

MINUTES

DATE: FRI, JUNE 5, 2015 START TIME: 10:05AM

MEETING CALLED BY	Mandee Russell, Co-Chair
NOTE TAKER	Kathy Booton Wilson, Secretary
ATTENDANCE	Present: Sherri Allen Reeves, Kathy Booton Wilson, Adriana Camarda, Joyce Coffee, James Conlon, Robert Cunningham, Mayon Yen, Elizabeth Dunn, Ken Keibler, Kyu Yup Kim, Kevin McCullough, Alice Merrifield, Mandee Russell, Norma Samame, Robret Simpson, Larry Smith, Mindy Taylor, Gwen Turner, Amanda Ciura, Megan Hovious, Chris Bohlander, Melvin Alexander Guests/Staff: Amanda Borta, Loren Seeger Absent: Margarita Nieves Gonzalez, Dharshni Ponnampalam, Jodie Arnaudov
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 May 1, 2015 HMV meeting. Joyce Coffee moved for approval of the minutes and Gwen Turner seconded. The minutes were approved unanimously.
ANNOUNCEMENTS AND UPDATES	<ul style="list-style-type: none"> • HUD Updates: Amanda reported that the HIC and the PIT were submitted. The NOFA release is expected soon. • Program Models Chart Training: Anyone who will participate in the evaluation process is encouraged to participate in the upcoming Program Models Chart training at AllChicago on Friday, June 26 from 9:30AM – 11:30AM. A registration link is on the AllChicago website. • Site Visit Update: The first site visit went well. Robret Simpson was the first HMV service provider to serve as a peer interviewer. She reported that it was a helpful process for both herself and the agency. Robert Cunningham reported on the Consumer Engagement Session. It went well, but because it was a family program, several parents had to bring their children into the focus group. In the future, accommodations will be made for children. The next site visit is scheduled for the end of June. • Conflict of Interest Forms: Forms must be submitted for each committee that is served on. • Membership Update: Alternates from Inspiration Corporation and A Safe Haven will replace committee members who have left their agencies. Ami Shah has left Heartland, but does not have an elected alternate. She requested that Blake Wilkinson, who is also on the SPC Executive Committee and the Healthcare & Homeless Constituency Group, take her slot. The consensus was that the alternates can join as voting members, and that Blake will join as a non-voting member, based on current policy.
CHARTER TRANSITION	<p>Charter Transition Update: Several HMV Committee members attended a training, and the workgroup created a draft document on the responsibilities and short and long-term goals of the System Performance and Evaluation Committee, which will begin in January 2016. The committee has a large scope and will need many sub-committees and task groups.</p> <p>System Performance and Evaluation Committee Workplan: There was discussion of whether some roles related to new projects, system performance and ranking should fall under this committee. Committee members recommended that there be processes in place to inform new committee members and to express concerns when things aren't working. Amanda Borta explained that once the work plans have been reviewed by the Interim Board, new work groups may need to be formed. Sherri Allen-Reeves suggested that there may be revisions to the charter.</p>

	<p>Next Steps: The work plan has been sent to the Charter Implementation Committee for review. They will bring any suggested changes or revisions back to the work group. Over the summer, work will take place to identify membership for the SPEC Committee. Please submit suggestions for key stakeholders to the Membership Committee (Richard Rowe).</p>	
<p>COC SYSTEM PERFORMANCE DATA DASHBOARD</p>	<p>Amanda Borta presented the “Understanding Our Data” handout. It demonstrates HUD goals for system-wide performance and shows how the Chicago Continuum of Care (CoC) has performed on those outcomes. Liz Dunn suggested adding a line for average and standard deviation to each chart. Norma suggested annual as well as quarterly data. Send suggestions to cocprograms@allchicago.org.</p>	
<p>2015 EVALUATION REPORT</p>	<ul style="list-style-type: none"> • Evaluation Report: Amanda discussed the handout on the 2015 HUD CoC Competition Evaluation Report. [See Handout]. There was also a survey on the instrument and process itself, which is included in the report. There was feedback on the Survey Gizmo platform as well. Amanda reviewed the overall recommendations on the last page. The Committee commended CoC Staff on an excellent report. Alice mentioned that the Committee will need to determine the process for developing the Evaluation Instrument this year. • Presentation to Interim Board of Directors: Alice and Kathy will present the report to the Interim Board on June 17th on the Evaluation Report. • Appeals Report: Loren Seeger reported on the appeals process. Randall Doubet King was the committee chair. [Please see handout.] There were fewer appeals this year, and 22 out of 91 appealed questions received approved appeals. The last page of the report included recommendations for next year’s appeals process. There is a new process outlined in the Charter. Robret asked for information on specifically which questions are being consistently appealed. Notes from the appeals committee will be forwarded to the Evaluation Instrument Sub-Committee. Joyce suggested training agencies on how to utilize the evaluation instrument report and the appeals report to improve their programming and their instrument scores. • Planning for 2016: The HMV Committee will need to design the Evaluation Instrument using the new program models chart. A sub-committee for the evaluation instrument will be formed at the July HMV Committee meeting. Concerns or suggested changes of the Charter itself should be submitted to Ellen Ray. Norma asked whether concerns and suggested changes to the Charter can be shared with the group so that agencies with similar concerns can work together. Alice suggested that the process of working together on shared concerns be addressed in the SPC Executive Committee. 	
<p>ANNOUNCEMENTS</p>	<p>Kathy announced that she will be out of town and unable to attend the July 10th meeting. Her alternate will also be unavailable. She asked for a volunteer to take minutes. Adriana Camarda volunteered to take minutes.</p>	
<p>NEXT MEETING</p>	<p>Friday, July 10, 2015 at 10:00AM at All Chicago, 651 W Washington, Suite 504.</p>	
<p>ADJOURNMENT:</p>	<p>MINUTES SUBMITTED BY:</p>	<p>APPROVED BY:</p>
<p>The meeting adjourned at 11:52AM.</p>	<p>Kathy Booton Wilson</p>	<p>HMV Committee 7-10-15</p>