

CHICAGO PLANNING COUNCIL ON HOMELESSNESS

MINUTES

DATE: MARCH 23, 2011

START TIME: 9:15AM

MEETING CALLED BY	Jennifer Welch – Chair
NOTE TAKER	Amanda Carlisle
ATTENDEES	Present – Members & Alternates: Michael Banghart, John Cheney Egan, Fred Friedman, Mary Howard, Randall Doubet King, Bill Koll, Angelique Miller, Maura McCauley, Audalee McLoughlin, Khen Nickele, Susan Reyna Guerrero, Debbie Reznick, Britt Shawver, Dorothy Yancy, Jennifer Welch, Ceandra Daniels (SPC Alternate), Fred Maclin (SPC Alternate) Absent: Irene Cabello, Tremel Daniel, Mark Czyzweski, David Granberry, Gene Herskovic, Nancy Radner, Patrick Winfrey Staff: Amanda Carlisle, Nicole Bahena Guests: Sandi Murray, Kathleen Molnar, Kimberly Holley
QUORUM?	Yes

Agenda Topics

WELCOME & INTRODUCTIONS	Jennifer Welch introduced herself to the group and opened the meeting with introductions.
REVIEW & APPROVAL OF 2/16/11 MINUTES	A motion was made and seconded to approve the minutes as written. <u>Vote:</u> 14-0-1 abstention. Motion carried.
HMIS COMMITTEE REPORT	<p>Sandi Murray gave the HMIS Committee report:</p> <ul style="list-style-type: none"> • <u>Client Consent Policies and Procedures</u> – At the HMIS forum last year, facilitated by CAEH, one concern from service providers was that agencies did not know if they were legally and accurately getting client consent to enter information into HMIS. It was also mentioned that providers did not know SOP’s existed and the appropriate security procedures they needed to take. The HMIS Committee is reviewing the consent policies and forms and will be bring the forms to the PC for review in a few months. Randall mentioned that the PC approves SOPs but should not approve forms as long as the forms don’t change policy. A PC member asked whether the Committee would be addressing confidentiality concerns raised by Domestic Violence (DV) providers when they review and revise the consent policies and forms. Sandi said several DV providers came to the last HMIS Committee to express their concerns and the Committee is taking their concerns seriously and trying to address them appropriately. • <u>Data Quality Task Group</u> – The Committee created a task group to develop a data quality plan for HMIS since Chicago was not able to submit all table shells for the 2010 AHAR. They will focus on bed coverage, improving bed utilization, and family configuration. When they are finished with their work, the task group will come back to the PC with recommendations on how to improve the system’s data quality. • <u>Bowman Systems’ Midwest User Summit</u> – The User Summit took place this week in Chicago. Chicago will need to update to ServicePoint version 5.0 in the next year. A transition plan and training on migration and the new version of ServicePoint will have to be developed. <p>The HMIS Committee’s next meeting is April 6th.</p>
HEARTH/ UFA UPDATE	<p>Fred requested that this agenda item be next as soon as Bill Koll arrived (10am). Bill provided the update: The UFA RFQ was distributed March 17th and is due April 7th. By April 15th, the review committee will decide which applications meet the criteria to move forward for presentation at a special May PC meeting. The meeting will be held either May 4th or 5th after 2pm. Please save the dates. Presentations will be around 30 minutes – 15-20 minutes for questions. Debbie will send out a doodle to select a date and time that works for most people.</p> <p>Mary asked if there would be a scoring tool developed for the group to use in making its decision. The answer was No. Michael asked whether the expectation would be that the PC would vote that day on the UFA selection. The answer was Yes and the group discussed the implications for SPC and CC representatives. Britt said the SPC had a meeting where representatives received direction from the commission; the SPC delegated responsibility to its representatives. The SPC drafted questions for candidates during the presentations. PC members agreed the presentation meeting would be an open meeting. It was requested that PC members receive the proposals in advance of the meeting and everyone agreed.</p>
EXECUTIVE COMMITTEE REPORT	<p>Susan Reyna Guerrero and Britt Shawver provided the Executive Committee’s (EC) report:</p> <ul style="list-style-type: none"> • <u>Executive Committee Membership</u> – Tim Soderlund stepped down from the PC and therefore Britt Shawver has been named Secretary, as she was the runner-up during the October elections. • <u>Response to HMV Committee’s Strategic Planning Motion</u> – The EC responded to the HMV Committee’s motion from February 2011 (see document) and put forth the following motion, which did not need a second: “The Planning

