

CHICAGO PLANNING COUNCIL ON HOMELESSNESS

MINUTES

DATE: MARCH 23, 2011

START TIME: 9:15AM

MEETING CALLED BY	Jennifer Welch – Chair
NOTE TAKER	Amanda Carlisle
ATTENDEES	Present – Members & Alternates: Michael Banghart, John Cheney Egan, Fred Friedman, Mary Howard, Randall Doubet King, Bill Koll, Angelique Miller, Maura McCauley, Audalee McLoughlin, Khen Nickele, Susan Reyna Guerrero, Debbie Reznick, Britt Shawver, Dorothy Yancy, Jennifer Welch, Ceandra Daniels (SPC Alternate), Fred Maclin (SPC Alternate) Absent: Irene Cabello, Tremel Daniel, Mark Czyzweski, David Granberry, Gene Herskovic, Nancy Radner, Patrick Winfrey Staff: Amanda Carlisle, Nicole Bahena Guests: Sandi Murray, Kathleen Molnar, Kimberly Holley
QUORUM?	Yes

Agenda Topics

WELCOME & INTRODUCTIONS	Jennifer Welch introduced herself to the group and opened the meeting with introductions.
REVIEW & APPROVAL OF 2/16/11 MINUTES	A motion was made and seconded to approve the minutes as written. <u>Vote:</u> 14-0-1 abstention. Motion carried.
HMIS COMMITTEE REPORT	<p>Sandi Murray gave the HMIS Committee report:</p> <ul style="list-style-type: none"> • <u>Client Consent Policies and Procedures</u> – At the HMIS forum last year, facilitated by CAEH, one concern from service providers was that agencies did not know if they were legally and accurately getting client consent to enter information into HMIS. It was also mentioned that providers did not know SOP’s existed and the appropriate security procedures they needed to take. The HMIS Committee is reviewing the consent policies and forms and will be bring the forms to the PC for review in a few months. Randall mentioned that the PC approves SOPs but should not approve forms as long as the forms don’t change policy. A PC member asked whether the Committee would be addressing confidentiality concerns raised by Domestic Violence (DV) providers when they review and revise the consent policies and forms. Sandi said several DV providers came to the last HMIS Committee to express their concerns and the Committee is taking their concerns seriously and trying to address them appropriately. • <u>Data Quality Task Group</u> – The Committee created a task group to develop a data quality plan for HMIS since Chicago was not able to submit all table shells for the 2010 AHAR. They will focus on bed coverage, improving bed utilization, and family configuration. When they are finished with their work, the task group will come back to the PC with recommendations on how to improve the system’s data quality. • <u>Bowman Systems’ Midwest User Summit</u> – The User Summit took place this week in Chicago. Chicago will need to update to ServicePoint version 5.0 in the next year. A transition plan and training on migration and the new version of ServicePoint will have to be developed. <p>The HMIS Committee’s next meeting is April 6th.</p>
HEARTH/ UFA UPDATE	<p>Fred requested that this agenda item be next as soon as Bill Koll arrived (10am). Bill provided the update: The UFA RFQ was distributed March 17th and is due April 7th. By April 15th, the review committee will decide which applications meet the criteria to move forward for presentation at a special May PC meeting. The meeting will be held either May 4th or 5th after 2pm. Please save the dates. Presentations will be around 30 minutes – 15-20 minutes for questions. Debbie will send out a doodle to select a date and time that works for most people.</p> <p>Mary asked if there would be a scoring tool developed for the group to use in making its decision. The answer was No. Michael asked whether the expectation would be that the PC would vote that day on the UFA selection. The answer was Yes and the group discussed the implications for SPC and CC representatives. Britt said the SPC had a meeting where representatives received direction from the commission; the SPC delegated responsibility to its representatives. The SPC drafted questions for candidates during the presentations. PC members agreed the presentation meeting would be an open meeting. It was requested that PC members receive the proposals in advance of the meeting and everyone agreed.</p>
EXECUTIVE COMMITTEE REPORT	<p>Susan Reyna Guerrero and Britt Shawver provided the Executive Committee’s (EC) report:</p> <ul style="list-style-type: none"> • <u>Executive Committee Membership</u> – Tim Soderlund stepped down from the PC and therefore Britt Shawver has been named Secretary, as she was the runner-up during the October elections. • <u>Response to HMV Committee’s Strategic Planning Motion</u> – The EC responded to the HMV Committee’s motion from February 2011 (see document) and put forth the following motion, which did not need a second: “The Planning

	<p>Council shall undertake a strategic planning process, to begin no later than January 2012, that includes but is not specifically limited to the following: how to prioritize HUD funding for the next 3-5 years; how to further implement the Plan to End Homelessness; and how Chicago will implement HEARTH Act requirements (including performance measures and structures)."</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ○ Members asked why the EC chose January 2012 as the start date. It was explained that January 2012 would be the <i>latest</i> that the strategic planning process would start but that it could certainly start earlier. The EC wanted to give the PC enough time to gather and review all relevant information before it started its process. ○ Randall said it was a long time since the PC stepped back and evaluated its work and the homeless system; he asked that the group identify <i>now</i> a weekend or few days in October for its strategic planning kick-off meeting. The EC agreed to start looking for a date. ○ The Homelessness Prevention Call Center should be included on the list of those to invite to present information. <p>Vote: The group voted 14-0-0 on the motion. Motion carried.</p> <ul style="list-style-type: none"> ● <u>Selection of 2011 Special NOFA Panels at April 20th Meeting</u> – The PC will vote on three special NOFA panel slates for 2011 at the April meeting. The panels are: Bonus Project Selection, Appeals, and Ranking Policies Task Group. Please send recommendations for persons to sit on these three panels to the Executive Committee. 		
<p style="text-align: center;">UPDATE ON NOFA EVALUATION PROCESS</p>	<p>Amanda and Nicole reported on the NOFA Evaluation Process:</p> <ul style="list-style-type: none"> ● <u>2011 NOFA Process</u> – <i>Evaluation Instrument:</i> The 2011 process is underway. At the April 20th PC meeting, HNV will present the Evaluation Instrument’s point/weight distributions for final approval. <i>Bonus Projects:</i> The 2011 bonus project process will need to start in May and will take place over several months. At the April 20th PC meeting, Nicole and Amanda will present recommendations for changes to the 2011 process, based on feedback from the 2010 Panel. <i>Ranking Policies Task Group:</i> The task group will need to start meeting in May to finish its work and make recommendations to the PC by August. ● <u>2010 NOFA Technical Assistance Process for Projects under 50</u> – As part of the 2010 ranking policies, the PC voted to require SHP renewal projects that scored below a 50 on the Evaluation Instrument to participate in technical assistance sessions with the CAEH staff and to propose a plan of action for improvement. 3 projects scored below 50 last year – 2 of the projects were TH and 1 was PH. In January, CAEH met with each of the 3 agencies to review their 2010 Evaluation Instrument scores and the agencies then submitted Corrective Action Plans based on the meetings. We won’t know the effects of the technical assistance until the 2011 Evaluation Instrument is completed, but it was very apparent to CAEH staff that a little bit of technical assistance goes a long way. For example, CAEH: <ul style="list-style-type: none"> ○ Pinpointed some problems one agency was having with HMIS and coordinated a special training to re-train all of their HMIS users; ○ Introduced an agency to harm reduction and linked them with the Harm Reduction Institute and with agencies who currently have waiting list so that they could set one up for their agency. This was to improve client services. <p>John asked if we are offering this TA process to all agencies. Amanda said No, but agencies are offered TA throughout the year and before every funding cycle begins – some agencies take advantage of it. Fred stated that bad programs should have consequences beyond receiving additional TA. Amanda explained that as part of last year’s ranking policies process, the task group discussed whether there were many programs that repeatedly scored poorly year after year and there weren’t any. The TA process was intended to have more of an impact on improving the agency’s services and would also serve as notice that if they repeatedly score poorly and do not improve their services and performance, they will be defunded.</p> <p>John mentioned an interest in reviewing the impact of the tool itself, and the need for consistency in the development and changes in the tool from year to year in relation to overall continuum goals and performance. Amanda concurred that there is a disconnect at a policy level with all the disparate entities that review portions of the process.</p>		
<p style="text-align: center;">NEXT MEETING DATE</p>	<p>The next PC meeting is April 20th from 9:15am to 11:15am at AIDS Foundation of Chicago (200 W. Jackson Blvd, Suite 2200). There will also be a May 4th or 5th meeting for UFA presentations. Lastly, the June 15th meeting has been rescheduled to June 22nd from 9:15am to 11:15am.</p>		
<p>ADJOURNMENT:</p>			
<p>Dorothy motioned to adjourn and Susan seconded. Vote: All in favor.</p>	<table border="1"> <tr> <td data-bbox="893 1822 1214 1875"> <p>MINUTES SUBMITTED BY:</p> <p>Amanda Carlisle</p> </td> <td data-bbox="1214 1822 1560 1875"> <p>APPROVED BY:</p> </td> </tr> </table>	<p>MINUTES SUBMITTED BY:</p> <p>Amanda Carlisle</p>	<p>APPROVED BY:</p>
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