

MINUTES

DATE: FRI, NOVEMBER 6, 2015 START TIME: 9:05AM

MEETING CALLED BY	Alice Merrifield, Co-Chair
NOTE TAKER	Kathy Booton Wilson, Secretary
ATTENDEES	<p>Sherri Allen Reeves; Anne Lehocky; Kathy Booton Wilson; Adriana Camarda; Amanda Ciura; Joyce M. Coffee; Robert Cunningham; Andrea Dakin; Ken Keibler; Kyu Yup Kim; Kevin McCullough; Alice Merrifield; Margarita Gonzalez; Mandee Russell; David Mowery; Norma Samame; Robret Simpson; Mindy Taylor; Gwen Turner; Mayon Yen; Chris Bohlander; Melvin Alexander; Chris O’Hara; Loren Seeger; Amanda Borta</p> <p>Absent: James Conlon; Larry Smith (alternate present)</p>
QUORUM?	Yes.

Agenda topics:

WELCOME AND INTRODUCTIONS	Alice opened the meeting and welcomed attendees. Attendees introduced themselves.
REVIEW AND APPROVAL OF MINUTES	The group reviewed the minutes of the October 2, 2015 HMV meeting. Gwen Turner moved for approval of the minutes and Kyu Yup Kim seconded. The minutes were approved unanimously.
ANNOUNCEMENTS AND UPDATES	<ul style="list-style-type: none"> • HUD/CoC Competition: Amanda Borta reported that all project applications are completed. The application is scheduled to be submitted on November 19th. Amanda shared that there was an error on the Grants Inventory Worksheet (GIW) spreadsheet. In order to make up for funds left off of the GIW, AllChicago will forgo the HMIS expansion grant. Dave Thomas reported that options are being explored to fund HMIS expansion in other ways. • All CoC Meeting: The all CoC meeting will take place on December 8th from 9:00AM – 11:30AM at the Deborah’s Place gym, 2822 West Jackson. An agency/individual must be a member of the CoC at least 10 days prior to the meeting in order to vote at the meeting. • Staffing Change: Amanda reported that Lisa Mayse-Lillig is leaving AllChicago. Her last day will be November 20th, and the position will be posted. • Systems Performance & Evaluation Committee (SPEC): Loren Seeger said that she has worked with the Service Providers Executive Committee to create a Survey Gizmo that will allow service providers to nominate themselves and others for the SPEC. Kathy Wilson added that the Membership Committee has requested that the HMV Committee provide recommendations of HMV members who could be potentially slated for the service provider slots, (3 service provider members and 1 alternate), on the SPEC. • Ranking Policies: Amanda reported that there have been some slight changes in the ranking policies since they were reviewed by the HMV Committee last month. The reallocation of funds for Coordinated Access will come specifically from Shelter Plus Care projects, except for those that have spent their entire allocations or those that will be expanding units. The ranking was released last night, and 20 renewal projects fell into Tier 2.
2016 EVALUATION DRAFT – AGENCY COMPONENT	<p>Additional Financial Review: It was suggested that the request for two tax returns be highlighted, since last year’s instrument only asked for one tax return.</p> <p>B. Agency Governance:</p> <ol style="list-style-type: none"> 1. There will be clarification in the instructions of what is considered official CoC Committee participation. 2. A question was raised about whether a rubric is in place for evaluation of the policies to be attached on continuous quality improvement. There is no such rubric yet, but the question will go to the Instruction Manual Committee. <p>C. Consumer Focus and Representation: 4. Change to read, “2 points for Yes and completed checklist</p>

and attachments”.

7. 8. and 9. Questions were raised on whether these questions provide information on whether projects have appropriate feedback mechanisms in place. Questions 7 and will be changed to a checklist that includes “Consumer Engagement Sessions, consumer satisfaction surveys or other (explain)”. 9. Will be reworded to say, “please fully explain how the agency plans to respond to feedback received...”.

Certification: There was a request that all certifications that must be signed by the Authorized Representative be placed at the end of the application. Under Certification, “Chicago Alliance staff” will be changed to “AllChicago staff”.

Threshold:

1. Clarified to include beds and units.
2. There were some issues shared about projects not being able to submit APR’s within 90 days of grant date. The phrase, “within 90 days of grant end date” will be removed. An informational question will be added about whether APR’s were submitted within 90 days, and if not, why?” There was discussion of whether Shelter Plus Care agencies need to respond to the question, as there is an informal extension from HUD for those 45 contracts.
3. No change.
4. There will be an explanation of the use of the new Program Models Chart.

Project Certification Checklist/Site Visit Requirements:

Some items were moved to this section from the Agency Component.

13. Add the option of N/A for domestic violence projects.

16. Correct to state, “*menu of services*”. There were questions regarding what would be sought for this question during a site visit. The question was changed to “Do you make available a list of your services in a written document?”

Two questions regarding working with landlords were removed.

The Certification will be moved to the end.

Project Operations:

1. A question was raised about the change from penalizing for 5% or more unspent funds as opposed to 10% or more last year. A note will be added to note that the threshold will be raised to 5% unspent next year.
 - a. 3 points for Yes
 - b. -1 point for 10% or more unspent.
2. There was a question about whether the question on match/leverage captured the request of the Service Providers Commission - Executive Committee (SPC-EC) to decrease the focus on match/leverage. Alice explained that the sub-committee disagreed with the SPC-EC recommendation, and felt that it was very important to stress match/leverage and push agencies to be more creative in documenting their leverage. There was discussion of how difficult it is to gather leverage letters. Amanda shared that the subcommittee discussed the question thoroughly, and the total points were reduced from 6 to 5. The highest ratio was also changed from 2:1 to 1.75:1.

HMIS

2. The definition of compliance was clarified. The Instrument Manual Committee will address this issue and ensure that it is clear in the manual.

3. Clarification needs to state that a point will be deducted from a total of 5 points for each missing data element.

Leading Practices:

This section was changed to mirror the CoC project application and the required elements of Housing First.

System Priorities:

1. Will clarify that chronically homeless must meet HUD definition of chronically homeless and have documentation according to HUD standards.
2. No changes.
3. The points for use of CRS were increased to 3 points. A note will be added that this question might be moved to a threshold question next year.

Sub-numbering will be corrected on questions # 1 and #2.

Project Performance:

	<p>There were changes in program types based on the new Program Models Chart. Each program model type has 2 questions specific to that model, and there are also questions that apply to all projects.</p> <p>All of the outcomes are directly from the Program Models Chart.</p> <p>There are points for meeting the Program Models Chart benchmarks, extra points for exceeding the benchmarks, and decreasingly lower points according to how close a project scored compared to the benchmark.</p> <p>Interim Housing: 2. Should read “7 points for 55.1% - 69.9%”.</p> <p>Not all questions are in the HMIS 625 APR report. AllChicago will work on a custom report that includes all of the questions in the evaluation instrument and will test with some providers. Amanda will let the HMV Committee know if this does not work.</p> <p>13. There was a question of what the denominator is on the question regarding the percentage who moved into permanent housing within 30 days of referral from CRS. The denominator would be “program participants”, which would be the people who actually moved into the project.</p> <p>Engagement Services (SSO): Since there are only 2 SSO’s, it was suggested that they each choose their sub-program type and then be scored according to the benchmarks from the Program Models Chart for that sub-type.</p>
<p>INSTRUCTION MANUAL AND POLICIES COMMITTEE</p>	<p>Volunteers were recruited for the Instruction Manual and Policies Committee. The following volunteered:</p> <p>Adriana Camarda Kyu Yup Kim Kevin McCullough Loren Seeger Robret Simpson Kathy Booton Wilson</p> <p>This group will also review the submission policies. Amanda Borta will send out a doodle poll to schedule a meeting.</p>
<p>SPEC COMMITTEE RECOMMENDATIONS</p>	<p>Discussion of HMV recommendations to the Service Providers Commission - Executive Committee (SPC – EC) for participation on the System Performance and Evaluation Committee (SPEC): AllChicago will distribute a Survey Monkey on behalf of the SPC – EC on Monday. In the Survey Monkey, service providers can nominate themselves and others for committee and subcommittee positions. Additionally, the Membership Committee has requested recommendations from HMV for the 3 service provider and one alternate service provider slots on SPEC.</p> <p>Alice stressed that HMV can submit recommendations, but anyone can nominate themselves or someone else when the Survey Monkey comes out on Monday.</p> <p>The following people volunteered to serve if they are chosen for the slate:</p> <ul style="list-style-type: none"> • Adriana Camarda – CDFSS - ESG Provider <p>The rest are service providers:</p> <ul style="list-style-type: none"> • Robret Simpson • Margarita Nieves Gonzalez • Andrea Dakin • Anne Lehocky • Sherri Allen-Reeves • Kyu Yup Kim • Norma Samame • Mande Russell • Leilah Odeh (nominated by Joyce Coffee) • Kathy Booton Wilson <p>Names were also taken for those interested in the Evaluation Instrument Subcommittee: David Mowery – PH and TH</p>

	<p>Mandee Russell – PH Kyu Yup Kim – PH Chris Bohlander – Youth Kathy Booton Wilson – IH and PH</p> <p>Point-in-Time Count Subcommittee: Adriana Camarda will provide suggestions to Amanda Borta. The list of names will be provided to the Service Providers Commission - Executive Committee. It was recommended that CHA be asked to provide a staff member to serve as a representative on SPEC. All other recommendations should be e-mailed to Amanda</p>	
NEXT MEETING	Friday, December 4, 2015 from 10:00AM – 12:00PM at AllChicago, 651 W. Washington.	
ADJOURNMENT:	MINUTES SUBMITTED BY:	APPROVED BY:
The meeting adjourned at 12:10PM.	Kathy Booton Wilson	