

DATE	Wednesday, December 9, 2015
START TIME	10am
LOCATION	All Chicago (Learning Center) , 651 W. Washington
CALLED BY	Licia Knight, Co-Chair
NOTE TAKER	Norma Samame; Madeline Shea
PRESENT	Tawanda Acosta, Melvin Alexander, Matt Arck, Amanda Borta, Debbie Donegan, Licia Knight, Melody Marsh, Cassidy Morris, Chris O'Hara, Margarita Nieves-Gonzalez, Norma Samame, Rachel Shaw, Madeline Shea, Padma Thangaraj, Peggy Troyer, Kathy Wilson-Booth (for Lisa Danielson)
ABSENT	
WELCOME AND INTRODUCTIONS	L. Knight welcomed all committee members to the meeting.
APPROVAL OF AGENDA AND MINUTES	Agenda and 10/14/15 meeting minutes were presented for approval. C. O'Mara motioned to approve the agenda and minutes, and was seconded by M. Arck. The motion unanimously passed.
Updates from HMIS Committee Chairs	<u>Calendar:</u> Upcoming meeting calendar for 2016 was reviewed with the following proposed dates (all starting at 10AM): 2/10/16, 4/13/16, 6/08/16; 8/0/16, 10/12/16, and 12/14/16. C. O'Mara motioned to approve the 2016 meeting calendar, and was seconded by M. Nieves-Gonzalez. Motion passed. M. Arck from The Night Ministry offered to host the next meeting in February 2016, and the offer was accepted. <u>Co-Chair:</u> D. Donegan stated that she was resigning, effective today. A letter stating her resignation was handed out. T. Acosta volunteered to replace D. Donegan as committee co-chair and was accepted.
2016 Member Roster	<u>Roster Approval:</u> L. Knight announced that Iliana Morales-Frazier, who was to fill the ESG slot of the HMIS membership roster, was moving to a different position within DFSS and could no longer fill the ESG slot. As an ESG sub-recipient, M. Nieves-Gonzalez volunteered to fill the slot, but L. Knight is not sure if that is possible and is waiting to hear from the Membership Committee whether this can happen. P. Thangaraj asked for committee members to confirm they were CoC members, as per the Charter rules. All who were present confirmed they were CoC members, but it is not clear whether P. Brandy, who was absent, is a CoC member. C. O'Hara motioned to accept the 2016 HMIS Committee member slate, and M. Nieves-Gonzalez seconded the motion. The motion unanimously passed.

	<p><u>Determine Length of Term:</u> Term length for Committee members was determined by each member drawing from a jar of candy canes for 3-year (green), 2-year (pink), and 1-year (blue) terms. Co-Chairs and Co-Secretaries will serve 2-year terms that will be staggered one year apart to ensure that one Co-Chair and one Co-Secretary will remain in service.</p> <p><u>Nominate Co-Chair and Secretary:</u> To replace former member C. Smith as co-secretary, L. Knight asked for volunteers. M. Shea volunteered and was approved to be a co-secretary along with N. Samame.</p> <p><u>HMIS Governance Charter:</u> P. Thangaraj indicated that the HMIS Committee needs its own charter to clearly define roles and expectations. This may require formation of a subcommittee.</p> <p><u>HMIS Committee Sub-Committees:</u> The following sub-committees currently report to the HMIS Committee:</p> <ul style="list-style-type: none"> - Workplan working group - Data Quality Steering Committee (DQSC) <p>The following sub-committees are currently under development:</p> <ul style="list-style-type: none"> - Monitoring tool for HMIS Lead working group - Consents working group (C. O’Hara expressed interest once it is formed) - New Initiatives working groups (i.e., Ending Veterans Homelessness) <p><i>**Descriptions of each of the sub-committees and list of all members of each sub-committees, including vacant slots will be developed for the next meeting.</i></p>
DQSC 2016 Slate	<p>D. Donegan explained the work of DQSC as monitoring and evaluating the data quality assessments, identifying standards for CoC AHAR data quality, and expanding participation in data quality activities. DQSC meets quarterly following the data quality assessments.</p> <p>Current members include: D. Donegan; Katie (?); L. Danielson. As the DQSC was in need of additional members, a number of committee members volunteered: K. Wilson expressed interest on behalf of L. Danielson; C. O’Hara; M. Shea; M. Arck; T. Acosta nominated Lavon French of CCHC; Peggy Troyer. If there is any other interest in DQSC, email D. Donegan and cc P. Thangaraj. <i>**The DQSC 2016 Slate will be voted on at the next meeting.</i></p>
HMIS Committee Workplan	<p>I. Knight reviewed committee members: M. Marsh, P. Troyer, L. Knight, N. Samame, T. Acosta, D. Yancy, and M. Alexander. The goal of the committee is to meet before the next scheduled HMIS Committee meeting to review and finalize the proposed workplan and present at the next Committee meeting. Frequency of these meetings is still TBD.</p>
Updates from HMIS Lead	<p><u>AHAR:</u> P. Thangaraj provided an update on the Annual Homeless Assessment Report (AHAR) that examines bed utilization and coverage across 6 categories.</p> <ul style="list-style-type: none"> - The reporting year was 10/1/14 to 9/31/15. The initial draft with explanation of data quality issues was due 12/2/15 and the final is due 12/23/15.

	<ul style="list-style-type: none"> - P. Thangaraj indicated that while data quality has improved greatly over the past 3 years, there are still data quality issues. The threshold % for bed coverage in the AHAR is 50% or higher. Currently, emergency shelter individuals is at 49% bed coverage. Additionally, it was remarked by the Committee that bed utilization appears low as HUD’s preferred range is 65% - 105%. That bed utilization and timeliness of data entry is being considered as part of the quarterly data quality assessments will help this data. Additionally, there are some higher missing data %s. HUD is aware of the changes to data collection (i.e., length of stay) and All Chicago feels that this will not be a major issue. - The AHAR draft must be approved by the CoC; this was formerly done by Lisa Mayes-Lillig. This year, Dave Thomas has volunteered to approve it on behalf the CoC, but moving forward, P. Thangaraj indicated that this should be done by the HMIS Committee. <p><u>*Added Item: Veterans Initiative:</u> P. Thangaraj gave an update that the Veterans Initiative is no longer pulling referrals from CRS, but from HMIS.</p> <p><u>CRS:</u> CASC is holding a CRS Transition meeting at 12/16/15 at 1pm at CSH, 205 W. Randolph. The CRS Advisory Board has been approved and will continue to meet in 2016 independent of the HMIS Committee. This may change in 2017 as CASC will begin rollout of Coordinated Entry in the 4th quarter of 2016.</p> <p>To represent the HMIS Committee and provide perspective elsewhere in the CoC, P. Thangaraj suggested that members participate in other committees, including the new SPEC. N. Samame and M. Alexander said they would attend SPEC meetings, but M. Alexander wasn’t sure if there was a conflict of interest for him as he is on the SPEC Committee. P. Thangaraj and L. Knight informed him there was not a conflict.</p> <p><u>Staffing:</u></p> <ul style="list-style-type: none"> - David Melnick has replaced Adam Czernikowski as Data Analyst, though Adam will remain in a contract role until through the end of 2016. - With Lisa Mayes-Lillig no longer at All Chicago, the HMIS Team is currently reporting to the VP of Finance. - Dave Thomas is currently reporting to the CEO. <p><u>Funding:</u> There was an error in the Grant Inventory Worksheet and \$186,000 in HUD funding was lost to the CoC. All Chicago chose to absorb this loss in HMIS expansion grant funds, which was a \$92,000 grant. No loss the HMIS team is projected, but the possibility to recapture the lost funding remains to be seen.</p>
Announcements	C. O’Hara announced the PIT count is on 1/26 and they are looking for volunteers to help with the event.
Adjourn	

