

Chicago Planning Council on Homelessness

MINUTES

DATE JUNE 20, 2012

START TIME: 9:10 AM

MEETING CALLED BY	John Pfeiffer – Chair
NOTE TAKER	Elizabeth Perez
ATTENDEES	<p>Present: Arturo Bendixen, Michael Banghart, Nonie Brennan, John Cheney Egan, Mark Czyzewki, Ceandra Daniels, Randall Doubet King, Dennis Flint, Fred Friedman, Tabatha Koylass, Jim Lewis, Felix Matlock, Maura McCauley, Audalee McLoughlin, Angelique Miller, Khen Nickelle, John Pfeiffer, Susan Reyna-Guerrero, Debbie Reznick, Richard Rowe, Britt Shawver, Cary Steinbuck, Dorothy Yancy, Christine Achre, Connie Bacon, Fred Maclin, Becki Martello, Tahtia Smalling, Gwendolyn Turner</p> <p>Absent: Fred Friedman, Luz Hein, David Granberry</p> <p>Guests: Karen Wingfield-Bond, Sandi Murray, David Esposito, Sue Heiss, Sabrina Washington-Christmas, Sherri Allen-Reeves, Robert Wirsten, Jim LoBianco, Ann Marie Grimberg, Car, Bonnie Wade, Suzanne Hanney, Nicole Amling, Kathleen Molnar, Sherise Alexander, Padma Thangaray</p> <p>Staff: Nicole Bahena, Elizabeth Perez</p>
QUORUM?	Yes.

Agenda topics:

WELCOME & INTRODUCTIONS	John Pfeiffer welcomed everyone and everyone introduced themselves at start the meeting. John welcomed Cary Steinbuck and Tabatha Koylass to the Chicago Planning Council meeting
REVIEW AND APPROVAL OF AGENDA & MINUTES	The Chicago Planning Council on Homelessness (CPCH) reviewed the April 18, 2012 minutes and agenda. Randall motioned to approve agenda. Arturo seconded the motion. Agenda was approved. Randall motioned to approve April minutes. Arturo seconded the motion. Minutes were approved.
PLAN 2.0 PRESENTATION AND VOTE	<p><u>Plan 2.0 Presentation – John and Nicole A.</u> No copies of the presentation were presented to CPCH due to Plan 2.0 being embargoed. Members of the Chicago Planning Council on Homelessness (CPCH) attended reading room sessions to review the plan, and provided feedback to the steering committee. Many changes were incorporated into the Plan after the reading room sessions. The presentation consisted of these changes and an overview of the strategic priorities.</p> <p><u>Plan 2.0 Vote</u> Overall positive comments were received regarding the transparency and inclusiveness of the process given the limitation of the embargoed process. Many CPCH members recalled the creation of the first Plan to End Homelessness and noted how this process has been more inclusive. Audalee motioned to approve Plan 2.0. Susan seconded the motion. Plan 2.0 was approved by a unanimous vote. Next steps: a release date will be announced and Plan 2.0 will be unveiled at a provider’s site. All CPCH and steering committee members will be invited to attend the unveiling of Plan 2.0 by the Mayor. Consumers will be invited to share their story and Nicole Amling will discuss Plan 2.0. Currently there are 4 possible dates: July 9th, 10th, 19th and 20th. This will be a morning event. Please make note of the possible dates, the Alliance will share dates once confirmation has been released.</p>
CENTRAL REFERRAL SYSTEM (CRS) MANAGING ENTITY SELECTION PROCESS	<p><u>Central Referral System (CRS) – Britt</u> Britt provided an overview and current state of CRS. In the last CPCH meeting, it was agreed that a Managing Entity will be selected to manage CRS. It was noted that HOST will be used during the interim and it is important to add the street outreach component. Please see attached document (Central Referral system Task Group – Request for Applicants for Managing Entity) for details on the Request for Applicants. The proposed slate consist of the following: City of Chicago, Chicago Housing Authority, HUD and/or federal government representation, private foundation (2), Permanent Supportive Housing Providers (1-3 representation of the city and a mix of scattered site and site based providers), Interim Housing (IH)and Outreach providers (1-3 providers and balanced representation of singles/families), consumer(s), Executive Committee member(s) and business community. The following recommendations will be included in the slate: the IH task group will recommend IH providers to serve on this slate and will aim to have equal amount of consumer representation as provider representation. Britt motioned to approve the proposed slate with the recommendations. The motion was seconded. Motion was approved.</p>

	<p>In regards to the language used in the “Central Referral system (CRS) Managing entity Request for Applicants” document; the following recommendation will be implemented into the document. It was recommended under the 3 components for CRS 3(A); more elaboration is needed on the confidentiality issues described. On page 3, it was recommended to withdraw “its members” from the sentence.</p> <p>Discussion regarding the funding source resulted in a note that the agent submitting the request will be expected to search for part of the funding. It was also noted that if CRS is not running by November when the Bonus projects are expected to pull from it for their projects, Bonus projects will be able to pull from their own list to comply with HUD’s requirements. CHS will continue to monitor HOST until Sept 2013. The Alliance will explore if CRS and HMIS can be integrated and assess the capacity but currently the priority is working on APR information.</p>
<p>HMV COMMITTEE – AFFIRM PRIORITIES</p>	<p><u>HMV Committee – Affirm Priorities for 2013 Evaluation Process – Andrea</u></p> <p>The current year (2012) was an abridged Evaluation and all project submitted their Evaluation Instruments on time. Currently Alliance staff is on scheduled for reviewing the instruments. Andrea provided a 2013 Evaluation Priority overview of the process. The main change is that evaluation instruments will be submitted on a rolling basis. For example, the 22 projects with grants beginning in January will have an Evaluation due date in April. Due to this rolling basis, projects whose funds are to be reallocated will not be able to do so until 2014. Agencies will still be held accountable for their performance. With this new process, it will hold all agencies accountable to a standard established by the program model.</p> <p>After examining our current methods, if the CoC wants to help continue for Chicago to continue to be competitive nationwide, the local Evaluation Instrument should evaluate projects based on their yearly APRs and hold them to an established standard. CPCH members expressed concerns regarding the removal of competition and whether this may hurt the CoC. It was discussed that competition is not being eliminated. The competition will still exist but it will be toward a standard based on the program model instead of agencies competing against one another. Point allocation has not been addressed. Before the HMV committee, moves forward with question development, a special meeting will be held on July 24th to discuss the Evaluation Priorities. Many priorities are the same as last year. There are also some new areas that need Planning Council guidance on whether to include them into the evaluation instrument.</p>
<p>HMIS TRANSITION UPDATE</p>	<p><u>HMIS Transition Update – Kathleen and Padma</u></p> <p>Kathleen introduced Padma – the new director of HMIS. Padma comes to the Alliance with extensive experience in information technology and has worked with a number of non-profit agencies, including the Homeless Prevention Call Center. Padma has a Masters degree in Software Systems Engineering and is certified as a Project Management Professional. HUD has transferred the grant from DFSS to the Alliance. The Alliance will be working with DFSS during the transition period. During this transition, agencies are not expected to experience any differences.</p> <p>On September 10th, a service upgrade will occur. In August, the Alliance will send out an e-newsletter notice and post on HMIS to make all agencies are aware of this update. Trainings will be held, both web-based and face-to-face. Dates will be established and will be communicated throughout the various communication methods (e-newsletter, HMIS posting, etc.). Trainings will currently be a combination of Bowman and the Alliance. Once agencies have attended trainings and have experienced the upgrade, if staff members have questions/concerns, the Alliance will look at providing individualized TA. The trainings will be held at the DFSS lab but Alliance staff are currently exploring other locations. Art proposed space availability for training at the AIDS Foundation. Alliance will follow up with the AIDS foundation for utilization of the computer lab.</p> <p>Padma will be forming an HMIS task group and will invite interface providers to the group to discuss issues that arise from HMIS.</p> <p>Currently, the Alliance is interviewing for the Lead Data Analysis position. The Alliance is hopeful that by the end of the month, an offer will be made. The Alliance hopes to have a team of 4 data analysis hired in the future.</p>
<p>COLLABORATIVE APPLICANT (NOFA) UPDATE</p>	<p><u>Collaborative Applicant (NOFA) Update – Nicole Bahena</u></p> <p>Through the CoC Check Up Action plan, items that needed improvement were identified. One main area was the government structure. The CoC applied for HUD TA, which has been awarded. The same team that worked on the HMIS TA was assigned. The team already has knowledge over Chicago’s CoC, which will reduce in the team’s time in learning about the Chicago CoC. Currently, the TA team will contact the Chicago Planning Council Executive Committee regarding the government structure. Nicole B. will send out an email.</p>

	<p>Nicole gave a special thanks to all committee members who have volunteered for the various task groups. The HEARTH task group and the New/ Bonus Selection/ Process Task groups will be convening soon. If interested in participating, please contact Nicole Bahena.</p> <p><u>Exhibit 1 – Nicole Bahena</u> Nicole B. will be reviewing the Exhibit 1 in the July meeting. There will be a chance to discuss results. Currently, Chicago’s CoC is receiving HMIS TA and will begin the Governance structure. Although, once the NOFA is released all TA is put on hold.</p>	
ANNOUNCEMENTS	<p>The Department of Health and Human Services’ Administration on Children, Youth and Families (ACYF) has released a public Funding Opportunity (FOA) for a \$35 million public-private partnership to support the spread of supportive housing models to stabilize the highest risk families. On July 2, 2012 at 10am, DFSS will convene with interested participants to learn more regarding this FOA. For more information, please contact John or Alliance staff.</p>	
NEXT MEETING DATES & MOTION TO ADJOURN	<p>A special meeting will be held on Tuesday, July 24th (location to be determined). This special meeting will address the Exhibit 1 Debriefing and Recommendations for 2012-2013. It will also focus on the HMV Priorities. The next regular scheduled meeting is Wednesday, August 15th at CHA (60 E. Van Buren)</p>	
ADJOURNMENT:	MINUTES SUBMITTED BY:	APPROVED BY:
<p>There being no further business, the PC moved by acclamation to adjourn.</p>	<p>Elizabeth Perez</p>	