P&E Committee Membership	Future Meeting Topics
1. **CHAIR:** Josie Silverman-Mendez, Willamette Health Council 2. Chris Berg, Oregon Housing and Community Services 3. Dan Clem, Union Gospel Mission 4. Julie Conn-Johnson, 24J McKinney Vento Program 5. Michael Livingston, CANDO Neighborhood Association 6. Margie Lowe, Marion & Polk Early Learning Hub 7. Aryn Walker, Marion County HHS **Consultants:** Janet Carlson and Jan Calvin	• Reallocation discussion • Quarterly SPM data reviews • System improvement (strategic plan recommendations) • FY 2023 Review & Ranking process • Member recruitment • Next annual report to the Alliance board

PERFORMANCE AND EVALUATION COMMITTEE

Tuesday, February 7, 2023
MEETING MINUTES

ATTENDANCE		
Member	**Organization**	**Attended**
Chair: Josie Silverman-Mendez	Willamette Health Council	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
Aryn Walker	Marion County Health and Human Services	Yes
Consultants and Guests	Janet Carlson, MWVHA Consultant	
	Jan Calvin, MWVHA Consultant	
	Ami Maceira, Willamette Workforce Partnership	
	Tim Weese and Elliott Lapinel, Mid-Willamette Valley Cmty. Action Agency	

1. **Welcome and Introductions**
   Josie Silverman-Mendez called the meeting to order at 3:04 pm.

2. **Committee Administration**
   Approval of 1/3/22 Minutes: Michael Livingston moved approval of the minutes. Margie Lowe seconded the motion, which passed unanimously.

   Conflict of Interest/Code of Conduct Annual Forms: Josie reminded committee members to complete the forms, which are required annually by HUD and the CoC Governance Charter. Janet Carlson thanked Michael and Margie for already returning their forms.

Debrief 2022 P&E Annual Report to the Board: Josie asked for feedback from committee members who attended the January Alliance board meeting. Margie said that the presenters did a great job sharing the data. She found it concerning that board comments rejected the validity of the data and expressed appreciation for how presenters responded. Michael quoted the saying that "truth is like poetry, and people hate poetry." He added that he was pleased that the committee made a report to the board; thought it was a great idea to have the committee's primary responsibilities lead the presentation; found it a good exercise to prepare, making the information approachable and accessible, but not dumbing down nor a PR presentation. We are starting to make the language more accessible to us and to see things in a more functional way. He thought the presentation set a good precedent for the future.

Josie commented that was great to have the small data workgroup to look at data on a monthly basis. It is the core group that shaped the report. With the first report completed, the committee can prepare information throughout the year, rather than pulling it together at the tail end. She thought it was important to capture the key takeaways. Margie observed that the board seemed unfamiliar with what the metrics were and asked if there was a way to periodically put this information before them. Michael agreed and asked if there was a way that we can do more? Janet commented on the time constraints the board has faced in agenda planning, but suggested that the reallocation discussion that will occur prior to the RFP process might be another opportunity to connect reallocation decisions to data.

3. **System Performance Measures (SPM) Quarterly Review**

Chris Berg, Jan Calvin, Michael, and Josie reviewed slides in a PowerPoint presentation (attached) that reflected updated twelve-month data ("two quarters worth of rolling twelve-month data") for System Performance Measures 1, 2, and 7.

Questions and comments included:

- For SPM 1, which beds are Safe Haven (answer: Veteran beds at MWVCAA's Tanner Project);
- For SPM 2, request to revise the layout of data on Slide 10;
- For SPM 2, question about how race categories are defined and the use of primary race, rather than multi-racial identification;
- For SPM2, influence of Veteran street outreach and available Veteran networks on returns to homelessness;
- For SPM 2, limitations of the measure and on drawing conclusions about system impacts on the people being served; whether higher level measures about populations being served could be presented; how equitable or effective is the service system in serving families, Veterans, and people experiencing chronic homelessness; and
- For SPM 7, the extent to which the increase in persons exiting Street Outreach was influenced by data clean up; effect of data entry protocols on data quality and completeness.

Highlights included plain language descriptions of each of the selected system performance measures; SPM 2 measures were stratified by race, ethnicity, gender, and Veteran status; and next steps which included getting to a place where we can identify trends, opportunities to identify incremental improvements that could inform the

committee's report to the board next year, and future recommendations of targets and benchmarks for program reviews.

4. **Program Review Checklist**
   Josie framed the discussion about the committee's role to conduct site reviews and noted that volunteers will be needed for each program review session now scheduled in April. Janet reviewed each section of the program review checklist which was updated after two meetings with the Data Workgroup. Compliance measures were accompanied by a larger paper that documented HUD expectations around each of the measures. The performance measures were the primary focus of the Data Workgroup, which opted to not identify targets this year, but rather use the current year as a baseline for future target development, which would then be approved by the Alliance board. Janet concluded that the current checklist is a starting place to be refined after the first round of site visits is completed. She added that she will be sending out a sign-up list for volunteers to participate in the site visits.

   Margie moved that the committee adopt the program performance review materials (1.0 version). The motion was seconded by Julie Conn-Johnson and passed unanimously. Michael commented that after the site visits conclude, we need to ask the question, "Did this give us what we needed to know?"

5. **Public-Facing State of Homelessness Dashboard**
   Jan Calvin provided background about the Capacity Grant provided through Oregon Housing & Community Services and the committee's past conversations about the need for a data dashboard. She demonstrated how this region's database might look by providing an overview of Lane County's dashboard and reviewing its presentation of shelter utilization data as an example. Jan encouraged committee members to review the Lane County website more thoroughly. The Collaborative Committee will also look at the dashboard at its meeting next week. She said she thought this model was the most versatile.

   Josie added that next steps include an opportunity for committee members to participate in the Collaborative Committee meeting and would Jan come back to the committee, since her time was limited. Michael asked that the Data Workgroup have an opportunity to review and discuss the format prior to additional committee discussion.

   Lane County's data dashboard can be found at
   https://public.tableau.com/app/profile/lchsd#!/

6. **New Business**
   None.

7. **Adjournment**
   With no further business, the meeting was adjourned at 4:34 pm.