

MINUTES

JULY 21, 2010

START TIME: 09:30AM

END TIME: 11:00AM

MEETING CALLED BY	Susan Reyna Guerrero
NOTE TAKER	Tim Soderlund
ATTENDEES	<p>Present: Michael Banghart, Betsy Benito, Irene Cabello, Ceandra Daniels, John Cheney Egan, Fred Friedman, Lonnie Fulton, Randall Doubet King, Maura McCauley, Khen Nickele, Nancy Radner, Susan Reyna Guerrero, Debbie Reznick, Timothy Soderlund, Dorothy Yancy, Donna Calvin (Alternate), Richard Ducatenzeiler (Alternate)</p> <p>Absent: Tremel Daniel, Linda Gibson, David Granberry, Gene Herskovic, Bill Koll, Audalee McLoughlin, Britt Shawver</p> <p>Guests: Amanda Becker Carlisle, Nicole Prichard, Robret Sparkman, Frederick Maclin</p>
QUORUM?	Yes

Agenda topics

CALL TO ORDER AND INTRODUCTIONS & REVIEW AND APPROVAL OF MINUTES	Susan welcomed everyone to the meeting and called for the review and approval of the May 19, 2010 Planning Council minutes. Randall recommended a change to the last paragraph which would clarify the inference - the document states "Nancy and I". It was recommended to state "Nancy and Betsy". Randall made a motion to approve the minutes with the one change and Ceandra seconded the motion. All approved, with one abstention from Fred.
2010 NOFA UPDATE	<p>Amanda Becker Carlisle gave the 2010 NOFA update report. In early July, HUD announced the 2009 permanent housing bonus project awards and Chicago received its bonus for \$4.2 million which will support a total of five projects (awards are listed in the handout provided) and over 100 permanent housing units for single individuals.</p> <p>The 2010 NOFA has yet to be release from HUD. As we learned previously, the renewal awards process will be expedited while new project awards will be announced after all renewals. For the local application process: The Planning Council's Appeals Committee is meeting July 26th to review all appeal letters for the local Evaluation Instrument process. Additionally, the Bonus Panel received over 20 LOIs for the new bonus project selections; the panel is meeting July 30th to review those LOIs.</p>
EXECUTIVE COMMITTEE REPORT	<p>Betsy Benito gave the Executive Committee Report:</p> <p>A. Ranking Policies Task Group</p> <p>Betsy stated that the 2010 Ranking Policies Task Group, made up of the Executive Committee along with Ken, John, Randall, Nancy, and Michael, met over the course of two months to develop the proposed ranking policies (see handout). Planning Council members were asked to submit any alternate proposals in writing and none had been received. Overall, the Task Group chose not to endorse reallocation as a tool to create new permanent housing projects for the 2010 NOFA; the group also discussed quality standards and imposing a minimum quality standard. With the proposal, the new permanent housing bonus projects will be ranked in the order determined by the Bonus/ New Project Selection Panel. Then, renewal projects will be ranked as follows: Projects scoring 50 or above on the Evaluation Instrument will be grouped by program type horizontally, with no one program type over another. Projects that fall below the minimum score will be placed on funding probation and will be required to participate in a technical assistance session and propose a plan of action for improvement. The technical assistance portion still needs to be discussed.</p> <p>The group discussed concerns that by not reallocating money, projects that are poor performers on the Evaluation Instrument will not be defunded and Chicago will not be able to increase its new permanent housing units. The Task Group mentioned several reasons why they chose not to endorse reallocation including reasons in the handout such as 1) lag time between when one project is defunded and when the new project is ready to house clients, 2) opportunities with HEARTH Act implementation in 2011, 3) questions whether one year of Tool</p>

scores can determine the quality of a project, and 4) the goal is to improve all projects and this will be done through technical assistance.

Because the 2010 Ranking Policies proposal came from the Executive Committee, it did not need a second.

B. Motion to Approve 2010 Ranking Policies for HUD Funding -Betsy

After questions and discussion for or against, Betsy called the question and Nancy seconded the motion. Vote: 15 for, 1 opposed. Motion to call the question carries.

Motion: To approve the 2010 Ranking Policies as presented by the Executive Committee in the handout. Vote: 15 in favor, 1 opposed, 0 abstentions. Motion carries.

Ceandra asked one clarifying question: What types of programs were the projects that scored below 50 for preliminary Evaluation Instrument scores? Amanda responded that the projects were permanent housing (PH) and transitional housing (TH) projects.

C. Recommendation on Technical Assistance

Susan provided clarification on the technical assistance plan for projects that score below 50:

The agency will be required to meet with Chicago Alliance staff to better understand where they lost points in the Evaluation Instrument and how these issues can be addressed. Then, the agency will be required to submit, in writing, their proposed improvement plan. Finally, the agency will meet with Chicago Alliance staff members and member of a subcommittee to review the proposed improvement plan. The Chicago Alliance and subcommittee will work with the agency to implement the improvement plan or HUD technical assistance providers may be contacted to work with the agency, if necessary.

Khen asked if the Planning Council could hear a report back on the technical assistance and corrective action plans. Susan and Amanda stated that the technical assistance will be rolled out in the fall, after the 2010 NOFA process is completed, and the Alliance will report back to the Planning Council about the progress of the technical assistance then.

Robret Sparkman gave the HMIS Committee Report. The Committee has been meeting more frequently to ensure that they work through their work plan:

- It is anticipated that the new version of ServicePoint (5.0) will be implemented by the City by January 1, 2011. The HMIS Committee understands that there needs to be appropriate training for the updates and more user involvement from the agencies and as such, eight members of the committee used trial versions of ServicePoint 5.0 and gave their feedback to the City.
- The HMIS Committee has also worked on a user guide for the current system to help HMIS users enter and exit clients properly; they are waiting for a response from Bowman on some technical aspects. Once the user guide is done, the City and HMIS Committee will start City-hosted webinar trainings or user groups.
- Another regular HMIS issue is participation rates for data elements. The Planning Council may need to make some suggestions on how to improve participation continuum-wide.
- The HMIS Committee work plan has been reviewed and updated to reflect information gathered by the Alliance over the past several months from the 1) HMIS Forum, 2) meeting with interface agencies, and 3) HMIS Project Assessment.

Final HMIS Report from Chicago Alliance to End Homelessness – Nicole Prichard

Nicole presented the HMIS Report to the group as the final step of the HMIS analysis the Alliance undertook, combining information gathered at the HMIS Forum in March, a meeting with the Interface Agencies, and the evaluation instrument the HMIS Lead Agency completed as part of this year's renewal HUD grant process. The goals of the report are to identify system-wide barriers and recommend solutions, and educate HMIS stakeholders about the

HMIS COMMITTEE
REPORT

	<p>standards and guidelines for operating a HMIS project.</p> <p>The three primary recommendations for improving HMIS are to increase the number of dedicated staff for the project, improve training and increase the number of training opportunities for HMIS users, and clearly define HMIS project roles and responsibilities.</p> <p>Ceandra asked if the Planning Council or HMIS Committee ever received a budget from the City of Chicago for the HMIS Project, and that if so, were there additional funds in the budget that could be reallocated for training. Nicole said that a HUD budget was required to be submitted as part of the HMIS Evaluation this year, but that the City matches the HUD budget with a significant amount of funds.</p> <p>Betsy stated that David Wells and DFSS are currently looking at this year’s budget and HMIS needs to see where funds can be reallocated. Ceandra asked if the Planning Council could see the budget. Nancy said that what is more important is that now we have outlined every responsibility necessary to carry out a successful HMIS project, and that now we can begin to allocate resources. The Alliance will be creating a list of job descriptions with responsibilities and reporting structure.</p> <p>Khen and Susan commented that agencies are getting frustrated by the length of time it is taking to improve HMIS. Khen asked if there is something we can do to provide agencies with immediate positive feedback about HMIS.</p> <p>Nicole spoke about some of the HMIS improvements that are planned for the near future, such as the user guide and webinar training sessions. Nancy stated that she will plan a meeting with the City to discuss the staffing pattern and roles and responsibilities for the HMIS project.</p> <p>Randall said that someone from DFSS should be at the Planning Council meetings to speak to the HMIS project and data quality. Randall made a motion regarding this matter, and Michael seconded it.</p> <p>Motion: To have the Planning Council Chair send a letter on behalf of the Planning Council to request that someone from the HMIS Lead Agency be present at Planning Council meetings. Vote: all in favor. Motion carries.</p>				
ANNOUNCEMENTS	<p>A. Elections for 2010-2011 Chicago Planning Council The September Planning Council meeting will be the last of this cycle and an October meeting will be the first of the 2010-2011 year. The Planning Council will elect new officers for open seats at the October meeting. This is a reminder to bring nominations for new officers to the October meeting.</p> <p>B. 100,000 Homes Campaign Common ground based, in New York City, launched this campaign to identify and house the most vulnerable homeless persons in the country. Chicago signed on as a participating community and we are in the process of planning our campaign starting August 23, 2010 with a Registry Week where unsheltered and sheltered participants will be asked to complete a vulnerability index survey tool. Once we have a registry of the homeless on the streets and in shelters, we will have the ability to house the most vulnerable persons quickly.</p>				
SET 2010 MEETING DATE	The next Planning Council meeting has been changed to Tuesday, September 21, 2010 from 9:30am to 11:30am at a location to be determined.				
ADJOURNMENT:	<table border="1"> <tr> <td data-bbox="836 1799 1040 1869">MINUTES SUBMITTED BY:</td> <td data-bbox="1040 1799 1541 1869">APPROVED BY:</td> </tr> <tr> <td data-bbox="836 1869 1040 1917">Tim Soderlund</td> <td data-bbox="1040 1869 1541 1917"></td> </tr> </table>	MINUTES SUBMITTED BY:	APPROVED BY:	Tim Soderlund	
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