

Evaluation Tool Subcommittee

MINUTES

DATE 8-18-16

START TIME 9:30AM

MEETING CALLED BY	Amanda Borta
NOTE TAKER	David Melnick
ATTENDEES	<p>Present: Billy Sharpe, Melvin Alexander, Otha Gaston, Keith Richardson, Perry Vietti, Kathy Wilson, Adriana Camarda, Debbie Culpepper, Mandee Russell, David Melnick</p> <p>Absent: Kyu Yup Kim, Sherri Allen Reeves</p> <p>Guests: Patsy Flynn, Mayon Yen</p> <p>Staff: Amanda Borta</p>

Agenda topics

REVIEW AND APPROVAL OF AGENDA	Consensus achieved
REVIEW AND APPROVAL OF MINUTES	Perry Vietti motions. Billy Sharpe seconds. Passes
FOLLOW UP FROM SPEC MEETING	<p>Edits to new charter. SPEC suggested that ESG not being scored with same evaluation instrument. This is the current setup, with ESG being scored by DFSS. 20 agencies receiving ESG funding, with majority going to Rapid Re-Housing</p> <p>SPEC suggests that first round of reviews be completed by someone other than All Chicago, since they do the initial evaluation.</p> <p>Some youth providers were being unfairly scored with their scores being lower. Invite youth provider representative to provide input. Amanda mentioned that size of project tends to be a discriminate based on project size</p> <p>System performance measures will need to be reflected in Evaluation Instrument.</p>
2017 EVALUATION PROCESS: AGENCY	<p>Grammar, instructions, and attachments will be dealt with at the end</p> <p>Threshold questions need to be answered yes in order to score evaluation. Agencies can submit explanatory letter if a question is answered no.</p> <p>Additional Financial Review: Purpose of Additional Financial Review is to determine if an agency is in financial trouble. If an agency goes under, affects clients served and money is lost. Question of who reviews 941, 990. Right now, Amanda reviews and notes red flags. Finance committee of board (or SPEC or Evaluation Committee) might be the appropriate place for these reviews to go. Section will remain in the instrument, but we will discuss later exactly what happens after with red flagged agencies. Mandee – is there anything else we need to collect? There is currently a place for agencies to submit an explanation</p> <p>Agency Certification and Site Visit Requirements: Many of these are things that HUD and auditors check. Agencies have had trouble documenting supervision and housing first policies. Debbie: Sign in sheet for staff meeting or training. In instruction manual, provide examples of acceptable documentation. In document “For examples of appropriate documentation, click link”. #12 “Providing” instead of “implementing”. Amanda: link to tool that All Chicago staff uses to look for documentation. #16 “The agency has a written policy that ...”. Consumer used because wanted to represent that the people targeted are enrolled in the program.</p> <p>Agency Governance: Update list for new committee names</p> <p>Consumer Focus and Representation: Kathy: should this be brought to LEC for review? Is #2 the same as #17 in Agency Certification and Site Visit Requirements? Not the same since points are awarded here. Agencies have difficulties with #3. Replace “avenues” with “policies”. Provide examples here: “anonymous survey”, “suggestion box”. #5 Correct “CoC Committee/Commission” at top of table. Voted to leave question in. 5 for keeping question in, 2 against. #7 tabled to next meeting, might be project specific</p>

OTHER ANNOUNCEMENTS	Were one hold, but next two scheduled for end of August. Thursday, September 15 th 9:30-11:30 IDHS 219 W Chicago 4 th Floor. October 6 th 9:30-11:30 at DFSS 3 rd floor	
ADJOURNMENT:	MINUTES SUBMITTED BY:	APPROVED BY:
11:00am	David	