

CHICAGO PLANNING COUNCIL ON HOMELESSNESS

MINUTES

OCTOBER 27, 2010

START TIME: 9:30AM

MEETING CALLED BY	Susan Reyna Guerrero
NOTE TAKER	Tim Soderlund
ATTENDEES	<p>Present: Michael Banghart, Betsy Benito, Irene Cabello, Amber Damerow (for Tremel Daniel), Mark Czyzweski, John Cheney Egan, David Granberry, Gene Herskovic, Randall Doubet King, Jim Lewis (for Bill Koll), Angelique Miller, Maura McCauley, Audalee McLoughlin, Khen Nickele, Nancy Radner, Susan Reyna Guerrero, Debbie Reznick, Britt Shawver, Tim Soderlund</p> <p>Absent: Fred Friedman, Linda Gibson, Mary Howard, Dorothy Yancy</p> <p>Staff: Amanda Carlisle and Nicole Prichard</p> <p>Guests: Christine Achre, Donna Calvin, Ceandra Daniels, Sarah Letson, Arturo Bendixen, Andrea Dakin, Bill Johnson, Richard Ducatzenzeiler, Beth Curtis, Lindsay Marriott, Sherri Allen Reeves</p>
QUORUM?	Yes

Agenda topics

CALL TO ORDER AND INTRODUCTIONS	Susan Reyna Guerrero called the meeting to order and everyone introduced themselves.
REMEMBERING LONNIE FULTON	Dorothy was unable to make the meeting so this item was postponed until the December 15, 2010 meeting.
REVIEW AND APPROVAL OF AGENDA AND SEPTEMBER 28, 2010 MEETING MINUTES	<p>Randall comment on the format of the minutes – that the two people who staff this Council (Amanda and Nicole) should be in their own category. With that suggestion, Britt motioned to approve the minutes and Susan seconded. Minutes were approved with one abstention.</p> <p>One item was added to the agenda as c. under “Announcements” for an Update on the Evaluation of Chicago’s Plan to End Homelessness. Susan motioned to approve the agenda with that addition and Ceandra seconded. The agenda was approved unanimously.</p>
REPORT FROM THE 2009-2010 EXECUTIVE COMMITTEE	<p>a. Discussion of 100,000 Homes Registry and Vulnerability Index Tool Motions – Susan presented this item for the Executive Committee; she stated that the motion was presented in September, got divided into three motions by a friendly amendment, and was tabled. The intent was to give members more information prior to a decision on this item. The Executive Committee decided to create the following schedule:</p> <ul style="list-style-type: none"> • By November 5th the Executive Committee (EC) will send out more information on the intent and background of the motions. • By November 30th feedback and any new motions must be sent to Betsy at the Corporation for Supportive Housing (CSH). • All of the comments will be processed and reviewed prior to the EC meeting in December. • The EC will send out more information prior to the Planning Council meeting in December. <p>Many members had questions on how these motions would be implemented and who has the authority to mandate use of the registry and index itself. Susan and Betsy stated that the goal for December is to have enough information to vote on the motions as visionary statements and that the feedback would hopefully inform many of the members’ questions about the vision. If the visionary statements are passed in December, the PC would take up questions about implementation of the motions at its next meeting. It was requested that information about the feedback be sent out by the EC in enough time for members to be able to go back to their constituents for comment and the EC agreed.</p> <p>b. Preparation for HEARTH Act Implementation – Susan stated that the Executive Committee (EC) has started discussing that the Planning Council will have to select a collaborative applicant or Unified Funding Agency (UFA) to manage the HUD funding process in the 2011 NOFA. By December, this group needs to establish what information the PC needs in order to make decisions on how to select an applicant and what will be the expectations for the applicant. The option of inviting a neutral party to help facilitate the process was an idea discussed by the EC, in order to help the PC become more education on the HEARTH Act requirements and how the selection process should work. The city agreed to look into what might be the cost of a facilitated process if there is a desire of people to compete for the process.</p> <p>Khen stated that in the past 5 years, Chicago’s CoC structure morphed from the Continuum of Care structure to the Planning Council and Alliance structure that is currently in place. He wondered how a third party entity would fit into this structure that was developed. Randall said another way to raise Khen’s question is that the assumption when the Alliance and PC were created was the structure created a way to have some control over the Alliance; so the</p>

question is what is the future of the Alliance if they are NOT designated as the UFA. Another member asked about the timing of the decision and for how long the decision would apply and Betsy stated that next year is the first year for this type of applicant.

John stated that this is a good time for a committee to be put in place to help us make these decisions. Betsy stated the discussion that the EC had is what any initial fact finding to include and the development of committee membership could be brought to the December PC meeting. Maura asked how the PC would solicit applications and Betsy stated that some volunteer work would have to be done at the EC level (such as reviewing an LOI, etc).

Randall questioned whether an LOI was even necessary, given that the Alliance was created and is the lead agency for the CoC. Members stated that they wanted to make sure the selection process was transparent for two reasons: 1) the agency will have control of a large amount of HUD funding and Chicago doesn't want an agency approaching HUD saying this wasn't an open decision-making process and 2) because there are many stakeholders, we need everyone to buy-into the system that is created and we need to make sure the decision-making process is clear and the expectations of a UFA or collaborative applicant – such as reporting back to the PC – are outlined. Maura made the request to have the Alliance state its capacity to function as a UFA in a presentation at the December PC meeting. Susan stated that there is another agency interested so should they also provide their capacity? The group felt that the Alliance should only present in December. Betsy recapped for the group that the EC will proceed with the inquiry to neutral parties to educate the PC and then they would decide what next steps need to be taken.

- c. **Bonus Project Panel Update** – As a member of the PC and the bonus project panel, Debbie Reznick explained that each year the PC has assigned a committee to undertake the selection process for new bonus projects. The 2010 committee is comprised of: Betsy Benito, Bill Johnson, Israel Vargas, Debbie Reznick, Dorothy Yancy, Khen Nickelle, and Guacolda Reyes. The final meeting of the group is Monday, which is the same day that Betsy will become an employee of the Corporation for Supportive Housing (CSH).

Debbie motioned to allow Betsy to remain on the committee until its work is completed, even though she will not be working for the city on Monday. Nancy seconded the motion and asked why CSH hasn't been on the panel in the past. Debbie stated CSH has been represented on the panel in an advisory role in the past. The motion passed unanimously.

- d. **2010 – 2011 Meeting Dates** – Future meeting dates were listed on the agenda. Randall has a conflict with the time of the meetings and requested they be switched to 9:15am -11:15am. All voted in favor to change the meetings to 9:15am going forward.
- e. **Elections of 2010- 2011 Executive Committee Open Seats** – The EC will consist of Ric Estrada (government rep) as Chair, Susan as Past Chair, Irene Cabello as the consumer rep and future chair. There are open seats for Secretary and At-large.

Secretary: Nominations: Britt Shawver, Tim Soderlund and Mark Czyzweski. The secretary vote was a tie and Betsy asked that the group first vote for the at-large position and then revisit the secretary position.

At-Large: Debbie nominated Betsy for At-large. Staff noted that there are 23 slots with one extra reserved to achieve balanced representation or fulfill a requirement of future legislation. Betsy declined the nomination. Debbie accepted her decline. Nominations: John Eagan for government; Mark Czyzweski for consumers, David Granberry nominated himself, Britt Shawver for service providers, and Debbie Reznick was nominated by Randall. At-Large Vote: Debbie Reznick wins.

The group re-voted for Secretary. Secretary Vote: Tim Soderlund wins.

HMIS COMMITTEE REPORT

- a. **2010-2011 Committee Slate** – Sarah Letson, Chair of the HMIS Committee presented the 2010-2011 committee slate and noted that many of the members are continuing on from last year. Nicole stated that the criteria for membership on the committee are that a person must attend two meetings before being voted in as a member. Because the motion to approve the slate comes from a committee, it does not need a second. Vote: all in favor; motion carries.
- b. **Motion from HMIS Committee** – Sarah presented a motion from the HMIS Committee that “the Chicago Alliance, the Planning Council, and the City of Chicago should seek funding for agencies’ HMIS technical assistance needs, and that the additional funds should not come from funds already supporting housing and services for homeless clients”. Members asked if Sarah or Nicole could clarify what “technical assistance” means and they said this was referring more to computers and hardware rather than for training. Betsy recommended a friendly amendment that “technical assistance” be changed to “technology” and Sarah accepted that amendment. Randall stated the PC cannot make the Alliance or the PC pay for anything. Betsy stated that in the past the city did fundraise for HMIS technology costs. After some discussion, Betsy called the question and the vote is: In Favor – 0, opposed – 11,

	<p>abstentions – 7; so the motion fails.</p> <p>c. Addition to Chicago’s Standard Operating Procedures (SOPs) – Sarah provided handouts on the addition to Chicago’s SOPs for interface agencies. The SOP was created to guide agencies through the interface requirements, and to clarify roles and responsibilities for interface agencies. Michael asked if the changes prohibit smaller agencies from attempting to interface due to cost? Sarah stated the SOP will not cause any additional costs, but the actual cost of becoming an interface agency may be an issue for smaller agencies. Angie stated that with permanent housing projects, the turnover is less so some of those agencies report daily or weekly. Nicole reaffirmed that this must be done quarterly at a minimum but more frequently is better. Britt commented that on the second page it states that “after multiple attempts to contact the HMIS Software provider over a period of 30 days” and the time period should be clarified for both “multiple attempts” and “30 days” seemed too long. Britt recommended changing the 30 days to one week (7 days). Susan stated four failed attempts could replace “multiple attempts”. Sarah accepted them as friendly amendments. Vote on the SOP, as amended: All in favor with one abstention; the motion carries.</p> <p>d. Report from City DFSS – David Wells gave this report. A webinar was held for our agencies on the new HMIS user guide, created by the HMIS Committee. 700 persons were invited, 582 opened the initiation, 349 responded, and 152 persons participated in the webinar. The webinar was posted online for all invitees to see at a convenient time and questions that could not be answered during the webinar will be answered and posted online as well.</p> <p>ART trainings have been scheduled for Nov 9 and Nov 10 at DFSS, 1615 W. Chicago. Advanced Reporting Tool (ART) is the reporting tool that the Alliance and FSS use for evaluations, and therefore training agencies prior to the Evaluation is better for agencies. We are trying to keep moving forward on training but yet information at the same time.</p> <p>David raised the issue of contracting for Shelter Plus Care (SPC) grants. He stated that in the future any SPC facility will get a letter from the government that an award is coming. He is also working with comptroller and OAMB to set up SPC and process your contract in a more timely manner. The only issue is the comptroller may not fund the grant until we get the signed grant agreement.</p> <p>David addressed a request for an update on HMIS data quality. FSS will have an update at the December meet about AHAR that will be useful for this committee. Susan asked how frequently we can get a similar data quality report. David indicated it could be quarterly.</p>	
<p>HMV COMMITTEE REPORT</p>	<p>Andrea Dakin, Chair of the HMV Committee stated that HMV does not have a new slate to present at this time since the 2010 NOFA process has not yet been completed. HMV’s November meeting will be the final meeting for this year and then the Alliance staff will send out invites to the December meeting. Andrea will be back in December to present the 2010-2011 slate after the new committee is created.</p>	
<p>ANNOUNCEMENTS</p>	<p>a. Next Meeting Date: December 15, 2010 9:15am at AIDS Foundations of Chicago (200 W. Jackson, Suite 2200)</p> <p>b. Update on the Evaluation of the Plan – Susan attended a conference in Springfield where Christine George, one of the principle researchers on the Evaluation of the Plan, provided information about the first year results. She was concerned that the Planning Council hasn’t heard any of that information. Nancy stated that a peer evaluation of the results is scheduled for November 5th and two reports that summarize all the findings will be released shortly after that. After that, the Alliance will disseminate the reports to everyone and if the PC would like a presentation on the results, that can be arranged.</p> <p>c. John announced that Chicago (CHA is the applicant) applied for the Family Unification Program (FUP), housing choice voucher program. This year, the NOFA asked for letters of support from the local Continuum of Care. Also, on December 2, 2010 DCFS and Heartland Alliance are holding an all-day training on youth care programs.</p> <p>d. Amanda announced that the Alliance and the City are doing the Program Models Chart Training for all service providers on December 7th. More information will be sent out in the Alliance’s e-update.</p> <p>e. Betsy Benito will join CSH on November 1st. Susan thanked Betsy for her years of service on the Planning Council and at the City.</p>	
<p>ADJOURNMENT:</p>	<p>MINUTES SUBMITTED BY:</p>	<p>APPROVED BY:</p>
<p>There was a motion to adjourn; all in favor.</p>		