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| BOARD COMMITTEE DESCRIPTION | Per the CoC Charter, this Committee is responsible for: (1) Oversight of the Collaborative Applicant through the establishment of a Collaborative Applicant Subcommittee; (2) Drafting and submitting for approval by the Board of Lead Agency Memorandums of Understanding (Collaborative Applicant, HMIS, Coordinated Entry System). (3) Annual administrative evaluation of Lead Agencies. (4) The System Data Dashboard. (5) Reviewing system performance measures and performance. |
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| AGENDA ITEM | TIMING |
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| <input checked="" type="checkbox"/> Approval of Agenda & Minutes (Carmelo) <ul style="list-style-type: none"> - Introduce new members and discuss voting | 5 min |
| SOP Committee Overview of Purpose and Workplan <ul style="list-style-type: none"> - Committee purpose, purview and history (Carmelo) - Committee Workplan (Carmelo) - Collaborative Applicant Subcommittee Purpose and Workplan Review | 10 min |
| <input checked="" type="checkbox"/> HMIS MOU & Vendor Change Update <ul style="list-style-type: none"> - HMIS Vendor Change Update (Beth) - HMIS MOU (Nicole) - HMIS Evaluation Committee Role and Alignment with Collaborative Applicant Subcommittee (Group Discussion) - HMIS Evaluation Committee Liaison (Carmelo) | 15 min |
| CES MOU Update (Stephanie) | 5 min |
| 2020 Systems Goals Data Review (Beth/Doug/Nicole) | 50 min |
| 2021 Administrative Items & Updates <ul style="list-style-type: none"> - CoC Implementation Structure Update | 5 min |
| Adjourn | |



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| ATTENDEES | Committee Members: Carmelo Barbaro (At-Large), Andrea Dakin (SPC), Laura Bass (SPC), Otha Gaston (LEC), Adam Rogers (At-Large), Christ O'hara (LEC) Staff: Nicole Bahena (All Chicago), Beth Horwitz (All Chicago) |
| BRIEF SUMMARY OF KEY DECISIONS MADE | <ul style="list-style-type: none"> Extended the CES MOU through June 2021. |

| ACTION ITEMS (INCLUDING ANY AREAS OF UNFINISHED BUSINESS) | PERSON / PARTY RESPONSIBLE | TIMELINE |
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Agenda Items

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| AGENDA ITEM | Approval of Agenda & Minutes |
| SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS) | <ul style="list-style-type: none"> Laura motioned to approve; Carmelo seconded. No oppositions. |

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| AGENDA ITEM | Brief Update on the HMIS and CES MOUs |
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| <p>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</p> | <ul style="list-style-type: none"> • HMIS Evaluation Committee had initial meeting and is drafting the MOU. Aim to be finished in February. • CES Leadership Team has been reviewing the MOU and reporting template. • Nicole will look to find the old MOUs to see if there is any time pressure for the existing ones expiring. • Motion to extend the CES MOU through June 2021: Carmelo; Laura seconded. No opposition. |
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| <p>AGENDA ITEM</p> | <p>CoC Implementation Structure Updates, Changes, and Application to System Data</p> |
| <p>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</p> | <ul style="list-style-type: none"> • Nicole shared the criteria that help in determining when something should be a Line of Action. • Does it make sense to have a population level line of action? Or does it make sense to span across items instead, like equity? • Decision making visuals are often organized in a box—see if that visual is available • Helpful to talk through examples as we discuss decision making process. Want to be clear about when folks are making a decision versus informing; and also to document who made what decision. • Decision making processes should sit within the vision for the Continuum • No decision necessary, but should continue to keep talking through how to share data with the CoC Board. |

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| <p>AGENDA ITEM</p> | <p>2021 Work Plan</p> |
| <p>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</p> | <ul style="list-style-type: none"> • Would be helpful to have a standardized form for how we translate the CA reports into a report to the board • Want broader input/shared understanding of data to ensure that community has buy in to the interpretation of it and the action that stems from the data • SOPC moving forward will set the goals; the full board will help in determining how to respond to them • Do we stay focused on the priorities/areas we need assistance to accomplish the goals, rather than the weeds of what the benchmarks are? Telling folks the goal and what we need to accomplish it and putting specific ask in front of them. |

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| <p>AGENDA ITEM</p> | <p>2021 Administrative Items</p> |
| <p>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</p> | <ul style="list-style-type: none"> • Carmelo was selected to be SOPC chair again for 2021. • Meeting Schedule – continue meeting every other month. • Recruitment Planning (from Board Affairs Committee) – SOPC may have new members in 2021 due to outreach. |



The CoC Charter states the System Operations and Performance Committee is responsible for (1) Oversight of the Collaborative Applicant through the establishment of a Collaborative Applicant Subcommittee; (2) Drafting and submitting for approval by the Board of Lead Agency Memorandums of Understanding (Collaborative Applicant, HMIS, Coordinated Entry System). (3) Annual administrative evaluation of Lead Agencies. (4) The System Data Dashboard. (5) Reviewing system performance measures and performance.

In 2021, the SOP Committee has the potential to work on these priority issues:

- 1) Finalize MOUs for HMIS and CES
- 2) Complete Annual Evaluation of Lead Agencies
- 3) Review data on system performance

| Deliverables | J | F | M | A | M | J | J | A | S | O | N | D |
|--|---------|---|---|---|---|---|---|---|---|---|---|---|
| Finalize HMIS Lead Agency MOU | | | X | | X | | | | | | | |
| Finalize CES Lead Agency MOU | X | | X | | | | | | | | | |
| Review CA Lead Agency Reporting Template (part of annual evaluation) | X | | | | | | | | X | | | |
| Review CA Report Out/Summary from Collaborative Applicant Committee's Community-wide Survey | | | | | | | | | X | | | |
| Review HMIS Lead Agency Reporting Template (part of annual evaluation) | | | | | X | | | | | | X | |
| Review HMIS Report Out/Summary from HMIS Evaluation Committee | | | | | | | | | | | X | |
| Review CES Lead Agency Reporting Template (part of annual evaluation) | | | | | X | | | | | | X | |
| Review CES Report Out/Summary from the CE Leadership Team | | | | | X | | | | | | | |
| Review 2020 System Performance Data (and prior year trends) | X | | | | | | | | | | | |
| Review System Data Dashboard Data and Trends | | | | | | | X | | X | | X | |
| Review CoC Implementation Structure Dashboard Data Summaries (not reviewing all at each meeting; when there is data to review, we can do that) | X (EHI) | | X | | X | | X | | X | | X | |



| Deliverables | J | F | M | A | M | J | J | A | S | O | N | D |
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| Committee Onboarding for New Members | X | | | | | | | | | | | |
| Review second half of year 2020 Report | X | | | | | | | | | | | |
| Review first half of year 2021 Report | | | | | | | X | | | | | |
| Create Strategic Workplan for 2021 - Short time table for new funding, what is the process? | X | | | | | | | | | | | |
| Approve Community Survey Questions | | | | X | | | X | | | | | |
| Review Community Survey Questions | | | | | | | | | | X | | |
| Review Progress on Strategic Workplan items | | | | X | | | X | | | X | | |
| Review Appeals Process with CAC; Discuss roles | | | | X | | | | | | | | |
| Debrief on CAC year | | | | | | | | | | X | | |
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| Ongoing Tasks, as necessary | | | | | | | | | | | | |
| 2021 NOFA Appeals | | | | | | | | | | | | |
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