Mid-Willamette Valley Homeless Alliance

PERFORMANCE AND EVALUATION COMMITTEE

Tuesday, April 4, 2023
MEETING MINUTES

ATTENDANCE		
Member	**Organization**	**Attended**
Chair: Ami Maceira	Willamette Workforce Partnership	Yes
Chris Berg	Oregon Housing and Community Services	Yes
Dan Clem	Union Gospel Mission	Yes
Julie Conn-Johnson	24J McKinney Vento Program	Yes
Michael Livingston	CANDO Neighborhood Association	Yes
Margie Lowe	Marion-Polk Early Learning HUB	Yes
Josie Silverman Mendez	Willamette Health Council	Yes
Aryn Walker	Marion County Health and Human Services	Yes
Consultants and Guests	Janet Carlson, MWVHA Consultant	
	Jan Calvin, MWVHA Consultant	
	Hunter Belgard, Oregon Housing & Community Services, HMIS Administrator	
	Tim Weese, Mid-Willamette Valley Community Action Agency	
	Marianne Bradshaw, Consultant	
	Alex Mozell, Ph.D. candidate, Willamette University Professor of Economics	

1. **Welcome and Introductions**
   Ami Maceira called the meeting to order at 3:02 pm and invited participants to introduce themselves.

2. **Committee Administration**
   Approval of 3/7/22 Minutes: Julie Conn-Johnson moved approval of the minutes. Margie Lowe seconded the motion, which passed unanimously, with two abstentions (Dan Clem and Josie Silverman-Mendez).

3. **Site Visit Preparation**
   Janet Carlson went over the logistics for the four scheduled site visits, including locations and members who volunteered to participate. Julie Conn-Johnson volunteered to participate in the Sable House visit. Janet then summarized the technical review elements prepared by Jan Calvin from documents provided by the programs prior to the site visits. Discussion topics included the process for facilitating site reviews, whether there will be opportunity to see programs operating while on site, time allocation for discussion about the various site review criteria, opportunities for technical assistance based on site visit learnings, audit findings, domestic violence providers use of comparable databases, and debriefing opportunities.

4. **Cross-Committee Discussion**
   Janet described the discussion that occurred at the March meeting on this topic and highlighted using a sampling methodology for the PIT Count as an example of how other committees in the Alliance can influence data collection. Janet then invited Josie Silverman-Mendez to frame the topic. Josie talked about the P&E Committee being part of a larger organization in the work being done. She cited when organizing the first annual

report recognizing that there are key committees that impact the work of P&E Committee that currently P&E has no contact with, including the HMIS Users Workgroup which influences data quality, and the Veterans and Chronically Homeless Case Conferencing groups, which could answer questions about disparities observed when reviewing System Performance Measure (SPM) data. Having Hunter Belgard at today's meeting is the first attempt to have needed cross-committee discussion about data topics. Margie asked for more information about the purpose of each committee. Janet offered to send links to the information that is posted on the Alliance website.

5. **HMIS Users Workgroup**
   Hunter Belgard introduced himself and invited questions. Michael Livingston expressed interest in learning about changes in HMIS data entry that may impact data reports, such as the start date for entering a program. Hunter referred to the new data quality plan that creates baseline expectations in HMIS data entry. He used the project start date and move-in dates as examples to illustrate how current confusion by those entering data can influence SPM data. Hunter invited P&E Committee members to participate in discussions with HMIS Users Workgroup data to help the users understand the need for accurate and consistent data.

   Josie asked about the purpose of the HMIS Users Workgroup. Hunter responded that the HMIS Users Workgroup is required by HUD for Continuums of Care. The workgroup is a way to communicate with HMIS users about HUD expectations and changes/new expectations. It also creates opportunities for HMIS users to better understand or clarify HMIS issues and to request training, when needed. Josie asked about workgroup participants. Hunter replied that in addition to users, each participating agency is asked to send an administrator to the workgroup.

   With regard to workgroup priorities, the workgroup has been prioritizing tasks needed for the Continuum of Care to come into compliance with HUD standards. Beyond that, a focus on making data workflow easier for the user, while providing needed data, has been a priority.

   Regarding gaps in HMIS use, Hunter commented about the difficulty of requiring HMIS use by provider organizations not contracted through HUD. He noted that the Governor's Executive Order 23-02 requires HMIS data reporting and could result in community providers more broadly using HMIS. Other questions included related software programs, using HMIS as a compliance tool, seasoned and new participant organizations, training components/protocols, and transmitting user agreements.

   Ami thanked Hunter for coming to the meeting and sharing this information.

6. **New Business**
   No new business was brought forward. Michael thanked Ami for her willingness to step in as committee chair. Ami commented that Josie has set the committee up for success and thanked Michael for his kind words.

7. **Adjournment**
   With no further business, the meeting was adjourned at 4:18 pm.