

System Performance and Evaluation Committee (SPEC)

MINUTES

DATE 2-19-16

START TIME 10:00AM

MEETING CALLED BY	Andrea Dakin
NOTE TAKER	Padma Thangaraj
ATTENDEES	Present: Andrea Dakin, Debbie Culpepper (SPC Alternate), Kathy Booton Wilson, Mindy Taylor, Gwendolyn Turner, Robert Cunningham, Desirie McKay, Padma Thangaraj, Larry Smith, Adriana Camarda Absent: Melvin Alexander (LEC Alternate) Guests: Kyu Yup Kim, Dave Thomas, Mandee Russell Staff: Amanda Borta

Agenda topics

WELCOME AND INTRODUCTIONS	Andrea welcomed all members and guests to the meeting. She also reminded the Committee that the meeting dates are the 2 nd week of every month.
REVIEW & APPROVAL OF MINUTES	January meeting minutes were presented for approval. Mindy T. and Padma T. requested some changes. Gwen T. motioned to approve the minutes with the changes, and was seconded by Kathy W. The motion unanimously passed.
COMMITTEE MEMBERSHIP	<p>a. Charter Compliant roster updates: Private Funder and other open seats on the Committee roster remain to be a challenge. The Board and all other CoC committees are challenged with the similar issue. Amanda B. will take on the responsibility of trying to fill the seats and reach out to people as needed. She will be the liaison between Membership and SPEC. The Committee decided to continue business as usual and vote on items Debbie C. is an SPEC alternate for one year and will get on the slate the following year if possible and voted in. She will not pull a straw to determine the term.</p> <p>b. Sub-Committees: Communication – Kathy and Adriana will serve as communication liaison from the respective sub-committees back to SPEC. Padma requested her staff serve as an At-Large on the evaluation sub-committees and was agreed.</p> <p>Evaluation Subcommittee was requested to meet before the April SPEC meeting. Amanda B. will send out a doodle to the members. Andrea will be work with Amanda B. on an Agenda.</p> <p>PIT Subcommittee: was requested to meet before the SPEC March meeting. Adriana and Elizabeth P. are the leads. Kathy recommended that past members be invited to these meetings.</p> <p>c. Committee Leadership: Larry was asked if he would be willing to be the Vice-Chair as he was nominated at the January meeting. Larry deferred and declined. Larry nominated the other nominee (Mindy T.) to accept the offer. Padma nominated Desirie M. Desirie M declined. Andrea D. raised a concern that the majority of the Leadership is SPC. The Committee had no concerns. Andrea suggested that the agenda item allow for room to make additions. Mindy accepted. By consensus SPEC has a slate of officers. Andrea will submit the new leadership slate to the Board.</p>
DISCUSSION OF ROLES	SPEC Member and Staffing: Amanda B. led the conversation and reviewed the CA Workload Assumption Key. Dave T. provided an update on the CA MOU work. He mentioned they are in the process of drilling into the details and plan on inviting Committee leadership in March for an orientation.
2016 WORK PLAN REVIEW	Andrea D. led the work plan discussion. The work plan was discussed in detail. Andrea D. will share the updated work plan at the next meeting. Concern: 2015 Work plan included a phrase "Evaluating performance of those...ESG funded projects". SPEC requested that this be addressed with the Charter Implementation Committee for further clarification. Adriana C. was willing to have this conversation and provide an update to the Committee.
CHARTER AMENDMENT FEEDBACK	Andrea D., Kathy W. and Mindy T. on behalf of SPC and past HMV members submitted questions/feedback/recommendation to the Charter committee. Andrea D. shared the questions and encouraged Committee members to attend the March 4 th meeting.
ANNOUNCEMENTS AND UPDATES	2016 Evaluation process: Amanda B. shared an update and a concern with the Committee. Update: There were issues with the Evaluation report from HMIS. She is working very closely with HMIS staff to resolve those issues and

have no concerns at this time. She will continue to manually check bed utilization to ensure Agencies are being scored accurately as an extra measure and not rely completely on the report.

Amanda B. shared the concern with fiscal year 2014 new project that did not start until late 2015. She requested the Committee for guidance on determination on how much time is worthy of an exception and should they be exempt. After a lengthy discussion the Committee decided on the following motion:

Motion by Kathy W.: Projects that began in calendar year 2015 will submit the Evaluation local instrument with the understanding the questions for which they will not have full year of data will not be applicable to the scoring. This will be agreed upon by AllChicago staff prior to submission. Additionally, any discrepancies between AllChicago staff and new projects application will be forwarded to SPEC for final determination.

Desirie K. seconded. Adrianna - abstention. Motion passes.

ADJOURNMENT:

**MINUTES SUBMITTED
BY:**

APPROVED BY:

12:10pm

Padma T.