






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
<input checked="" type="checkbox"/>  Approval of Agenda & Minutes	5 min
Brief Update on the HMIS and CES MOUs	5 min
 2021 CoC Implementation Structure Updates, Changes, and Application to System Data <ul style="list-style-type: none"> - Share some of the CoC IS Updates we are planning to present to the Board and how they will relate to driving performance toward system goals - Review SOPC Data Review Plan 	45 min
 2021 Work Plan	25 min
2021 Administrative Items <ul style="list-style-type: none"> - Select Chair - Meeting Schedule - Recruitment Planning (from Board Affairs Committee) 	10 min



BOARD COMMITTEE DESCRIPTION	This committee is responsible for Lead Agency MOUs (Collaborative Applicant, HMIS, Coordinated Entry System); Annual Administrative Evaluation of Lead Agencies; and the System Data Dashboard.
ATTENDEES	<p>Committee Members: Adam Rogers (At-Large Member/CA Subcommittee), Amber Westbrooks, (YAB); Andrea Dakin (At-Large Member/SPC), Carmelo Barbaro - Chair (Board Member (At-large)), Laura Bass (At-Large Member/SPC), Otha Gaston (Board Member (LEC)), Sanja Stinson (Board Member(SPC))</p> <p>Guests: Brett Penner (CSH)</p> <p>Staff: Nicole Bahena (All Chicago), Karen Kowal (All Chicago)</p>
BRIEF SUMMARY OF KEY DECISIONS MADE	<ul style="list-style-type: none"> • Agenda and minutes were approved. • Accountability Standards were approved with changes outlined below, pending review by other SOPC members not able to attend today's meeting.

ACTION ITEMS (INCLUDING ANY AREAS OF UNFINISHED BUSINESS)	PERSON / PARTY RESPONSIBLE	TIMELINE
Make changes to the accountability standards and send to SOPC	Nicole	Mon, 9/21
Once SOPC approves accountability standards, send them on to HMIS and CE groups to get started on MOU development	Nicole	Fri, 9/28
Talk with CAC Co-chairs about meeting frequency and staffing support role	Adam	Mid-Oct
Reach out to SPC and CoC Board to invite them to participate in the CAC	Laura / Carmelo	Mid-Oct
Share with Board Affairs Committee the need for System Performance data to be included on CoC Board onboarding.	Nicole	Mid-Oct
Work with Exec Com about next steps for doing a Board survey about CoC System Performance Data sharing.	Nicole	Early-Oct

Agenda Items

AGENDA ITEM	Approval of Agenda & Minutes
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	<ul style="list-style-type: none"> • The agenda and minutes were approved.

AGENDA ITEM	Proposed Lead Entity MOU Accountability Guidelines
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<p>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</p>	<ul style="list-style-type: none"> • The Committee discussed and approved the MOU Accountability Guidelines with the following changes: <ul style="list-style-type: none"> ○ Add in which groups are designated, and that that group could designate a subcommittee to carry out the work if needed. ○ Add that people should be able to dedicate time to this group (and have Nicole add in a range of the time that could be required) ○ Emphasize that accountability is a joint, collaborative process in the paragraph before the accountability requirements. ○ Change the line, “Be able to be completed by the Lead Entity in under 5 hours (ideally);” to something like “Be able to be completed using readily available agency resources within the normal course of business and using existing analysis.”
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<p>AGENDA ITEM</p>	<p>CAC Membership and Chairs</p>
<p>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</p>	<ul style="list-style-type: none"> • The group discussed the dwindling Collaborative Applicant Committee membership and how to recruit. • Adam stated that Jackie Edens and Chris O’Hara volunteered to take on the co-chair role and is meeting with them to discuss transitioning. • Adam indicated that CAC would likely be welcome to staffing support for CAC. Nicole agreed that All Chicago can take on the staffing role to support taking minutes, circulating agenda, and publicly storing items. • Nicole requested that CAC meet every two months instead of six weeks. Adam expressed support and indicated he could discuss this with incoming co-chairs and CAC.

<p>AGENDA ITEM</p>	<p>Informing the Board on System Performance</p>
<p>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</p>	<ul style="list-style-type: none"> • The group debriefed on what worked well and opportunities for improvement for sharing System Performance Data at the CoC Board level. • Last year was difficult because the data infrastructure was being developed. Now that it’s developed, things could be easier. • The Board might be interested more in the “why” things are happening to help inform strategic direction, but who’s role is that • Opportunity to clarify roles between SOPC and SPEC – i.e. could SPEC generate the hypothesis and see if there is data available, and say yes or no this is a reason or no it’s not. Then SOPC could limited itself to what we’ve been told, make a recommendation to the Board. • Some Board members will want the weeds, while others won’t. Could we do a one-time data dive presentation for the CoC Board? • Opportunity for inviting and onboarding Board members could be a BAC item, and around committee engagement. • We could survey the CoC Board about how they want to receive system performance data. Nicole can talk to Exec Com about next steps for making this happen.

AGENDA ITEM	Updates
SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)	<ul style="list-style-type: none"><li data-bbox="500 237 1495 268">• Nicole shared updates on the CoC HMIS Dashboard and EHI Accountability Plan.

DRAFT



Committee Responsibilities & Data Sources

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.

To carry out these responsibilities, the Committee should regularly review data and make recommendations to the Board if any actions are necessary because of the data. The chart below outlines the responsibilities and data sources SOPC can use to carry out its responsibilities.

SOPC Responsibility	Data Source
Annual administrative evaluation of All Chicago as Collaborative Applicant	<ul style="list-style-type: none"> • Reports submitted to the Collaborative Applicant Committee (2 x year) • Report Out/Summary from Collaborative Applicant Committee’s Community-wide Survey (1 x year)
Annual administrative evaluation of All Chicago as HMIS Lead Agency	<ul style="list-style-type: none"> • Reports submitted to the HMIS Evaluation Committee (2 x year) • Report Out/Summary from HMIS Evaluation Committee (1 x year)
Annual administrative evaluation of CSH as Coordinated Entry Lead Agency	<ul style="list-style-type: none"> • Reports submitted to the CE Leadership Team (2 x year) • Report Out/Summary from the CE Leadership Team (1 x year)
System Data Dashboard	<ul style="list-style-type: none"> • Review/discussion comparing data from quarter to quarter and over time (4 x year)
System Performance Measures and Performance	<ul style="list-style-type: none"> • System Performance Measures Annual Performance and multi-year trends if available (1 x year) • CoC Implementation Structure Lines of Action “Dashboards” (Ongoing)*

* Due to the number of Lines of Action in the CoC Implementation Structure, we recommend that instead of looking at the Dashboards every time, All Chicago or other committee members bring to SOPC summaries and key takeaways from the data, which is also being looked at by the Line of Action Project Managers and the Line of Action Leadership Groups.

Sharing Data with the CoC Board of Directors

The CoC Board of Directors will review high-level data at its meetings when the data can impact, guide or direct the CoC Board to take action. This includes, but is not limited to, an annual review of system performance and multi-year trends and how that ties to the CoC Implementation Structure priorities for the year. All Chicago will facilitate the sharing of data with both SOPC and the CoC Board of Directors. Additionally, SOPC submits a report to the CoC Board prior to each CoC Board Meeting summarizing the key actions and discussion items from its meetings which provides additional information about data. CoC Board members who want to participate in regular reviews of system data will be encouraged to attend SOPC meetings.

If during one of its data reviews, SOPC discovers an opportunity to impact policy, it will share that with the CoC Board at the next meeting. If SOPC discovers an opportunity to improve system processes or implementation, it will work with the Lead Agencies to make that improvement.

