



These meeting notes are considered draft until approved by the Subcommittee.

BOARD COMMITTEE DESCRIPTION	The Collaborative Applicant Subcommittee will be chaired by a member of the SOPC and may include CoC members who are not members of the SOPC. The Collaborative Applicant Subcommittee is responsible for: Development and execution of the Collaborative Applicant MOU; Annual administrative evaluation of the Collaborative Applicant; Oversee a competitive process as specified in the Collaborative Applicant MOU, if necessary.
ATTENDEES	Members Present: Adam Rogers, Avi Rudnick, Carrie George, Chris Ohara, Danny Gutman, David Dempsey, Dorothy Yancy, Jackie Edens, Katharine C Wilson, Robret Simpson, Stephen Brown Staff: Nicole Bahena, Carolyn Ross, Elizabeth Perez, Tawanda Acosta - All Chicago
BRIEF SUMMARY OF DECISIONS MADE	<ul style="list-style-type: none"> • April agenda and February minutes were approved. • Approval of the 2021 Strategic Workplan between the Collaborative Applicant Subcommittee and All Chicago as the Collaborative Applicant. • Committee members volunteered to be on the Appeals Committee. • Convene a subgroup of the Subcommittee to draft the Community-wide survey that is part of the Collaborative Applicant annual evaluation process.

ACTION ITEMS (INCLUDING ANY AREAS OF UNFINISHED BUSINESS)	PERSON / PARTY RESPONSIBLE	TIMELINE
Update the Work Plan Document per discussion.	Nicole	Within 1 month
Schedule the Appeals Committee	Tawanda	Within 2 months
Schedule subgroup of Committee to draft community survey questions for Collaborative Applicant annual evaluation.	Carrie George	Within 1 month
See if any deficiencies with Coordinated Entry in NOFA debrief need addressing → could incorporate into work plan.	Elizabeth	By next meeting
Look into retention and why we lost points there.	All Chicago	By next meeting

Agenda Items

AGENDA ITEM	Welcome, Introductions, Approve Agenda and Minutes
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	Jackie welcomed the group. Chris asked if anyone objected to the proposed agenda and draft minutes. No one opposed. The agenda and minutes were approved.

AGENDA ITEM	2021 Strategic Work Plan Creation
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	<p>Nicole explained that, part of the Collaborative Applicant Memorandum of Understanding (MOU) requires All Chicago and the Collaborative Applicant Subcommittee to collaboratively create a strategic work plan that identifies areas of specific focus and improvement to work on that fall within the MOU components.</p> <p>Nicole clarified for the group the difference between the Collaborative Applicant Subcommittee Work Plan and the Strategic Workplan. The Committee Members requested that the Work Plan directly tie Committee responsibilities and work plan deliverables together. Nicole will update and resend.</p> <p>Nicole explained that, because the group has not had a chance to create or discuss the Strategic Work Plan items in the past, the Committee Co-Chairs requested that All Chicago draft something for Committee members to respond to. Nicole reviewed the proposed Strategic focus areas, which were based on the NOFA debriefing analysis. The items listed were areas where All Chicago feels like we can impact our HUD score and progress toward CoC System Goals. Discussion ensued about the proposed Strategic Work Plan items.</p> <ul style="list-style-type: none"> • Is there a need for additional recovery beds? • Where do we add different types of models for the system? Nicole explained that could be part of the CoC Implementation Structure, System Analysis and Resource Development Line of Action (SARD LOA). SARD will look at our gaps in the system (services, housing, funding) and what is needed to achieve the CoC’s goal of preventing and ending homelessness. • If we are going to achieve these big system goals, each Line of Action will need several strategies to address it. For example, Employment and Income – what can providers do vs system change efforts or societal efforts needed? • Can training people of lived experience be part of the capacity building portion? • If our goal is to achieve our system goals, agencies need updated ways to view their programmatic and system data on these goals. Nicole will add as a collective goal between HMIS and the Collaborative Applicant Subcommittee. <p>The Committee approved the Strategic Workplan with the few clarifications and additions from the discussion. Nicole indicated that the group can review the status of both Work Plans at each meeting.</p>

AGENDA ITEM	Review Intent to Renew and Local Evaluation Instrument Timeline and Appeals Process with CAC
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	<p>Due to time, Chris suggested that we jump ahead on the agenda to the Intent to Renew and Local Evaluation Instrument Timeline section of the agenda. No one opposed.</p> <p>Tawanda shared an overview of the work done from 2020 to now.</p> <p>Tawanda asked the group to identify some Collaborative Applicant Subcommittee members to join the Appeals Committee. The Committee identified a pool of people that All Chicago can pull from to staff this committee: Adam, David, Robret, Kathy and Danny. LEC will be identifying someone, and Chris is interested and available.</p>

	AC will try to commit an HMIS Committee Member instead of someone from the HMIS Lead Agency.
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AGENDA ITEM	NOFA Updates
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	<p>Elizabeth provided an update on the 2020 and 2021 NOFA process.</p> <ul style="list-style-type: none"> • NOFA – HUD has not indicated any information about the 2021 NOFA competition. All Chicago continues to attend HUD weekly webinars to learn about new information as it becomes available. • HIC/PIT – HUD recently released the submission deadline for the 2021 HIC/PIT. The due date will be for May 14, 2021. All Chicago is working with DFSS and UIC to prepare for the submission • HUD CoC Quarterly Update – All Chicago held the first Quarterly meeting on April 7th . All Chicago had a total of 46 representatives which represented 71% of the total CoC funded portfolio

AGENDA ITEM	Approve Community Survey Questions, Timeline and Process
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	Nicole asked if any members wanted to draft the community-wide survey that this Committee uses as part of the annual evaluation. Volunteers include Carrie, Jackie, Robret and Chris.

AGENDA ITEM	Adjournment
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	The meeting was adjourned.