

Chicago Planning Council on Homelessness
 HUD McKinney Vento (HMV) Committee

MINUTES

DATE: FRIDAY, JANUARY 9, 2015 START TIME: 10:05AM

MEETING CALLED BY	Kyu Yup Kim, Co-Chair
NOTE TAKER	Andrea Dakin, Secretary
ATTENDEES	<p>Members Present: Sherri Allen Reeves, Kathy Booton Wilson, Adriana Camarda, Andrea Dakin, Kyu Yup Kim, Alice Merrifield, Jennifer Miller Rehfeldt, Mandee Russell, Norma Samame, Ami Shah, Mindy Taylor, Monica Williams</p> <p>Alternates Present:</p> <p>Chicago Alliance Staff: Amanda Borta, Loren Seeger, and Elizabeth Perez</p> <p>Guest(s): Chris Bohlander (HHCS)</p>
QUORUM?	Yes.

Agenda topics:

WELCOME & INTRODUCTIONS	<ul style="list-style-type: none"> Kyu welcomed the committee and asked everyone to introduce themselves. Each attendee introduced themselves and the agency which they represent.
MINUTES	<ul style="list-style-type: none"> The committee reviewed the minutes. Minutes were approved unanimously.
ANNOUNCEMENTS AND UPDATES	<ul style="list-style-type: none"> Charter Implementation Updates <ul style="list-style-type: none"> As the charter is implemented, committees are expected to continue with business as usual, including HMV, until October when the new Planning Council begins The committee will provide information throughout the 2015 year and full implementation is scheduled to take place until 2016 There will be an all Continuum of Care meeting in February which everyone is encouraged to attend Planning Council – The Evaluation Instrument point allocation was presented at the last meeting and was approved. The Program Model Chart (PMC) was also passed with minimal discussion. The SPGTG will determine implementation and timelines for agencies to adhere to the new PMC. Adrianna Camarda reminded everyone of the Point-In-Time Count on January 22nd and said that volunteer opportunities are still available
HMV ELECTIONS	<ul style="list-style-type: none"> Discussion regarding HMV slate and officers <ul style="list-style-type: none"> As the committee has been instructed to continue with business as usual, a new slate will be formed at February’s meeting. Participation of committee member or alternate will be required at that meeting and a new slate with officers will be voted upon then. CAEH staff will send out an email announcement. For the Chair position, Sherri Allen-Reeves nominated Alice Merrifield, Kyu Yup Kim nominated Mandee Russell, and Sherri Allen-Reeves nominated Mindy Taylor. Nomination were tabled until the February meeting for a vote. An announcement will be made for an open invitation to have other individuals join the HMV committee. Interested individuals must attend the February meeting. If the committee see lack of new participation, will discuss the possibility of opening it up for additional participation to the wider continuum.
EVALUATION SUBCOMMITTEE	<ul style="list-style-type: none"> Updates regarding final changes and committee discussion regarding the final draft of the project evaluation were given by Amanda since Michael Herman is no longer with the HMV committee. The current components were emailed with the subcommittee meeting minutes. The meeting focused on the performance section only. <ul style="list-style-type: none"> Question 10: Re-written to be more like permanent housing with short-term support. Question 17: Re-worded to match actual calculation Client death was removed from destination questions Question 12 was discussed regarding the fairness of it; no changes were made Discussion regarding need for both agencies and CAEH to complete performance calculations; no changes were made

	<ul style="list-style-type: none"> ○ Discussion arose regarding the new PMC outcomes and alignment. The questions will be revision once the PMC has been fully implemented. ○ It was noted the manual should include language on the quarterly assessment. Amanda will update the manual to reflect this change. <ul style="list-style-type: none"> ● Motion made by Alice Merrifield to approve the Agency Component; Kathy Booton-Wilson seconded. Motion passed. ● Motion made by Kathy Booton-Wilson to approve the Project Component; Adriana Camarda seconded. Motion passed. 	
EVALUATION PROCESS	<ul style="list-style-type: none"> ● Committee discussed the possibility of setting an annual evaluation timetable to make it consistent from year to year despite the release of the HUD NOFA. Amanda indicated that was something that CAEH has also discussed. Topic was tabled for a later date by the next committee. ● Exempt Project Discussion. CAEH staff indicated that there are 4 system grants and 4 new project grants for which HMV needed to decide evaluation if evaluation exception was appropriate. It was agreed that the new projects would be exempt as they were not yet operational and had no data to evaluate. For system grants, there was discussion regarding which committees within the new charter were responsible for oversight and monitoring of the grants. Due to the individualized nature of each system grant and the new charter monitoring structure, HMV agreed that the 4 system grants would be exempt from the 2015 evaluation process as well. ● HMV discussed how they would receive questions regarding the evaluation instrument and process should CAEH receive any. It was decided that questions would be discussed at the February meeting and that a special conference call would be scheduled for 2/13 for any issues that arose after the February meeting. ● For committee members that could stay, Amanda provided a demonstration of survey gizmo. Changes were made based upon feedback received. Amanda would send out a test link to anyone who wanted to see it but couldn't stay for the demonstration. 	
NEXT MEETING	<ul style="list-style-type: none"> ● The next HMV meeting will take place on Friday, February 6 from 10:00AM – 12:00PM at Chicago Department of Family and Support Services- 1615 W. Chicago Avenue 	
ADJOURNMENT:	MINUTES SUBMITTED BY:	APPROVED BY:
Jennifer Miller Rehfeldt motioned to adjourn, Alice Merrifield seconded, motioned passed. Meeting was adjourned at 12:15pm	Andrea Dakin	HMV Committee on March 6, 2015