

MINUTES

DATE: FRIDAY, APRIL 10, 2015 START TIME: 10:08AM

MEETING CALLED BY	Mandee Russell, Co-Chair
NOTE TAKER	Kathy Booton Wilson, Secretary
ATTENDANCE	Sherri Allen Reeves, Joyce M. Coffee, James Conlon, Andrea Dakin, Elizabeth Dunn, Ken Keibler, Kevin McCullough, Alice Merrifield, Dharshni Ponnampalam, Mandee Russell, Norma Samame, Ami Shah, Robret Simpson, Larry Smith, Mindy Taylor, Gwen Turner, Monica Williams, Amanda Borta, Loren Seeger, Mayon Yen, Jodie Arnaudov, David Mowery, Chris Bohlander.
QUORUM?	Yes.

Agenda topics:

WELCOME AND INTRODUCTIONS	Mandee opened the meeting and welcomed attendees. Attendees introduced themselves.
REVIEW AND APPROVAL OF MINUTES	The group reviewed the minutes of the March 2015 HMV meeting. Joyce Coffee moved for approval of the minutes and Gwen Turner seconded. The minutes were approved unanimously. The committee also received a copy of the minutes of the March 2015 Site Visit Sub-Committee meeting.
ANNOUNCEMENTS AND UPDATES	<ul style="list-style-type: none"> Interim Board of Directors Update: Amanda reported that there will be an orientation for all committee chairs on April 21st. Alice Merrifield and Mandee Russell will attend. The March meeting was a special meeting set for a presentation on coordinated access. HUD Update: The NOFA release is expected in May. CAEH staff is preparing to submit the PIT (Point-in-Time count) and the HIC (Housing Inventory Count). Upcoming TA Training: Robert’s Rules of Order (April 24). Register through the AllChicago website.
EVALUATION UPDATE	<p>Amanda Borta reported.</p> <ul style="list-style-type: none"> Appeals were reduced by about 50% this year. Most projects appealed only 1 – 2 questions. There will be an appeals report. Kyu mentioned that there were some questions concerning the appeals process and wondered if that needed to be addressed at this meeting or at the next meeting. Amanda explained that the decisions made by the Appeals Committee were final. Mindy Taylor, who served on the Appeals Committee, suggested that the appeals process be discussed by the HMV Committee later this year. The average score increased by about 1%. The high score was 94% and the low score was 53%. There will be a full report at the June HMV meeting. Two projects that scored lowest last year and received technical assistance improved in score significantly. One concern was that many APR’s were submitted after the 90-day due date. The HEARTH Funding Opportunity Task Group (HFOTG) is being recruited and will work on creating the ranking beginning in May. Alice asked about HMV representation on the HFOTG. Loren Seeger explained that the charter calls for service provider representation, but not specifically HMV representation. Andrea Dakin spoke to the importance of including the expertise of HMV members on the HFOTG. Loren suggested speaking with Richard Rowe, who is the Membership Committee chair, and who is recruiting for the HFOTG. Sherri Allen-Reeves stated that not all stakeholders have yet submitted their membership applications for official membership in the Continuum of Care. Sherri reminded all service provider agencies to submit their member application. Several committee members stated that they had submitted membership applications but had received no receipt, feedback or follow-up. There was a request that official members be listed in the next CAEH newsletter. Sherri will pass the request to Richard Rowe. The New Project Selection Panel has been selected and has met. Andrea raised a question on how communication will look now that CAEH staff is not staffing all committees (because there is not yet an MOU in place between the Interim Board of Directors

	<p>and CAEH.) Alice asked about how committee membership is being opened up to all interested and knowledgeable parties. Joyce asked whether the concerns should be brought to one of the committees or to the Interim Board.</p> <ul style="list-style-type: none"> • MOTION: Kyu moved that the HMV Committee draft a statement addressing concerns about communication and representation regarding charter implementation and the formation and membership of other committees that will go to the membership committee and the charter implementation committee (with a “cc” to the Interim Board). Joyce seconded. Motion passed unanimously. Alice agreed to draft a statement and send it out to the HMV Committee. Mandee agreed to assist. The draft will include a request for response. The statement will need to be completed by next week for presentation at the April 22nd Membership Committee meeting. • Andrea reported that she received an e-mail asking her about serving on the New Project Selection Panel, which she served on last year. She e-mailed back that she would need to be officially elected by HMV, but she did not receive a response, and the meeting was occurring later on the same day that she received the e-mail. She was also asked to be on the State Homeless Prevention Fund Committee, but recused herself because the AIDS Foundation of Chicago benefits from the Emergency Fund. • Results of the Evaluation Instrument Feedback Survey will be presented at the June meeting
<p>CES UPDATE</p>	<p>Loren reported that three Consumer Engagement Sessions (CES) were held in January. One suggestion was to hold the CES’s in non-winter months. See Handout for full report. Each agency received a one-page feedback write-up, and each agency had the opportunity to complete a feedback survey on the process. Gwen, Larry and Robert reported on their experiences as part of the process. Larry reiterated the importance of confidentiality in the process. Gwen reported that some of the clients that participated in her session were also assistants to staff, which could have made it difficult for other clients to voice concerns. Gwen would like to develop a process for clients to provide feedback if they are uncomfortable doing so in a focus group setting.</p> <p>Recommendations are included on page 2 of the handout. Recommendations included asking each agency to provide a CES liaison to ensure a more inclusive process and better communication. The liaison would be a program participant rather than a staff member.</p>
<p>SITE VISIT SUB-COMMITTEE UPDATE</p>	<p>Process Updates: Robert is now chair of the Site Visit Subcommittee. He shared that the Subcommittee discussed the role of the service provider in the site visit process. The service providers attending the site visits would be HMV Committee members. They would interview staff using questions developed by the subcommittee to get a deeper sense of how the project implements Housing First and programming.</p> <p>Final Site Visit Guide: Please see handout: Site Visit Guide: How to Prepare for the Site Visit. This guide will be finalized by the subcommittee on Monday.</p> <p>A question was raised concerning the selection process of consumers to participate in the Consumer Engagement Sessions, especially in scattered site projects. Amanda agreed to clarify within the document with suggestions for communicating with and inviting clients.</p> <p>The guide will include a joint statement of the HMV Committee and the Lived Experience Committee to state the vision and purpose of the site visit process. Amanda will work to clarify the document to explain that the process might be modified based on the needs of projects, such as if they are scattered site or have many project participants. Part of the requirement of the agency would be documentation of how the CES participants were chosen and the process for setting up the sessions.</p> <p>A question was raised regarding budget for postage to invite consumers and transportation for consumers to attend. Gwen stated that some people with lived experience do have access to transportation. Mindy clarified that the questions asked of consumers will be different than those asked of providers. All of the listed questions will be asked in CES’s, but provider questions might vary based on the project. However, all questions will be chosen from the provider question list.</p> <p>Joint Statement from LEC and HMV on Site Visit Process: Amanda read the draft statement to the committee, and the committee received the draft in writing (see handout). The statement will be affirmed with the Site Visit Subcommittee and will be included in the guide.</p> <p>MOTION: Ken Keibler moved to adopt the joint statement and Sherri Allen-Reeves seconded. The motion passed unanimously.</p> <p>Project Type Survey: Amanda will send out a survey to all HMV Committee members to learn what</p>

	<p>experience they have with various project types. She will add a question regarding population. There will also be a question regarding staff member's roles at the agency, past and present.</p> <p>Provider Training: Training for service providers who will participate in site visits will take place at the May 1st HMV meeting.</p> <p>Project Selection: Projects were chosen for the site visits based on the 3 lowest scoring projects and 3 randomly chosen projects. The site visits will take place at 3 PH with short-term supports, 1 PSH and 2 Shelter+Care. Notifications will go out at least one month before each site visit.</p> <p>Alice asked about Shelter + Care projects that scored low last year, and Amanda reported that many had significantly improved.</p>	
NEXT MEETING	Friday, May 1, 2015 at 10:00AM at Revive, 1668 W Ogden.	
ADJOURNMENT: 11:33AM	MINUTES SUBMITTED BY:	APPROVED BY:
	Kathy Booton Wilson	HMV Committee on 5-1-2015