

Evaluation Tool Subcommittee

Of the System Performance and Evaluation Committee (SPEC)

MINUTES

DATE 3-31-16

START TIME 10:05AM

MEETING CALLED BY	Kathy Wilson
NOTE TAKER	Amanda Borta
ATTENDEES	Present: Otha Gaston, Billy Sharpe, Melvin Alexander, Adriana Camarda, Kathy Booton Wilson, Mandee Russell, Kyu Yup Kim, Andrea Dakin Absent: Debbie Culpepper, Perry Vietti

Agenda topics

WORK PLAN AND CHARTER CHANGE	<p>The committee approved the agenda. Kathy led the meeting, in lieu of a Chair, as the designated liaison to the System Performance and Evaluation Committee. The committee first reviewed the timeline and workplan to discuss the work of the committee.</p> <p>Questions about whether this committee will also be creating an ESG Evaluation. CAIC will be addressing this as one of the items prioritized for review. For now, ESG evaluation will be on hold until clarified.</p> <p>Site Visit process will be reviewed in the first quarter, as those need to begin in May. Recruitment will be important for both the SPC and LEC to get expanded participation. We will review feedback and follow up from 2015 Site Visit Process and Evaluation Process. Possibility of doing a brief orientation to the work in general for new members.</p> <p>Second quarter we will begin laying the groundwork for next evaluation process and begin thinking about updates and changes.</p> <p>Third quarter the work will be focused heavily on finalizing all evaluation instrument details, including policies and procedures.</p> <p>Fourth quarter (Jan-April) is finishing the actual release and submission of the Evaluation and Finalizing the site visit process for the following year.</p>	
MEMBERSHIP AND SLATE/ COMMITTEE LEADERSHIP	<p>The committee discussed participation from LEC, unsure if Keith Richardson and Janice are still going to participate. Will follow up with LEC. The Service Provider slots are not filled. Mindy Taylor has resigned from participating in this committee. Alternates are Mandee, Kyu, and Debbie so the committee will vote on member/alternate. Decided by consensus that Kyu would be member, with Mandee serving as Alternate. No one opposed.</p> <p>Have several spots to fill including Public Agency, State Agency or Other Major System, Private Funder, At Large. Requesting that a blurb be included in e-newsletter, Kyu to draft a paragraph for outreach.</p> <p>Electing leadership: Kathy and Adriana to be Co-Chairs; David can alternate Secretary</p> <p>Kyu moved to slate Adriana Camarda from DFSS and Kathy Booton Wilson as CoChairs as well as David Melnick from All Chicago as Secretary.</p> <p>One year terms: Kyu, Billy; Two Year term: Otha, Melvin, David, Perry; Three Year Term: Kathy, Adriana, Mandee</p> <p>Communications: Report back to SPEC as standing agenda item. Kathy to be liaison. SPEC likewise will pass on information back to the Evaluation Subcommittee.</p>	
2016 EVALUATION PROCESS	<p>To review Site Visit process at April meeting. Kathy and Kyu to present with Amanda at SPC EC meeting next week to gather "pool" of peer providers.</p> <p>How can we orient everyone to the Evaluation process? Perhaps an orientation presentation at the next meeting or just before. Kyu suggested a written packet. Orientation starter guide by Kyu. Amanda and Kathy can assist, with assistance from Otha. Will put something together before the next meeting. Kyu to send to David for review since he is new and can provide feedback.</p> <p>Calendar for 2016: Meeting once per month is best since there is always work to be done throughout the year. More needed towards the end of the year. One and half hour meeting. Third Thursdays? April 21st to be next meeting. 9am orientation, 10am meeting to 11:30am. Need to conduct outreach as we get closer to the evaluation time to ensure participation from all project types, etc.</p>	
ADJOURNMENT:	MINUTES SUBMITTED BY:	APPROVED BY:
11:15am	Amanda	Committee – April 21 st