



*\*\*\*These meeting notes are considered draft until approved at the next meeting. If any adjustments are made before approval, a new version will be posted.\*\*\**

<b>BOARD COMMITTEE DESCRIPTION</b>	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.
<b>ATTENDEES</b>	Committee Members: Adam Rodgers, Amber Westbrooks, Andrea Dakin, Audrey Thomas, Carmelo Barbaro, Chris O'hara, David Dempsey, Laura Bass, Margarita Nieves-Gonzalez, Maura McCauley Staff & Guests: Nicole Bahena, Carolyn Ross – All Chicago, Stephanie Sideman - CSH
<b>BRIEF SUMMARY OF KEY DECISIONS MADE</b>	<ul style="list-style-type: none"> <li>• SOPC agreed to have the CES Lead Agency, CSH, make edits to the CES MOU and recirculate it later for a vote via email before approving it and taking it to the CoC Board.</li> </ul>

ACTION ITEMS (INCLUDING ANY AREAS OF UNFINISHED BUSINESS)	PERSON / PARTY RESPONSIBLE	TIMELINE
Make edits to the Coordinated Entry System MOU and share with the Coordinated Entry Leadership Team and SOPC	Stephanie, CSH	Within a few weeks
Share a few minor technical edits to the MOU	Nicole, All Chicago	Within a day

**Agenda Items**

<b>AGENDA ITEM</b>	Coordinated Entry System MOU & Reporting Template
<b>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</b>	<p>Laura Bass provided an overview of the Coordinated Entry System MOU as the liaison between the SOPC and Coordinated Entry Leadership Team</p> <ul style="list-style-type: none"> <li>• Audrey asked about the definition of a co-facilitator role. Stephanie explained that when CES was Line of Action, it had a co-lead as All Chicago. Having a co-facilitator in the MOU would allow to maintain this co-facilitator role. Stephanie mentioned a desire to have The Center as a co-facilitator role and if this MOU is approved, they would bring that to the Leadership Team for a decision. Carmelo noted that CSH could subcontract with whomever they want so why would this co-facilitator role be advantageous. Stephanie noted that it was clearly defined when CES was a Line of Action, and so this model helps do this through the MOU.</li> <li>• Maura asked about where the accountability for CES lies – with the CoC, Collaborative Applicant, or CES Lead Agency? Laura mentioned that this has been sticky in the past and asked the group where this accountability should lie.</li> </ul>

	<p>Stephanie just mentioned that perhaps the accountability should be outlined in both. Audrey suggested to specify that CES Facilitator is responsible for providing information about use and compliance of coordinated entry requirements.</p> <ul style="list-style-type: none"> <li>• Nicole mentioned that we should say we help achieve compliance with HUD, and local priorities instead of just HUD.</li> <li>• Laura noted that there are a range of activities that support program compliance that are not listed in the MOU. Carmelo mentioned that he would support the addition of TA for agencies so that expectation is articulated, and accountability can happen.</li> <li>• Audrey asked what the typical timeline is for the creation of a workplan that is referenced in the MOU.</li> <li>• Maura asked if there were opportunities for the CoC and DFSS to collaborate on funding and accountability metrics. DFSS funds CES with over \$500,000 if you include Housing System Navigators as part of CES. Carmelo mentioned that DFSS should have a seat on the Leadership Team, and one other idea is that reports could be shared with all other major funders of CES.</li> <li>• Carmelo raised with the group that the major deliverables section is focused mostly on the minimal HUD requirements. Laura also said perhaps we could add local priorities into the MOU. Maura mentioned that DFSS links to that for program requirements, so if the CoC changes things with the standards, it still stands the test of time if local priorities change.</li> <li>• Audrey asked what the next steps will be. It was determined that Stephanie will make adjustments per the conversation today. Nicole will send a few technical updates to the MOU that would allow more flexibility over the 4-year period, such as not listing the specific subcontractors. Stephanie will bring it back to CE Leadership and/or recirculate to SOPC via email for a vote of approval. The Committee agreed that they would review and approve it via email.</li> </ul>
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<b>AGENDA ITEM</b>	Adjournment
<b>SUMMARY OF SIGNIFICANT OUTCOMES (MOTIONS, DECISIONS)</b>	<ul style="list-style-type: none"> <li>• The meeting was adjourned.</li> </ul>