

Evaluation Tool Subcommittee of SPEC

MINUTES

DATE 4-21-16

START TIME 10:00AM

MEETING CALLED BY	Amanda Borta
NOTE TAKER	David Melnick
ATTENDEES	<p>Present: Kathy Wilson, Perry Vietti, Sherri Allen Reeves, Debbie Culpepper, Mandee Russell, Adriana Camarda, David Melnick, Billy Sharpe, Otha Gaston, Melvin Alexander, Kyu Yup Kim</p> <p>Absent: Keith Richardson</p> <p>Guests: Consuella Brown</p> <p>Staff: Amanda Borta</p>

Agenda topics

REVIEW AND APPROVAL OF AGENDA	Committee approved agenda	
REVIEW AND APPROVAL OF MINUTES	Billy made motion, Kyu second for minutes from last meeting. Passes	
MEMBERSHIP AND SLATE	Kathy nominates Sherri Allen Reeves, Adriana seconds. Passes	
2016 EVALUATION PROCESS UPDATE	One project has not submitted. Final scores went out 4/7/2016. Secondary appeals process currently happening – this is the final step of the evaluation process. Feedback survey has been sent out with most of the same questions as previous years. Amanda will bring full feedback to the group. ~100 initial appealed, 60 approved, ~7 in secondary appeal. Non-cash benefits, anonymous narrative feedback questions were questions that caused problems.	
2016 SITE VISIT PROCESS	<p>Purpose is to avoid enormous paperwork. 6 site visits last year – 3 low scoring and 3 randomly chosen. Amanda went over site visit from 2015. Consuella brings up that All Chicago (AC) receiving the CoC Planning Grant will allow AC to conduct as many as 12 site visits each year. Concern over LEC being stretched thin for site visits. 2 members from AC, 2-3 LEC, 1 from HMV (peer, looking to include SPC members in this role next year) on site visits last year. Sherri brings up that staff at individual service providers don't know a lot about the CoC. Amanda brings up that they worked on communication between leadership and staff for evaluation.</p> <p>Proposed full comprehensive site visit for fewer projects and others get less comprehensive visit. Staff time exists for AC, but not for SPC and LEC. Consuella – “how can we make the site visit more efficient?” Adriana – “how can the site visit inform improvements in system performance?”</p> <p>2-3 LEC members for each visit. Low scoring get comprehensive process. Randomly selected get AC and SPC. Each agency can't be visited twice before the other agencies are visited once. 6 agencies visited last year can't be visited until all other agencies have been visited. Billy – need to increase number of comprehensive visits. Kathy – agency schedules peer portion. Starting with lowest scoring, moving up, skipping agencies that have already been visited. Goal of 10 for the year, 1 in May, review for June. Perry, Sherri volunteering.</p>	
CALENDAR FOR 2016	Next meeting “Document 101” of Evaluation Instrument. Evaluation report available for June meeting. Next meeting 5/19 9:30-11:00. Moving forward 3 rd Thursday of Month. 6/16. 7/21.	
ADJOURNMENT:	MINUTES SUBMITTED BY:	APPROVED BY:
11:30am	David	