

HUD-McKinney Vento Committee of the Chicago Planning Council on Homelessness

MINUTES

DATE: FEB 6, 2015

START TIME 10:04AM

MEETING CALLED BY	Kyu Yup Kim
NOTE TAKER	Andrea Dakin and Kathy Booton Wilson
ATTENDEES	<p>Present: Sherri Allen Reeves, Kathy Booton Wilson, Adriana Camarda, Joyce Coffee, James Conlon, Andrea Dakin, Elizabeth Dunn, Ken Keibler, Kyu Yup Kim, Kevin McCullough, Alice Merrifield, Jennifer Miller Rehfeldt, Mandee Russell, Norma Samame, Robret Simpson, Mindy Taylor, Monica Williams, Gwen Turner, Amanda Borta, Loren Seeger, Elizabeth Perez (via phone)</p> <p>Absent: Ami Shah</p> <p>Guests:</p>
QUORUM?	YES

Agenda topics

MINUTES	Kyu welcomed and asked all members to introduce themselves. Review and approval of the January 2015 minutes was tabled to the March 2015 meeting.
ANNOUNCEMENTS AND UPDATES	<ul style="list-style-type: none"> • Planning Council Update: Amanda Borta reported that the new charter committees are meeting. The new committees are meeting and will provide timelines regarding implementation schedule. • Consumer Engagement Sessions: Loren Seeger and Gwen Turner reported on the consumer engagement sessions that took place in January. There were three sessions, led by members of the Lived Experience Commission. Currently, no red flags have arose and all sessions went well. Gwen expressed a concern that some consumers might have felt uncomfortable giving negative feedback. The group discussed ways that the engagement sessions might include a wider variety of voices and obtain more diverse input. The Lived Experience Commission will reconvene to discuss this issue. The subgroup will also be referred to the Site Visit Subcommittee. • Catholic Charities: Ken Keibler reported that Catholic Charities is moving out of the 651 West Lake Street location. New offices will be in the 2600 west block of Marquette. • Grant Inventory Worksheets (GIW's): Loren reported that the GIW's will be due on Friday, February 13th. The process is the same as last year. Sherri Allen-Reeves mentioned some confusion over whether in reallocation is allowed. Loren stated that funds can be reallocated between line items, but not in this stage of the GIW process.
ELECTIONS	<ul style="list-style-type: none"> • Committee Slate: The following slate was approved for 2015 HUD McKinney-Vento Committee membership until the new governance structure takes effect: <ul style="list-style-type: none"> - Sherri Allen Reeves - Kathy Booton Wilson - Adriana Camarda - Joyce Coffee - James Conlon - Andrea Dakin - Elizabeth Dunn - Ken Keibler - Kyu Yup Kim - Kevin McCullough - Alice Merrifield - Jennifer Miller Rehfeldt - Mandee Russell - Norma Samame - Robret Simpson - Mindy Taylor - Monica Williams - Gwen Turner - Larry Smith - Robert Cunningham

- Ami Shah* (absent during the Feb meeting, however, expressed an interest to continue to participate to Amanda prior to the Feb meeting)

All committee members were present at this meeting (or their alternate was) except for Ami Shah, who was absent with prior approval. Only one person from each agency will be allowed on the HMV slate, however, agencies are encouraged to list an alternate. Any additional names of alternates must be submitted to Amanda prior to the February 18th Planning Council meeting. Amanda will ask for approval of the HMV Committee slate to be added to the Planning Council agenda for February.

The slate was motioned to be approved. All votes in favor except for one abstention.

- Officers: The following individuals were nominated for the positions.
 - Alice Merrifield, Mindy Taylor and Mandee Russell – Co-Chairs
 - Kathy Booton Wilson – Secretary

Mindy wished to withdraw her nomination. The HMV committee moved to vote on the following individuals

- Alice Merrifield and Mandee Russell as Co-Chairs.
- Kathy Booton Wilson as Secretary

The committee allowed for any additional nominations. No other nominations were placed. Robret motioned to vote on the nominations. Monica seconded the motioned. 1 abstained and 1 opposed. Motioned passed. The following votes were taken

- Alice for Co-Chair: 2 abstained. 17 approved.
- Mandee for Co-Chair: 2 abstained. 17 approved.
- Kathy for Secretary: 2 abstained. 17 approved.

Motion was approved for Alice and Mandee to be Co-Chairs and Kathy for Secretary for the 2015 HMV Committee.

- Committee Policies and Procedures:
 - Attendance Policy: The Attendance Policy was approved as written (see attached) with the change that the word “consumer” be changed to “lived experience committee member” everywhere that it appears. Ken Keibler moved for approval of the attendance policy with the noted changes and Joyce Coffee seconded. The motion was approved with all votes in favor with one abstention. **Attendance Policy was approved.**
 - Roberts Rules of Order: The committee discussed adopting Roberts Rules of Order for all meetings. Amanda Borta will bring a handout with applicable rules from RR of O to the next meeting as outlined in the Charter. She will provided copies of the new charter as well.
 - Committee Membership Questions: Questions were raised about membership changes when a member leaves the committee and how to add new stakeholders to the committee. There were also questions about whether service providers will still be able to participate in the process of creating and approving the Evaluation Instrument, or whether that would be considered a conflict of interest under the new charter.

EVALUATION UPDATES

Amanda reported that the evaluation instrument was released on January 26th and will be due on February 20th. In-person and webinar trainings will be offered, and an FAQ sheet will be available. There will be a brief HMV conference call to discuss the process on Friday, February 13th at 10:00AM.

SITE VISIT SUB-COMMITTEE

The sub-committee will meet to begin to create documents for the site visit packets. The Site Visit Sub-Committee is made up of:

- Mandee Russell
- Alice Merrifield
- Kyu Yup Kim
- Adriana Camarda
- Robret Simpson
- Andrea Dakin
- A staff member from Family Rescue
- Loren Seeger (All Chicago Staff)
- Amanda Borta (All Chicago Staff)
- 1 – 2 members from the Lived Experience Commission

	Andrea also suggested Dave Thomas (All Chicago staff) for the sub-committee. The sub-committee will need a chair (or 2 co-chairs) and a secretary. The sub-committee will meet and provide an update at the next HMV meeting. Amanda Borta will send out an e-mail to schedule a meeting.	
SYSTEMS PERFORMANCE AND EVALUATION COMMITTEE	Sherri raised the concern that the HMV Committee will disband once the Systems Performance and Evaluation Committee begins in September or October 2015. She suggested that in the upcoming meetings the HMV Committee discuss what tasks will need to be shifted to the new committee and what new tasks will be included in their responsibilities.	
ADJOURNMENT:	MINUTES SUBMITTED BY:	APPROVED BY:
Robret motioned to adjourn and Adriana seconded.	Andrea Dakin and Kathy Booton Wilson	HMV Committee on March 6, 2015