

System Performance and Evaluation Committee (SPEC)

MINUTES

DATE 10-14-16

START TIME 10:10AM

MEETING CALLED BY	Andrea Dakin
NOTE TAKER	Padma Thangaraj
ATTENDEES	Members: Adriana Camarda, Kathy Wilson, Andrea Dakin, Gwendolyn Turner, Mindy Taylor; Padma Thangaraj Alternates: Debbie Culpepper Staff: Elizabeth Perez Guests: David Mowery, HOW; Brittany Ramenani, Trilogy
QUORUM	Yes

Agenda topics

WELCOME AND INTRODUCTIONS/REVIEW AND APPROVAL OF MINUTES AND AGENDA	<p>Welcome and Introductions.</p> <p>Kathy moved to approve the September minutes as amended. Gwen seconded. It was approved.</p> <p>There was a group consensus on the Agenda</p>
COMMITTEE UPDATES	<p>a. Evaluation Tool Subcommittee – Kathy The Subcommittee completed the review of the Agency component and currently working on the Project Component of the Evaluation Tool. A one-pager of the changes/recommendations that was reviewed extensively was provided for SPEC to review. Kathy walked the Committee through these changes and each was discussed in detail</p> <p>Financial Review: A question was raised about the language around “red flags”. After lengthy discussion around past process the Committee made a recommendation to change to language to read, “Under the guidelines provided by the Finance Committee of the CoC board. If the Agency does meet the guidelines of the Finance Committee, the Committee will further review and may request for additional information.</p> <p>A motion was requested by SPEC for the CoC Finance Committee to be contacted to provide a guiding checklist and define what red flags would be for the Evaluation Tool. Mindy seconded the motion.</p> <p>Checklist revision: Andrea requested that language be added to state the “SPEC will provide oversight” for the process. The group unanimously agreed.</p> <p>Agency governance: The Committee requested to acknowledge guests with consistent attendance and add language to encourage non-elected members to continue attending the meeting as guests.</p> <p>CoC Board recommendation to revisit and discuss the policy around late submissions was discussed. After some thoughtful discussion the Committee decided that the submission policies for the local evaluation tool will remain the same. A vote was called for and is as follows: For Missing or Late Submission: 6 Yes, 0 - No</p> <p>Technical Deficiencies: The Committee after review and discussion proposed no changes. SPEC requested that the Agency component be brought back for approval at the next meeting.</p> <p>b. PIT Subcommittee – Adriana The PIT methodology was reviewed. The only HUD mandate that Chicago was not in compliance was using HMIS for the PIT count. The subgroup decided that in 2017 both HMIS and paper will be administered in parallel, for the sheltered count. This is the only change to the methodology.</p> <p>Adriana also informed that since 2013, the Youth count methodology has changed to extend the youth count time and actually having youth do the count.</p> <p>A vote was called to approve the PIT methodology. It was unanimous.</p> <p>Gap Analysis and Frequent Users: Elizabeth informed that the PIT subcommittee is tasked with conducting gap analysis and was looking for some guidance from SPEC. SPEC requested All Chicago to conduct a best practice study to see how other CoC’s in the country conduct gap analysis and bring some ideas and proposals to SPEC for further discussion.</p>
COMMITTEE MEMBERSHIP AND SLATE 2017	<p>Andrea was requested to submit the roster to the Board for 2017. Seats and names were discussed in detail. It was determined that assistance will be needed from Membership Committee to fill the State, At-large, Public agency and a major system.</p>

PROGRAM MODELS DISCUSSION	This agenda was tabled to discuss at the next meeting.	
CAIC UPDATES	It was important for SPEC to review the Charter amendments proposed by SPEC. Andrea did a comparison and shared that CAIC accepted only a few but not all recommendations. The two recommendations that was not accepted were changes around 1) Establishing to review 2) Appeals process. After some lengthy discussions a decision was made to further investigate and why the recommendations were not accepted.	
OTHER ANNOUCEMENTS AND UPDATES	<p>Padma informed that her team is currently working on the Annual Homeless Assessment Report (AHAR) and the final date of submission is December 1, 2016.</p> <p>SPEC discussed to reschedule the meeting to November 10th since November 11th is Veterans Day and maybe a holiday for most members.</p>	
ADJOURNMENT:	MINUTES SUBMITTED BY:	APPROVED BY:
12.05pm	Padma	