

Chicago Planning Council on Homelessness

MINUTES

DATE: 5/19/2010

START TIME: 9:31AM

MEETING CALLED BY	Susan Reyna-Guerrero
NOTE TAKER	Nicole Prichard
ATTENDEES	<p>Present: Michael Banghart, Betsy Benito, Irene Cabello, Ceandra Daniels, John Cheney Egan, Gene Herskovic, Randall Doubet King, Bill Koll, Maura McCauley, Audalee McLoughlin, Khen Nickele, Susan Reyna-Guerrero, Debbie Reznick, Pat Rivera, Britt Shawver</p> <p>Absent: Fred Friedman, Lonnie Fulton, Linda Gibson, David Granberry, Nancy Radner, Timothy Soderlund, Dorothy Yancy</p> <p>Alternates: Donna Calvin, Dottress Reeves</p> <p>Guests: David Wells, Nicole Prichard, Robret Sparkman, Amanda Becker Carlisle</p>
QUORUM	Yes

Agenda topics

REVIEW & APPROVE AGENDA & MINUTES	<p><u>March Minutes</u> Susan Reyna-Guerrero presented the minutes from March 17, 2010, and requested one amendment that the minutes reflect the approved change to the Program Models Chart. The Interim Housing Model outcome that “90% of adult-headed households exiting to permanent, stable housing” should be within 270 days, not 127 days as the minutes currently state.</p> <p>Randall made a motion to approve the minutes as amended, Betsy seconded, and the motion passed unanimously.</p> <p><u>October Minutes</u> The group reviewed the minutes from the October 2009 meeting. Regarding the attendance at that meeting, it was requested that the minutes be amended by removing Bill Koll from the absent list, since he was not a member of the Planning Council at that time, and adding Britt Shawver to those who were present.</p> <p>Besty motioned to approve the minutes as amended, Gene seconded, and the motion passed unanimously.</p>
EXECUTIVE COMMITTEE REPORT	<p><u>Motion to Approve the Revised Program Models Chart</u> Susan explained that the Planning Council voted on the revised Program Models Chart at the March 2010 meeting, except for the portions containing the Wraparound Services. Betsy explained that the changes were primarily made to the terminology in this section to increase program capacity. Bill Koll asked if there were any “Functional Status Instrument” examples providers could use in case they do not already use one. The Planning Council discussed that HUD does not require one in particular, and it was decided that the Service Providers Commission might be able to create a list of those that have proven reliability and validity. These would not be listed on the Program Models Chart itself, but rather provided separately as a reference for agencies.</p> <p>Betsy reminded everyone that this is a living document that can be changed as necessary, and Planning Council members could email any recommendations to Alliance staff going forward.</p> <p>Audalee McLoughlin made a motion to approve the Wraparound Services section of the Program Models Chart. Betsy seconded, and the motion passed unanimously.</p> <p><u>Motion to Approve the 2010 NOFA Appeals Committee</u> The Executive Committee of the Planning Council proposed the 2010 NOFA Appeals Committee Slate as follows:</p> <ul style="list-style-type: none"> • Randall Doubet King - former Appeals Committee member • Timothy Soderlund - new member • Irene Cabello - former member • Government Representative (from DFSS) - hopefully former member - waiting for confirmation • Service Provider Representative - new member <p>Betsy explained that the committee will convene before the next Planning Council member, so the</p>

	<p>proposed slate needs to be approved today. Ceandra Daniels asked if there is a combination of former and new members, and Amanda explained that the makeup does include new and former members. Randall reminded the group that passing the approved slate today empowers the Executive Committee of the Planning Council to fill the open seats as they see fit.</p> <p>Betsy motioned to approve the 2010 NOFA Appeals Committee slate as proposed. Michael Banghart seconded and the motion passed unanimously.</p>
<p>HMIS COMMITTEE REPORT</p>	<p><u>Update on HMIS Forum & HMIS Committee</u> Robret Sparkman, chair of the HMIS Committee of the Planning Council, provided an overview of the HMIS Forum and presented the report to the Planning Council. She explained that this information would be incorporated into the HMIS Committee's workplan, and into the final report to be published by Alliance staff with the HMIS Committee's assistance. Some of the recommended changes from the HMIS Forum Report are as follows:</p> <ul style="list-style-type: none"> • Improving communication with the city and users • Decrease the time it takes to receive technical support from HMIS Administrators • Ensure the Standard Operating Procedures (SOPs) are accessible to all users • Create a user-friendly training manual • Train the trainers and specify agencies by training type • Increase Agency Technical Administrators (ATAs) <p>The next HMIS Committee meeting is on May 26th and the committee will be meeting monthly due to the large number of tasks they hope to accomplish.</p> <p>The Planning Council asked if the HMIS Committee was working with the city on these items, and Robret indicated that David Wells from the City of Chicago has been attending the meetings and has been helpful. Brit asked when the Planning Council can see the budget, and outline benchmarks on how to improve HMIS. Robret mentioned that these items should be included in the Final HMIS Report which will hopefully be published in July 2010.</p> <p><u>Data Quality Report</u> David Wells introduced himself as the Deputy Commissioner for IT Contracts and Program Management at the Department of Family and Support Services. He will be the full-time HMIS Committee representative for the City of Chicago. One of the first things David is doing to help improve HMIS is working with Unisys to ensure their employees are trained appropriately to field HMIS-related technical calls.</p> <p>The Planning Council discussed many of the issues raised in the HMIS Report, such as the ability for agencies to input data incorrectly, the lack of a customized user manual. Art Bendixen asked David if he had enough staff to provide the technical assistance for all the agencies, and David answered that the City does not. He did say that they, along with the HMIS Committee, are working to implement user group meetings that would help address some of the system-wide issues users are experiencing, such as how to appropriately back-date information. Betsy also shared that the City is planning on producing webinars on specific user items.</p> <p>Debbie Reznick asked if there was money in the budget to improve the trainings, or if we can apply for more this year. These recommendations should be included in the Final HMIS Report.</p> <p>David also provided a brief report on the data quality of the HUD-required Universal Data Elements. Betsy explained that this report only shows limited information - for example, "Housing Status" is a new element, so some of that data will be missing. David indicated that these reports help identify glitches in data entry. Michael explained that much of the data might be missing due to the order it was entered into the system, which is a problem. David said he would provide a more in-depth report at the next Planning Council meeting with the help of Debra Janiszewski.</p>
<p>2010 NOFA UPDATE</p>	<p><u>2010 NOFA Update</u> Amanda Becker Carlisle provided an update on the local evaluation instrument review process for 2010. All renewal projects completed the 2010 Evaluation Instrument on time this year. Alliance staff have entered all the data into the database, and reviewers will be reviewing the projects during the first week in June. The appeals process will be held in July, and final scores will be determined by the end of July.</p> <p>The Ranking Policies Task Group will meet on Monday, May 24. They will make a proposal to the Planning Council at the July meeting. HUD published a notice in April 2010 for Chicago to register</p>

for the application process for 2011 funds. In that notice, they indicated that the official Notice of Funding Availability (NOFA) will be released no sooner than June 18th. Agencies will be entering information into e-snaps July 1 at the earliest. Supportive Housing Program (SHP) and Shelter Plus Care (S+C) renewal awards will be announced earlier than the new bonus projects for 2011 funds.

The 5 categories Chicago's continuum will be scored on remain the same as in previous years, but we do not know the point allocations for each category. Chicago is again eligible for \$4.2 million dollars of bonus funds, and the notice indicated that the projects can be for chronic or non-chronic populations, and encourage continuums to select 1 project that serves chronic populations and 1 that serves veterans. Unlike last year, reallocation is allowed this year. Also, the housing emphasis and leveraging items will only be calculated on new projects. Additionally, Chicago will be asked to report on new items, such as how the continuum coordinates with the local education agencies to ensure educational needs of homeless children are considered and that children are enrolled in school and connected to appropriate services in the community.

When noted to the group that calculating the housing emphasis only on new projects means there is no longer a need to reallocate money by defunding current services. We also do not have to protect poor performing projects, so we could implement a minimum score like last year.

Amanda explained that last year, we lost \$100,000 to the system due to a project turning in a late application, and because HUD would not allow reallocation last year. She also explained that this year, data for the Point in Time Count, and Housing Inventory will be submitted separate from the Exhibit 1 this year through a new online interface known as the HUD Data Exchange (HDX). Randall asked if this data would remain public information, and asked if the City could generate reports on this data. Amanda answered that we can likely pull and post reports as necessary.

Susan asked how we will answer the questions that relate to working with the education system. Betsy explained that we will write a narrative that demonstrates how we collaborate with local educational programs. HUD will not likely require numerical information on this yet.

Amanda asked the Planning Council to briefly discuss whether they should provide feedback to the New/Bonus Project Selection Panel on what types of projects they should select for this year's Bonus and New (reallocated, if available) funds. She explained that depending on when the NOFA is released, we might not have time to do a Letter of Interest and a full application. None of the other continuums in the region are selecting bonus projects based on the HUD guidance to select 1 chronic and 1 veterans project.

Randall asked if we will know about last year's project awards in time for selecting this year's? Amanda explained that we might not know about last year's in time, but that HUD has indicated notifying continuums about the 2010 Bonus funds by the end of June. Debbie indicated that the panel could ask the agencies who applied last year to apply again and simply provide updated budget information if need be. Susan suggested the Planning Council recommend the selection panel follow HUD's guidelines, and also make sure to have a diverse representation of projects that serve families, veterans and chronically homeless.

Betsy moved that the New/Bonus Project Selection Panel solicit project applications that include families, veterans and chronically homeless individuals. Irene seconded and the motion passed unanimously.

Put IL to Work Update

Maura McCauley provided an update on the Put Illinois to Work initiative that has placed over 2,000 people in jobs already. There is a lag time between the referrals and actual placement. She indicated that it is a great opportunity for agencies looking to expand their programs in an area, but who are unable to hire a full-time position. Betsy reminded agencies they can apply to be a host site or go to the website to be an employer or make referrals. Irene noted that several people have been benefiting from this program and it is a great opportunity for homeless consumers.

Goodbye to Pat Rivera

Pat announced that this is her last meeting as she will be retiring June 30, 2010. Her replacement will attend the July meeting.

New Moms

Audalee announced that New Moms has broken ground on a new facility that will double their

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	<p>capacity - it will serve the Austin community on Chicago Avenue. They also have acquired a social enterprise known as Bright Endeavors that produces soy-based candles and containers.</p> <p><u>National Advocacy for vouchers</u></p> <p>The collaborative housing and services programs for homeless individuals and families would blend Housing Choice Vouchers from HUD and services funding from SAHSHA (singles) and TANF (families). The two pieces need to be funded, and are separate appropriations requests currently pending in Congress. Nancy and Betsy met with congressional staff in April to advocate for these appropriations. We also attended a meeting with members of the Administration (various program heads of HHS, HUD, etc) to discuss the proposed program overall. As currently proposed, the demonstration project for single adults would involve Medicaid, and states that have requested a specific "waiver" so it is unclear if any Illinois jurisdictions will be eligible to compete.</p>	
<p>ADJOURN- MENT</p>	<p>Ceandra motioned to adjourn the meeting, Irene seconded, and the meeting adjourned at 11:30am.</p>	
<p>ADJOURNMENT: 11:30AM</p>	<p>MINUTES SUBMITTED BY:</p>	<p>APPROVED BY:</p>
	<p>Nicole Prichard</p>	