Chicago Planning Council on Homelessness

MINUTES DATE FEBRUARY 15, 2012 START TIME: 9:41 AM

MEETING CALLED BY	John Pfeiffer – Chair
NOTE TAKER	Britt Shawver, Secretary
ATTENDEES	**Present:** Arturo Bendixen, Michael Banghart, Nonie Brennan, John Cheney Egan, Mark Czyzewki, Ceandra Daniels, Randall Doubet King, Fred Friedman, Mary Howard, Jim Lewis, Felix Matlock, Maura McCauley, Audalee McLoughlin, Angelique Miller, John Pfeiffer, Susan Reyna Guerrero, Debbie Reznick, Richard Rowe, Britt Shawver, Dorothy Yancy **Absent:** Irene Cabello, David Granberry, Luz Hein, Khen Nickele **Guests:** Nicole Amling, Kathleen Molnar, Andrea Dakin, Sandi Murray, Shawanda Higgins, John Vranas, Sue Heiss, John Lam **Staff:** Nicole Bahena, Elizabeth Perez
QUORUM?	Yes.

Agenda topics:

WELCOME & INTRODUCTIONS	John Pfeiffer welcomed everyone and everyone introduced themselves to start the meeting.
REVIEW AND APPROVAL OF AGENDA	October and December 2011 Minutes were reviewed by the Chicago Planning Council. Michael Banghart motioned to approve the minutes and Richard Rowe seconded. The minutes were approved unanimously.
EXECUTIVE COMMITTEE REPORT	**State Prevention Funds – John Pfeiffer** The deadline to submit an application for the Illinois State Homeless Prevention Funds for Chicago came earlier this year than in the past. The Chicago Alliance to End Homelessness has in the past served as the agency to apply for the funds, and then another agency was awarded the funds after an RFP process. The Emergency Fund has received the funds for the past 2 years, and due to a series of events in the past months, the Alliance and Planning Council have not administered an RFP process to select the grantee for 2013-2014 funds. The Planning Council Executive Committee decided to allow the Emergency Fund to receive funds for one more year to avoid losing the money to Chicago. At a future meeting, the Emergency Fund will provide a report on how the prevention funds have been used. The State Homeless Prevention Funds has been added to the CoC Work Plan to avoid similar situations in the future. John Pfeiffer and DFSS are administering the process to select the grantee for future State Homeless Prevention Funds, as the Alliance has a conflict of interest. John asked for volunteers to join this group – John Cheney Egan, Susan Reyna, and Dorothy Yancy volunteered. Others can email Nicole and John if interested. **Hull House- John Pfeiffer** Hull House closed on Jan 23, 2012 due to insolvency. They had 1 HUD contract that served 35 families/singles ranging from ages 18 to 24. The Planning Council submitted a list of partner agencies that have experience working with HUD and have similar programs. However, HUD appointed ChildServ as the recipient of the HUD contract. ChildServ has reached out to landlords and clients that were working with Hull House. The Chicago Alliance to End Homelessness (CAEH) and DFSS have offered support and informed lead staff at ChildServ regarding the Continuum of Care (CoC). Questions were raised regarding the senior citizen programs and other programs offered at the agency. The Planning Council was unaware of these other programs and only had knowledge about the HUD contract. Discussion arose regarding outreach and relationship building between HUD and the CoC. The Executive Committee of the Planning Council and is dialoguing and outreaching to HUD. **Central Referral List (CRL)- Debbie Reznick** The task group reviewed the background of the 10 year plan and the reasons to re-visit the goal of the CRL. The task group met on Jan 11th for a full day meeting. On February 16th, the task group will meet for another whole day to review the look and functionality of CRL. They will also create recommendation to bring to the Planning Council. By the April meeting, the task group will have an idea of who would manage CRL and how the selection process will look like.. The bonus projects (if approved by HUD) will be required to use CRL. A question was posed The group is concerned that it may not be ready for use by Nov/Dec. The task group will figure out how soon CRL can be ready and recognizes the urgency, but also wants to have a thorough look at CRL. The HOST system can be revamped to accommodate the CRL for the bonus projects, as long as it is revamped to rank by

	vulnerability. There will be further analysis of this.
HMIS COMMITTEE REPORT	**2012 HMV Committee Slate – Sue Heiss** Sue Heiss presented the slate for HMV. She stated that HMV would welcome more government and consumer representation. If anyone has a recommendation, please let Nicole know. For the moment there are no government representative son the slate but it has been left open. John Cheney sent 2 invitations but did not receive a response. John Pfeiffer will send out his invitation again. The 2012 slate has 2 consumers. The group questioned if all members on slate had voting rights (especially for those agencies that had multiple members from the same agencies). Nicole stated members only have one vote per agency. Each agency gets 1 vote even if multiple staff members attend HMV. Sue commented that due to low consumer participation (10%), ideally the committee should have 1/3 of consumer representation; slots will be kept open if consumers wish to participate. Also, discussion of youth representation on the committee. Mark Ruckdaeschel is in the youth constituency group and Beacon will be joining. Youth from the Charrette week to be encouraged to participate. Susan motioned to approve the slate with requirement of a youth and government slot. Dorothy seconded motion. **2012 HMV Calendar – Sue Heiss** The 2012 HMV Calendar was shared and Andrea expressed it is a working calendar. It is published with 2012 process and is related to the HUD funding process. Audalee motioned to approve the HMV Calendar and Dorothy seconded. **2012 Evaluation Instrument & Process – Andrea Dakin** Andrea Dakin discussed the NOFA modified Evaluation Instrument. The threshold questions remained the same and no new thresholds questions were added. Questions related to HEARTH are the same as last year, and are not threshold questions. A question arose about agencies that received waivers to Plan certification and Nicole answered that no new waivers are issued. Projects will be evaluated based on full year APR information. If there is a project that does not have full year APR data, they will contact Nicole. Projects will receive a pass/fail grade this year. CAEH will review all programs and will bring in independent reviewers to help review the 3 programs that fell below 2 standard deviations last year. There will be an appeal process. Susan motioned to approve and Michael seconded. **Review Direction of 2013 Evaluation Process – Nicole Bahena** The 2013 Evaluation process goals and objectives were reviewed. Brainstorming occurred regarding the purpose, publishing and scope. Nicole put this together on a work plan. This work plan will be used as a foundation / focus to help determine priorities for 2013. Questions regarding timelines and where the Planning Council decisions would come into play arose. A breakdown of objectives for Planning Council and agenda will be discussed at a later time. The Task group will be meeting next week to discuss recommendations. **CoC Webinar Update – Elizabeth Perez** The Chicago Continuum of Care Orientation webinar occurred on January 20, 2012. It lasted 1 ½ hour and had 51 participants (out of 77 that registered) Leaders from the HMV committee participated in the webinar. The following presented on the following topics: Geri Palmer (Northside Housing) on the History of the CoC, Nicole Bahena (CAEH) on the CoC structure and organization, Kathy Booton Wilson (Deborah's Place) on McKinney Vento and HEARTH Act funding process, Kathleen Molnar (CAEH) on HMIS, Nicole Amling (CAEH) on the overview of the Alliance, Nicole Amling and Eileen Higgin (Catholic Charities) on Chicago's Plan to End Homelessness and Plan 2.0. Questions that arose were toward how to participate in the CoC, study guide for Plan 2.0 and where to view calendar for meetings.
ALLIANCE PRESENTATION ON CONSOLIDATION	Nonie, Art, and Randall presented on the Emergency Fund and Chicago Alliance to End Homelessness consolidation. Presenters discussed the reason for the merger, consultants that assisted, vision, mission and unified goal. In Sept 2011 the merger occurred and 14 board members from each board were consolidated to one. All staff members work under lead organization: Chicago Alliance to End Homelessness.
PLAN 2.0 UPDATE / CHARRETTE WEEK OVERVIEW	**Plan 2.0 Process – Nicole Amling** Charrette week had a total of 445 participants: 54 providers, 125 consumers, 14 government and 6 funders. Charrette week consisted of 2 days of expert fish bowls which allowed audience to hear from the experts in the field. Afterwards, the audience was able to voice concerns/disagreements. The 3rd

	day (Friday) was designed to hear the final report which consisted of feedback from the fish bowls. During the session on the final report, many people expressed the need for more time to give feedback on the recommendations made after the fishbowls, and so written feedback was accepted for a few days after Charrette week. A total 45 pages of written feedback were received from individuals, agencies and consumers. Last week the final Charrette report was released, and it was noted that this is not Plan 2.0. In the comments received 95% appreciated the opportunity to be part of the process and to be heard (this was especially heard from consumers). It was mentioned some constituency groups felt they were not heard, but they did submitted written feedback. During the meeting, Dorothy also stated that this process was appreciated for allowing consumers' voice to be heard. Overall there were 6 issue areas: Employment, Permanent Housing Access and Supply, systems Integration, Coordinated Access and Prevention, Interim and Rapid Rehousing and Youth. Out of the 6 issues, Interim and Rapid Rehousing and Permanent Housing Access had the least consensus. Due to this outcome, it was recommended that the conversation continue through the creation of task groups. The Plan 2.0 Steering Committee will meet next week to determine the next steps. It was noted Plan 2.0 will not be another 10 year plan but it will have long and short term objectives, numeric benchmarks and will be ongoing.
HMIS COMMITTEE	**Status Update on Upgrade to 5.0 – Sandi Murray** Sandi began the HMIS Committee report with a status update on the upgrade from ServicePoint 4 to ServicePoint 5. The upgrade is scheduled to occur on July 9th. Sandi reminded the Planning Council to ensure everyone is signed up for the HMIS Newsletter. The HMIS committee is looking for more participation; meetings occur the 1st Wednesday of every month. The next meeting is scheduled to meet at DFSS. Bowen (software vendor) will be doing the trainings. The schedule will be shared via email through the HMIS newsletter. **Status Update on HUD TA and Transition of HMIS Lead Agency – Kathleen Molnar** Three Technical Assistance firms have been consulting with the Alliance to assist with the transition of HMIS from the City to the Alliance. CAEH is pending to receive the contract to move forward with hiring of the HMIS person. Kathleen Molnar is conducting phone interviews this week.
EXHIBIT 1 OVERVIEW	**Exhibit 1 Overview - Nicole** Nicole provided an overview of what questions are asked in Exhibit 1. Once HUD releases the scores and debriefing notes on Exhibit 1 will there be a chance to give a more in depth analysis and how to move forward. Exhibit 1 has 5 categories and each area is assigned points. However, HUD does not specify the point value of questions within each section. *Please see attachment of Exhibit 1 based on 2011 HUD NOFA.* There was discussion on how lack of participation in HMIS from agencies affects our overall score, and on HUD goals and the Program Models Chart, which is used to determine performance evaluation questions, question regarding PIT data and numbers of chronic homelessness and available beds, and TANF participation. HUD will give likely announce scores within 4-6 months.
NOFA UPDATES	**NOFA Updates - Nicole** <u>CoC Work Plan Presentation</u>: Nicole presented the work plan. The only suggested receive was to have a status update column added. <u>CoC Check-up Results & Next Steps</u>: Our CoC had 17 groups and/or individuals complete the CoC Check Up survey. The Plan 2.0 Steering committee will have a special meeting on February 27th at 1pm to review the final results, assign a consensus answer to each question in the survey and develop action plan. March is the deadline to submit an action plan to HUD. Housing Inventory Count (HIC) / Point-in-Time (PIT) Count Update: DFSS completed the PIT (100% response). CAEH received the Housing Inventory Surveys (77% response). Next steps are data entry and analysis. <u>Annual Homelessness Assessment Report (AHAR)</u>: John Lam presented the latest AHAR information. Four out of six table shells were usable. This is an increase from last year (3 out of 6 were usable). The shelves that were unusable were ES (emergency shelter) families and ES singles; and this was due to not enough bed coverage and over utilization. Over utilization is mainly a cause of staff not exiting clients out of the system. DFSS is currently working on this issue to make it user friendly and not manually have to exit clients out daily.
ANNOUNCEMENTS	Art announced on March 2nd (Friday) there will be a benefit screening on the movie "Being Flynn". After the movie, there will be a Q&A with the Author. Tickets are $20 and all proceeds will be used to assist the homeless. March 2, 2012 at 7pm at the ICON Theatre.

NEXT MEETING DATES & MOTION TO ADJOURN	Randall proposed we move the meeting to 9am. John asked if there were any objections, there were none and the meeting was moved to 9am. Next meeting at CHA (60 E. Van Buren) on April 18, 2012 from 9am to 11am. Nicole will update and send out the notice

ADJOURNMENT:	**MINUTESSUBMITTED BY:**	**APPROVED BY:**
There being no further business, the PC moved by acclamation to adjourn.	Britt Shawver Elizabeth Perez	