

Chicago Planning Council on Homelessness

MINUTES

DATE: 3/17/2010

START TIME: 9:31AM

MEETING CALLED BY	Susan Reyna-Guerrero
NOTE TAKER	Nicole Prichard
ATTENDEES	<p>Present: Michael Banghart, Betsy Benito, Ceandra Daniels, Lonnie Fulton, Gene Herskovic, Randall Doubet King, Bill Koll, Jim LoBianco, Maura McCauley, Audalee McLoughlin, Khen Nিকেle, Nancy Radner, Susan Reyna-Guerrero, Debbie Reznick, Pat Rivera, Britt Shawver</p> <p>Absent: Irene Cabello, Fred Friedman, Linda Gibson, David Granberry, Timothy Soderlund, Dorothy Yancy</p> <p>Alternates: Donna Calvin, Mark Czyzweski, Richard Ducatenzeiler</p> <p>Guests: Andrea Dakin, Heidi Nelson, Bill Johnson, Nicole Prichard, Robret Sparkman, Amanda Becker Carlisle</p>
QUORUM?	Yes

Agenda topics

REVIEW & APPROVE AGENDA & MINUTES	<p>Susan entertained a motion to approve the agenda. A motion was made, seconded and passed unanimously.</p> <p>The minutes from October 2009 are still pending and will be presented at the May meeting for approval. The following changes were suggested to the January 2010 minutes:</p> <ul style="list-style-type: none"> • Betsy Benito asked to strike “Jim LoBianco” from the Membership Changes as he remains a member of the Planning Council • Britt Shawver asked that Arturo Bendixen be added as a guest under the attendees • Debbie Reznick asked that the “Selection of Recipient for FY11 and FY12 State Homeless Prevention Funds” section be changed to say “In FY2010 Chicago received \$725,000” instead of “will receive” and to add a statement that says, “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.” <p>Susan entertained a motion to approve the minutes as amended, a motion was made and passed unanimously.</p>
HMV COMMITTEE REPORT	<p>Andrea Dakin, Chair of the HMV Committee presented 2 items to the Planning Council:</p> <p><u>1. Motion to Approve the 2010 Priority Point Allocations for the Renewal Project Evaluation Instrument</u></p> <p>Andrea provided an overview of the priority point changes from 2009 to 2010.</p> <ul style="list-style-type: none"> • Priority 9: HMIS was increased by 7 points for a total of 16 points total - this change reflects an increase in HUD’s emphasis on HMIS • Priority 8: Housing to Services Ratio was decreased by 4 points for a total of 6 points, and those points were reallocated to Priority 9: HMIS - this change reflects a shift in HUD’s scoring of housing to services ratio in the national competition • Priority 5: Leveraged Resources was decreased by 3 points for a total of 5 points, and those points were reallocated to Priority 9: HMIS - Leveraging in the Evaluation Instrument will only be captured for the application year, instead of the current <i>and</i> application year as in previous years. • Priority 4: Eligibility Criteria/Flexible Service Delivery was decreased by 2 points, and Priority 11: Continuous Quality Improvement was increased by 2 points due to shifting a question from priority 4 to 11. <p>Nancy Radner asked a question about if decreasing the emphasis on leveraging will hurt Chicago’s score nationally because people will no longer be incentivized to bring more to the table in terms of leveraging.</p> <p>Audalee McLoughlin expressed a concern in how this might affect agency scores on the Evaluation Instrument, as agencies tend to predict leveraging for the application year conservatively, but bring in significantly more for the actual. If agencies are no longer scored on the actual, they will not gain</p>

those points.

Andrea explained that leveraging remains stagnant in the continuum because agencies are not able to bring more leveraged resources from year to year, so it is not likely to change Chicago's continuum-wide leveraging amount. Amanda Becker Carlisle clarified that HUD only looks at the projected amounts for agencies as well in the Exhibit 2 HUD application submissions.

Audalee asked if agencies could get clarification from HUD if any of their requirements for acceptable leveraging have changed at all, as that might help agencies bring more leveraging to the table.

When made a motion "To approve the point spread of the 2010 Evaluation Instrument as presented in the document provided by HMV." Debbie seconded. Susan opened the floor for discussion.

Michael Banghart expressed concerns about increasing Priority 9: HMIS because agencies are still having significant problems with data not showing up in reports. Andrea noted that the HMIS questions were created and approved by several committees that are mostly made up of providers, so the questions should be fair. Also, HMIS issues affect all agencies to the same degree, so no program type has an advantage over others. Andrea reviewed the HMIS questions, noting that 9 out of the 16 points are tied to having the universal data elements completed for people entered in HMIS. Five points are dedicated for having clients entered, compared to the number of clients reported to DFSS on the housing survey. The last 2 points are awarded for printing an APR from HMIS (the data will not be verified). Ceandra asked if the Tool Subcommittee used previous year data to adjust the HMIS questions. Amanda answered that the subcommittee did use last year data, and Andrea added that the "all or nothing" questions were removed this year. Randall mentioned to the group that the Planning Council does not look at the individual questions, but votes on the point values based on the fact that HMIS is critical to Chicago's system and scoring well nationally, and raising the points is a way to get people's attention.

Betsy called the question to vote on the 2010 Evaluation Instrument Priorities and Debbie seconded. Motion passed unanimously to call the question.

Motion "To approve the point spread of the 2010 Evaluation Instrument as presented in the document provided by HMV." 18 voted for the motion, 0 opposed and 1 abstained. Motion passes.

2. HMIS Project Evaluation Tool

Andrea reminded the group that in January, the Planning Council asked HMV to create a local evaluation instrument for the HMIS renewal project. Alliance staff identified a tool, and HMV will be reviewing and approving the tool at their next meeting. Jim LoBianco asked what jurisdiction created the tool and Nicole Prichard said the tool was developed by HUD.

HMIS COMMITTEE REPORT

Robret Sparkman, Chair of the HMIS Committee, provided an update on the budget request from the City. In March 2009, the HMIS Committee submitted a request to the Dept. of Family and Support Services (DFSS) to receive the budget for HMIS. The Planning Council and HMIS Committee wanted to see if there was additional money that could be used for training and technical assistance, as this is a constant request from providers.

In January 2010, the Planning Council Chair, Susan Reyna, and CEO of the Chicago Alliance to End Homelessness, Nancy Radner, submitted a joint letter to the Commissioner asking for budget information. The request was granted. The Alliance and HMIS Committee reviewed the budget and agreed that there are additional funds used previously for the software migration that can be used for training and technical assistance going forward.

Robret presented the following plan of action for the HMIS Committee and Alliance:

- Now through May: Require DFSS to complete an Evaluation Instrument - this will help to understand the gaps in training and TA first
- By July, the HMIS Committee and Alliance will publish a report that will describe the current governance and the structure of HMIS, and will help define corrective action

Nancy asked how the results of the HMIS Forum, which the Alliance held on March 15, 2010, will be included in the report. Robret indicated that the Evaluation Instrument and Forum results will help identify solutions that can be implemented now, but also going forward, and will be included in a written report submitted to the Planning Council. Britt requested that the written report have benchmarks and a timeline included. Betsy told the group that David Wells will be at the May Planning Council meeting to discuss some of the project management issues.

Robret will attend the May meeting with an update on the process.

1. Motion to Approve the Revised Program Models Chart - Susan

Susan reminded the Planning Council that the Program Models Chart has been reviewed by the Alliance's Plan Advisory Committee (PAC), and as determined at the October meeting, members of the Executive Committee Planning Council would form a task group to do a final review and take any written comments about the Program Models Chart into consideration. The Task Group was made up of Susan Reyna, Betsy Benito, Dorothy Yancy, David Granberry, Michael Banghart, Ceandra Daniels, Gene Herskovic, and Britt Shawver. The group met and made additional changes, but is still finalizing three models under the wraparound services section, which will be brought to the May 2010 meeting.

Ceandra indicated that she had emailed a comment about interim housing that was not incorporated into the final chart - that the indicator that 100% will exit into permanent supportive housing within 270 days be reduced to 90%. The task group agreed that this change was approved, but did not get changed for the final version.

Randall requested someone from the task group review the changes made to the Program Models Chart from the one submitted by the Plan Advisory Council. Betsy reviewed the changes:

Prevention

- Homelessness Prevention Assistance: types of prevention assistance were collapsed into one category; program description explains different types
- Legal Services: this was added back into the chart
- Outcomes: used current data and follow up expectations to clarify housing retention outcomes

Engagement Services

- Street Outreach: names changed to better reflect service types
- Outcomes: clarified to collect more meaningful information
- Community Hospitality Center: this type was clarified to demonstrate how this service should relate to connecting clients to housing and the interaction with shelter, interim housing, or other outreach programs
- Emergency Shelter was added back in to the Program Models Chart
- Engagement Housing for Youth was changed from Triage Housing for Youth.

Audalee noted that legislation that might pass at the State level could outlaw emergency shelter housing for youth. She will keep the Planning Council updated on this issue, but indicated that this program type might need to be adjusted if the legislation passes.

Jim noted that DFSS's Emergency Shelter Response Network contract isn't included in the 2011 RFP, indicating that their department is taking the conversion of shelters to interim housing seriously. There will only be one seasonal shelter starting in May. Michael noted that Chicago's Plan to End Homelessness doesn't eliminate emergency shelters, and Ceandra indicated that the Program Models Chart is not specific to funding streams, because even though the city might not fund a certain type of housing in the Program Models Chart, it likely still exists in the continuum. The chart will help coordinate services for all program types.

Interim Housing

- Program Description: no longer defines length of stay as 120 days, but rather to provide a direct link to permanent housing.
- Housing Assessment: requires the use of a standardized housing assessment tool to be used (such as the Housing Options Screening Tool, or HOST)
- Outcomes: changed outcomes to outline what is expected in terms of moving people into permanent housing. Also, included the % leaving with a known location has been identified

to help improve this outcome, as well as limiting the number of client transitions to other homeless programs.

Permanent Housing

- Youth Housing: The essential program elements for permanent housing now apply to youth programs as well. Also, outcomes have changed for youth to reflect current local HUD evaluation measures.
- Abstinence Based Permanent Housing: this was left in because these types of programs still exist despite the huge shift towards Harm Reduction housing.

Debbie asked if Heartland and the AIDS Foundation of Chicago, who are developing criteria for harm reduction programs, were consulted in the creation of the Harm Reduction portion of the chart. Heidi Nelson, current Chair of the Plan Advisory Committee, assured the group that representatives from Heartland and AFC sit on the committees that reviewed the document; however, the development of Harm Reduction standards did not start until well after the Plan Advisory Committee had finished its work on the Program Models Chart.

- Community-Based Case Management: population targeted by this type of service was clarified to be for individuals leaving shelter or street setting, going into non-supportive housing, who need services. Also clarified the goal to prevent the client from returning to the shelter/street setting.

Audalee raised a point about being consistent throughout the program models, and asked if “75% of youth exit to permanent, stable housing” be clarified to read, “75% of youth departing the program, exit to permanent, stable housing,” like the other program types. This will ensure youth programs understand they do not have a goal to move people out of their program, but that if youth move on, the goal should be to ensure they exit into another permanent, stable housing environment. The Executive Committee accepted this clarification and it will be incorporated into the final approved chart.

Nancy asked if the chart needs another review by providers, constituency groups, etc. Britt, Heidi, Michael and Susan reiterated that the review process was thorough enough. Bill Koll asked how the chart’s changes would be disseminated to programs. Heidi suggested we release the new Program Models Chart with the old, and that a summary of the changes be presented to the Alliance’s Service Providers Commission in verbal format. Susan asked when the Program Models Chart should be reviewed again. Suggestions from the group were to review it annually, or on an as needed basis. The Planning Council decided to leave it up to the Executive Committee to determine if and when the next review would happen. Heidi reiterated that the original version with redlines be included with the new one so people can see what changed.

Susan reminded the Planning Council that Clinical Services, Consumer Drive Services and Employment Services will be presented for approve at the May meeting. Today, the Planning Council needs to vote on what is presented.

The Executive Committee moved “To adopt the Program Models Chart as presented with amendments made by Ceandra regarding interim housing, and Audalee regarding youth programs.” 17 voted in favor, 0 opposed, 0 abstained. Motion passes.

2. Motion to Approve the 2010 Ranking Policies Task Group and 2010 Bonus Project Panel - Betsy

As in previous years, the Ranking Policies Task Group has been made up of Executive Committee members with a few additional slots. They will convene next month to begin discussions on ranking policies, and will make a recommendation to the Planning Council after the NOFA is released. The Executive Committee proposed the following slate:

Ranking Policies Task Group	
Susan Reyna-Guerrero*	Beacon Therapeutic
Betsy Benito*	Department of Family and Support Services
Dorothy Yancy*	Consumers Commission
Tim Soderlund*	Department of Labor
Debbie Reznick*	Polk Bros. Foundation
Nancy Radner	Chicago Alliance to End Homelessness

Randall Doubet King	Chicago Alliance to End Homelessness Board
John Egan	Department of Children and Family Services
Michael Banghart	Service Providers Commission

** Planning Council Executive Committee Member*

The Executive Committee moved to approve the Ranking Policies Task Group with Michael Banghart as the Service Provider Representative. 17 voted in favor of the motion, 0 opposed, and 1 abstained. Motion passes.

Betsy informed the group that last year's Bonus and New Project Selection Panel made suggestions on who should sit on future selection panels, and based on their recommendations that the panel be made up of old and new members, and include members with housing development experience, the Executive Committee proposed the following slate, and the Executive Committee will approve the slots that are to be determined at the appropriate time.

New Project/Bonus Project Selection Panel	
Betsy Benito	Department of Family and Support Services
Dorothy Yancy	Consumers Commission
Bill Johnson	Facing Forward to End Homelessness
Khen Nickele	IDHS/DMH
<i>Housing Developer Representative</i>	<i>TBD</i>
<i>Housing Developer Representative</i>	<i>TBD</i>
<i>Service Provider Representative</i>	<i>TBD</i>
Katrina Van Valkenburgh (<i>advisory member</i>)	Corporation for Supportive Housing
Debbie Reznick (<i>alternate</i>)	Polk Bros. Foundation

The Executive Committee moved to approve the New/Bonus Project Selection Panel with the amendment that one service provider representative position would be changed to a housing developer position. The motion passed unanimously.

ANNOUNCEMENTS

- Gene announced that a national call center has been created for homeless veterans. It started three (3) weeks ago, and any veteran can call and be directed to a local service facility for veterans. Gene will give information to the Alliance so they can post it on their website.
- Randall announced that in honor of Jane Addams' 150th birthday, the Jane Addams Hull House is hosting a breakfast featuring Louise Knight, and her book about Jane Addams, Citizen. The breakfast is free and will be held on March 25, 2010.
- John announced that DCFS is reopening cases for youth who have aged out of the system after they turned 18, if they want to continue to receive services until they are 21. They also could be eligible to receive employment services until age 23 if they decide to go back to school.

ADJOURNMENT

Nancy made a motion "To adjourn the meeting." Britt seconded, and the group approved the motion unanimously.

ADJOURNMENT: 11:15AM

MINUTES
SUBMITTED BY:

APPROVED BY:

Nicole Prichard