

Chicago Continuum of Care

Point in Time Subcommittee Meeting

MINUTES

DATE 3/22/2016

START TIME 10:15 AM

MEETING CALLED BY	Elizabeth Perez
NOTE TAKER	Elizabeth Perez
ATTENDEES	Present: Otha Gaston, Chris O'hara, Laura Ng, Adriana Camarda, Amanda Fox, Paris Brandy, Elizabeth Perez Absent:

Agenda topics

WELCOME & INTRODUCTION	Elizabeth welcomed the subcommittee and everyone introduced themselves.
OVERVIEW OF COMMITTEE CHARGE AND PURPOSE	<p>Members and Alternates</p> <p>The subcommittee determined it was best to table the determination of terms until the subcommittee is fully slated.</p> <p>Elizabeth shared with the subcommittee the following seats are currently vacant: Public Agencies, State Agencies and Private Funders. Adriana mentioned she has extended the invitation to various groups that would be able to fill these seats (such as the CTA) but have not heard a response. If there are any suggestions, please send an email to Elizabeth.</p> <p>Subcommittee members were requested to complete the conflict of interest forms to Elizabeth by the next PIT meeting.</p> <p>The subcommittee selected the following committee leadership members</p> <p>Chair: Adriana Camarada Co-Chairs: Chris O'hara and Paris Brandy Secretary: Amanda Fox</p> <p>Elizabeth shared the All Chicago staffing role she will be fulfilling for the PIT subcommittee.</p>
COMMITTEE POLICIES AND PROCEDURES	The subcommittee discussed the attendance policy and agreed to the policy
COMMITTEE MEETING FREQUENCY	Elizabeth and Adriana reviewed the PIT timeline. Adriana provided the 2015 Point in Time Count & Survey Report and provided an overview of the methodology. Based on the timeline provided, it was determined the PIT subcommittee will be required to meet on a monthly basis starting in May. The subcommittee determined the best dates would be the 3 rd Tuesdays or 3 rd Thursdays of every month would work best. Elizabeth will be sending a doodle poll to determine the best dates for the committee members. The next meeting will be held at All Chicago. If agency has a location, please contact Elizabeth.
ADJOURNMENT:	MINUTES SUBMITTED BY:
	Elizabeth Perez