Mid-Willamette Valley Homeless Alliance

Performance and Evaluation Committee

Tuesday, October 4, 2022
MEETING MINUTES

ATTENDANCE		
Member	**Organization**	**Attended**
Chair: Josie Silverman-Mendez	PacificSource	Yes
Chris Berg	Oregon Housing and Community Services	Yes
Dan Clem	Union Gospel Mission	No
Julie Conn-Johnson	24J McKinney Vento Program	Yes
Michael Livingston	CANDO Neighborhood Association	Yes
Margie Lowe	Marion-Polk Early Learning HUB	Yes
Alisa Parker	Catholic Community Services	Yes
Aryn Walker	Marion County Health and Human Services	No
Consultants and Guests	Jan Calvin, MWVHA Consultant	
	Janet Carlson, MWVHA Consultant	
	Tim Weese, Mid-Willamette Valley Community Action Agency	

1. **Welcome and Introductions**
   Josie Silverman-Mendez called the meeting to order at 3:00 pm.

2. **Committee Administration – Josie Silverman-Mendez**
   Approval of 9/6 Minutes: Michael Livingston moved approval of the minutes. Chris Berg seconded the motion, which passed, with Michael voting no and Margie Lowe voting yes reluctantly. Michael expressed concerns about Dan Clem being listed as a committee member in the minutes.

   Membership Discussion: Janet Carlson explained that in reviewing the board of directors' minutes, Dan Clem had not resigned from the P&E Committee, meaning that he would need to resign currently to no longer be considered a committee member. She stated that she would be proposing revisions to the board charter, adding language requiring the board to approve any future leaves of absence for committee members, including date parameters for the requested leave.

   Committee members discussed the need for regular attendance at committee meetings and agreed that language should be added to the committee charter, as follows:

   1. **MEMBER RESPONSIBILITIES**. PE Committee members shall regularly attend committee meetings. A member is responsible for reporting any absences to the chair. More than two unexcused absences in a six-month period will result in the committee considering the member's resignation or recommending termination to the board. Acceptable reasons for an absence include illness, family emergencies, or other unanticipated or extenuating circumstances.

   Margie made a motion to add this item as an action item to the committee agenda. Michael seconded the motion. The motion passed unanimously.

Margie made a motion to approve the committee charter language related to member attendance at committee meetings and to forward the committee's revised charter to the Alliance board for approval. Alisa Parker seconded the motion. The motion passed unanimously.

Responsibilities & Procedures Document: Josie said that the committee spent a long time looking at this document, in addition to workgroup meetings outside of committee meetings. She sees this document as a sister document to the committee charter. Josie asked Janet to summarize the remaining revisions to the document. The committee discussed the process for Jan Calvin being a conduit or facilitator for committee data requests.

Margie suggested that there be a report out to a broader audience when data has been requested by various stakeholders, as requested data reports may fill a need elsewhere. Jan noted that work is continuing to develop an outward-facing data dashboard. She also has plans to create an annual report. Michael stated his expectation that there be no impediments in getting needed data and his hope that nothing in the proposed process would prevent one-on-one communication with Tim Weese and Chris Berg. Jan affirmed that the process would not create those impediments. Josie added her perspective that it is helpful that Jan, Tim, and Chris will continue working together through the Data Workgroup.

Michael made a motion to approve the Responsibilities & Procedures document, which was seconded by Chris. The motion passed unanimously.

Data Workgroup Update: Michael shared information from the "plain language" document about the three focus System Performance Measures. He said that when looking at project performance, consider what questions are raised from the data reports. Chris recommended a quarterly review. Margie encouraged the group to have a dialogue with providers to ensure the reports are giving an accurate depiction of project outcomes. It is important to understand the whys. Providers need to see data as it changes over time.

Chris asked whether the workgroup or committee wants to try to assess data quality? Jan Calvin noted that the HMIS Users Workgroup looks at data quality. Josie added that this is another dot to connect.

Review & Ranking (R&R) Subcommittee Debrief: Josie kicked off the conversation by stating there was positive feedback about Alliance board member participation on the subcommittee this year. It is one way to connect the R&R Subcommittee work to the board. Board member feedback included a request to invite funded projects to make annual presentations to the board. In discussing the Special Notice of Funding Opportunity (NOFO), subcommittee members recognized there was opportunity to better connect health and housing partners. How can we use the NOFO as a catalyst to make these connections? Josie suggested bringing the three regional hospitals and the Coordinated Care Organization to the table. Regarding the technical review process, there were a lot of reflections around data. In the debrief, subcommittee members recommended that the technical review not provide scoring recommendations, but to leave scoring decisions to subcommittee members.

Michael provided additional proposals: 1) require P&E Committee member participation on the R&R Subcommittee, with at least four people from the P&E Committee participating; identify the committee members in June; 2) when developing scoring tools, there is room for extra weight for projects that the CoC really needs; 3) training needs to occur for R&R Subcommittee members before the process begins; 4) subcommittee members should do at least initial scoring outside the R&R Subcommittee meeting; and 5) a technical review should be applied to non-substantive scoring, approved in advance by the R&R Subcommittee.

Josie added that she saw a lot of improvements this year.

NOFO Debrief: There was not enough time remaining for the NOFO debrief discussion. Janet will provide the debrief at a future meeting.

New Business: Margie announced that when putting together the regional early learning plan, it was a chance to connect with Jan, looking at data in terms of wider geographic areas and understanding the broader context.

Jan announced that community stakeholders, including youth and young adults, spent six months creating a Coordinated Community Plan for the Youth Homelessness Demonstration Program (YHDP). Now the YHDP projects are being launched and a summit meeting is in the works to show how the plan is rolling forward. She asked committee members to watch for a notice of the event.

Adjournment. With no further business, the meeting was adjourned at 4:25 pm.