

Chicago CoC Board of Directors  
System Performance and Evaluation Committee (SPEC)

MINUTES

DATE: THURSDAY,  
NOVEMBER 10, 2016

START TIME: 10:08AM

<b>MEETING CALLED BY</b>	Andrea Dakin, Chair
<b>NOTE TAKER</b>	Kathy Booton Wilson, Co-Secretary
<b>ATTENDEES</b>	<b>Members:</b> Gwendolyn Turner; Larry Smith; Robert Cunningham; Adriana Camarda; Andrea Dakin; Kathy Booton Wilson; Mindy Taylor; Padma Thangaraj; Melvin Alexander; Debbie Culpepper; Jenny Hansen (Phone) <b>Guests:</b> Chris O’Hara; Mandee Russell; Brittany Ramenani <b>Staff:</b> Amanda Borta
<b>QUORUM?</b>	Yes.

Agenda topics:

<b>INTRODUCTIONS</b>	Andrea opened the meeting and welcomed attendees. Attendees introduced themselves.
<b>REVIEW AND APPROVAL OF MINUTES</b>	The group reviewed the minutes of the October 14, 2016 SPEC meeting. Gwen Turner moved to approve the minutes, and Robert Cunningham seconded. The minutes were approved unanimously.
<b>APPROVAL OF AGENDA</b>	The agenda was approved by consensus.
<b>COC BOARD UPDATE</b>	Mindy Taylor attended the Continuum of Care Board meeting on behalf of SPEC. Andrea reported that SPEC has presented some questions and concerns regarding the CoC Charter to the Charter Implementation & Review Committee. One item was related to ESG funding. The other question concerned appeals of evaluation instrument scores. SPEC recommended that outside reviewers (outside of the collaborative applicant) be included in the first level of appeal. These comments were not considered, because the Charter Amendment and Interpretation Committee were not aware that the comments were on behalf of SPEC. Andrea made attempts to discuss the issue with the chair of the Charter Amendment and Interpretation Committee and then discussed it with service provider representatives to the board. Mindy attended the board meeting and said was told that this was an inappropriate avenue for this concern. They felt that All Chicago had already accommodated the request to include additional reviewers in the appeals review. Mindy mentioned that service provider changes to the charter have been difficult. Service providers have pushed for motions to be accepted from the floor at the All CoC meetings. The PIT methodology was also approved.
<b>PIT SUBCOMMITTEE UPDATE</b>	Adriana Camarda reported. The Point-in-Time Subcommittee is meeting monthly and is working on the survey instrument. Volunteer recruitment will begin soon. The group reviewed the 2016 pre-PIT survey that occurred through HMIS. In January 2017, the shelter PIT will occur in both HMIS and in-person in the shelters with the ultimate goal of someday completing the shelter PIT through HMIS. The subcommittee is also working to incorporate the Voices of Youth count.
<b>EVALUATION TOOL SUBCOMMITTEE REPORT</b>	Kathy Booton Wilson reported on behalf of the Evaluation Tool Subcommittee. <ul style="list-style-type: none"> <li>• <b>Agency Component:</b> Because the CoC Finance Committee does not have the capacity to take on the Additional Financial Review, SPEC was asked to develop a process. This process, and the CoC financial checklist used for the first stage of review, will be included in the Instruction Manual. <ul style="list-style-type: none"> <li>○ <b>CoC Committee Participation:</b> The Evaluation Instrument Subcommittee had concerns about adding a column for “Regular Committee Participation under B. Agency Governance. The Subcommittee suggested that it would be difficult for the CoC staff to monitor this type of participation, and that there is not a good definition of “Regular Participation”. SPEC agreed that the column could be left off.</li> </ul> </li> </ul> <p><b>Motion: Approve the Agency Component of the Evaluation Instrument with the recommended changes and amendments.</b> Kathy moved and Padma seconded. The motion was approved</p>

	<p><b>unanimously.</b></p> <ul style="list-style-type: none"> <li>• <b>Project Component:</b> SPEC reviewed proposed changes to the Project Component. <ul style="list-style-type: none"> <li>○ <b>Project Operations – Recapture Spreadsheet:</b> The committee reviewed and affirmed the Recapture Spreadsheet that projects will use to determine percentage of unspent HUD dollars and reallocation of funds. Long-Term Rental Assistance agencies will not be scored on this question in 2017 but will be expected to complete the spreadsheet.</li> <li>○ <b>HMIS:</b> In the sections on data quality, there will be clarification that timeliness of entry will not be scored in 2016, but will be scored in 2017.</li> <li>○ <b>System Priorities:</b> There was discussion of the removal of “formerly incarcerated offenders” from the priority list. The subcommittee suggested that this was the only of the listed populations that is not specified by HUD as a priority population, and that this population is not verifiable through HMIS. The question on CRS will be removed and language regarding the Coordinated Entry will be added.</li> </ul> </li> </ul> <p><b>Agency Project Component of the Evaluation Instrument with the recommended changes and amendments.</b> Kathy moved and Adriana seconded. The motion was approved unanimously. The subcommittee noted that the point total for the evaluation instrument is 80. Project Performance will be 40% of the total. It will be reported to the CoC Board that the instrument is complete.</p>	
<p><b>PROGRAM MODELS CHART – RAPID REHOUSING AND COORDINATED ENTRY</b></p>	<p>Stephanie Sideman discussed the process of updating the Program Models Chart and Coordinated Entry. There is a time pressure, as CDFSS needs to have the information on Coordinated Entry for the 2017 funding process. Coordinated Entry needs to be incorporated into the Program Models Chart. CDFSS will release an RFP to fund some agencies for Coordinated Access. Some of the models related to coordinated entry, such as systems navigation, may become activities funded by CDFSS, and are not included in the Program Models Chart. If a change to the Program Models Chart occurs after CDFSS releases the RFP, the RFP can’t be changed. A committee of members of the Coordinated Access Steering Committee, CSH and All Chicago will draft changes to the Program Models Chart. Amanda also mentioned that SPEC will need to think about how Coordinated Access (CRS now) projects are evaluated. In models not related to Coordinated Access, there will be an update to meet HUD requirements. The Coordinated Access Steering Committee will bring a draft back to SPEC that includes new models related to coordinated access and changes to other models related to HUD requirements. CASC will bring the draft to SPEC in December or January.</p>	
<p><b>PROGRAM MODELS CHART</b></p>	<p>Padma recommended that at the next meeting a workgroup be established to work on the Program Models Chart.</p>	
<p><b>NEXT MEETING</b></p>	<p><b>Friday, December 9, 2016 at 10:00AM</b> at CDFSS, 1615 W Chicago Avenue.</p>	
<p><b>ADJOURNMENT: 12:00PM</b></p>	<p><b>MINUTES SUBMITTED BY:</b></p>	<p><b>APPROVED BY:</b></p>
<p>The meeting adjourned at 12:00PM.</p>	<p>Kathy Booton Wilson</p>	