

**Chicago Planning Council on Homelessness  
Meeting – January 20, 2010  
DFSS – 1615 W. Chicago Avenue, 2<sup>nd</sup> Floor  
9:30am to 11:30am**

**Minutes**

**Members Present:** Michael Banghart, Betsy Benito, Irene Cabello, Ceandra Daniels (per Fred Maclin), Lonnie Fulton, David Granberry, Randall Doubet King, Bill Koll, Maura McCauley, Audalee McLoughlin, Khen Nickele, Nancy Radner, Debbie Reznick, Pat Rivera, Britt Shawver, Timothy Soderlund, Dorothy Yancy, Donna Calvin (Consumers Commission Alternate)

**Members Absent:** Fred Friedman, Linda Gibson, Gene Herskovic, Susan Reyna-Guerrero

**Guests Present:** Amanda Becker Carlisle, Nicole Prichard, Kathy Booton Wilson, Fred Maclin (alternate for Ceandra Daniels), Deonna Wheeler, Kathleen Molnar, Arturo Bendixen

The meeting was called to order at 9:30am by Betsy Benito. The October 2009 meeting minutes were not available for approval. The agenda for the meeting was approved.

**Membership Changes**

Bill Koll will replace Debbie Reznick as the Grantmakers Concerned with Ending Homelessness representative (Debbie is now a representative from the Chicago Alliance's Board). For government, Gwendolyn Kenner-Johnson retired from the Illinois Department of Human Services and stepped down from membership on the Planning Council; so, government will need to find a replacement to complete the terms of these members.

**Executive Committee Report**

Tim Soderlund gave the Executive Committee Report:

- Revisions to the Program Models Chart will be reviewed by the designated task group in the next month and the revised document will be presented for approval at the March 17<sup>th</sup> Planning Council Meeting.
- The Executive Committee recommends that the HMV Committee develop an evaluation instrument for the continuum's HMIS project. Nancy Radner brought up that the HMIS project has never been evaluated and does it need to be a formal agenda item. The consensus was that it does not need to be formally motioned.

**HMV Committee**

Kathy Booton Wilson, Interim Chair of the HMV Committee, gave a report from the HMV Committee:

- Evaluation Tool Subcommittee Slate: Kathy presented the Evaluation Tool Subcommittee slate for approval. The slate was developed based on the new rules established in 2009 and included an application process and selection of 15 voting and 5 non-voting members by the HMV Committee. The motion comes from a committee so it doesn't require a second. Randall Doubet King stated that the chair of the committee was not present and therefore a motion was needed. **Randall Doubet King motioned to accept the 2010 Evaluation Tool Subcommittee slate as presented by the HMV Committee and Michael Banghart seconded.**  
**Vote: Motion carried with one abstention.**

- NOFA Calendar: Kathy presented the proposed 2010 NOFA Calendar (see handout) which was developed by the HMV Committee. The Evaluation Instrument for Renewal Projects will be finished by March 2010 and the Planning Council will vote on the point/weighting distribution at its March 17<sup>th</sup> meeting. Some items, such as the Ranking Policies and Bonus Project selection, cannot be determined until the release of 2010 NOFA. **Randall Doubet King moved to accept the 2010 NOFA Calendar as presented and Nancy Radner seconded it.**  
**Vote: Motion carried unanimously.**
- Recommendations from HMV Committee Regarding Evaluation Instrument Priorities: Kathy presented, for informational purposes only, a memo (see handout) from the HMV Committee regarding Evaluation Instrument Point Allocation recommendations it expects to make at the March 17<sup>th</sup> meeting. The recommendations are to increase the HMIS priority points and decrease the Housing to Services Ratio priority points. The Planning Council was asked to provide any feedback on these recommendations or others regarding the priority point allocations. Discussion followed regarding the increase in HMIS priority points and concerns were raised on the feasibility of scoring agencies if the HMIS system has flaws and agencies are not receiving proper training. However, the importance of increasing Chicago's HMIS capacity was raised several times, as HUD has placed a large emphasis on HMIS in the national competition. It was also raised that the local Evaluation Instrument Appeals process would consider whether problems are with the agency or system-wide and points would be awarded to agencies when appropriate.

The discussion delivered the following ideas/thoughts:

1. Several service providers expressed a desire for more agency training and the ability to extract useful data from the HMIS system.
2. HMIS is the area where Chicago needs to grow the most, regarding the national competition, and scoring agencies in the Evaluation Instrument on their HMIS participation is important.
3. There is a work plan that is overseen by HMIS Committee and from NOFA to NOFA Chicago has made improvements. HUD is clearly drilling down to HMIS participation at the project level, which means that agencies need to monitor their own performance and ensure data accuracy.
4. The HMIS Work Plan has addressed many of the concerns raised at the meeting. Since knowledge on the HMIS situation is varied, Nicole Prichard will again email Planning Council members the Work Plan, as well as the 2009 HMIS Report prepared by the Chicago Alliance.

### **HMIS Data Quality Assessment Briefing**

Robret Sparkman, Chair of the HMIS Committee, was absent so Betsy Benito provided the Annual Homelessness Assessment Report (AHAR report) from the City Department of Family and Support Services (see handout prepared by John Lam and Debra Janiszewski. The AHAR data is due at the end of January 2010. Last year Chicago only submitted data for two of the five areas but this year we were able to submit all 5. This is indicative of improvement. The other significant item to note is Chicago has successfully transitioned to the new ServicePoint system, so the AHAR will not have any data issue relative to the migration of data from the old system. The previous issues have been cleaned up.

Betsy presented the data quality handout and questions followed regarding some of the bed coverage and completion of Universal Data Element numbers. Two unanswered questions were:

1. How do interface agencies provide data for the AHAR? Betsy did not know and will ask DFSS staff.
2. Is there any way to run a report to ensure we are done with the duplicated numbers reported? Betsy will ask.

### **HMIS Project Budget Request**

Nancy Radner updated everyone on the HMIS project budget request. Since the spring of last year, the Planning Council has been requesting that the City provide a detailed budget for the HMIS HUD project. No information has been received thus far; so, yesterday another written request was sent by Nancy Radner and Susan Reyna-Guerrero to Commissioner Caron. The letter requests a detailed project budget (including costs per training, costs per item, etc) no later than February 1, 2010 and information will be sent to Susan and Nancy on behalf of the Planning Council. Betsy Benito stated that she has notified DFSS staff of the request and urged them to complete the request as soon as possible; however, she pointed out for everyone that how the city does its budgeting is different from a non-profit and this may be the reason the request was never satisfied.

Nancy Radner added that if the information is received, it will be reviewed by both the Chicago Alliance and HMIS Committee of the Planning Council. However, she urged the Planning Council to clarify additional procedures that should be taken in the event that the information is not received (so that the Planning Council doesn't have to wait until its March 17<sup>th</sup> meeting to take more action).

**Nancy Radner moved that an additional inquiry be sent to Commissioner Caron asking for a representative of the City, who can speak to the HMIS budget, be present at the next Planning Council meeting and in the event that no budget information is received by the February 1, 2010 deadline, a meeting will be requested with the Commissioner and Nancy Radner and either Susan Reyna-Guerrero or Robret Sparkman. Debbie Reznick seconded the motion.**

**Vote: Motion carried unanimously.**

### **Selection of Recipient for FY11 and FY12 State Homeless Prevention Funds**

Debbie Reznick, a member of the Task Group designated to select the proposed recipient of the state homeless prevention funds for Chicago, presented to the Planning Council a motion to approve the Emergency Fund as the recipient of the FY2011 and FY2012 State Homeless Prevention Funds (an application to the state will follow once the Emergency Fund is selected by the Planning Council). For informational purposes, Debbie stated that an RFP was created and distributed to solicit proposals for the funds. In FY2010 Chicago received \$725,000 dollars compared to \$3.2 million received by Chicago in previous years for homeless prevention (funds were cut by 78% because of the state budget crisis). In FY2011 Chicago hopes to receive at least the same amount as in 2010, but we are unsure of the exact amount at this time. Three proposals were received and the Task Group selected the Emergency Fund.

**A motion was made from the Task Group to approve the Emergency Fund as the recipient of the FY2011 and FY2012 State Homeless Prevention Funds.**

**Vote: Motion carried unanimously.**