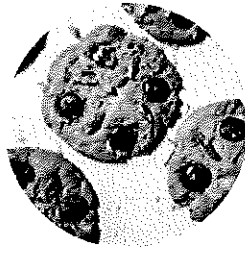
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**Our
Mission**



**Our
Facility**



**Our
Team**



Careers

Our Mission

Growing Food Startups. Growing Community.

Food businesses create good jobs with relatively low corresponding educational requirements. A lack of affordable food grade spaces available

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these barriers to growth and creates good jobs in the City of Chicago.

The Hatchery Chicago enables local entrepreneurs to build and grow successful food and beverage businesses and provides job training and placement programs, which in turn create sustainable economic growth and new job opportunities.

Based on ICNC's experience at their incubator over the last 30 years, the team projects that the small business owners who will rent the 56 private kitchens will create or maintain 900 jobs during the first five years. Those jobs will generate \$25 million in pre-tax wages in its first five years of operation.

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The new Hatchery facility includes a broad range of kitchen spaces and services to meet the needs of growing food and beverage businesses.

The 67,000 square foot facility is one of the largest food incubation spaces in the U.S. with 56 private production-ready kitchens, a large shared kitchen, walk-in dry/cold/freezer storage, business planning services and a dynamic co-working space for meetings and events.



Cold, dry,
and freezer
storage,
loading
docks, and
food truck
allocation



Shared
kitchen



On-site
training,
coaching,
and
industry-
specific
support for
entrepreneur
s



On-site
parking



Headquarter
s for Accion,
who is a
joint venture
partner of
The
Hatchery
and non-
profit that
provides
capital,
coaching
and
connections
to
entrepreneur
s

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Food Entrepreneur s



Our Community





Our Partners



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Entrepreneurs

Kitchen Facilities
Incubation Services
Membership

 312-283-5723

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Chicago, IL 60612

 info@thehatcherychicago.org
Who We Are



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Community

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