Mid-Willamette Valley Homeless Alliance

PERFORMANCE AND EVALUATION COMMITTEE

Tuesday, May 2, 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	No
Julie Conn-Johnson	24J McKinney Vento Program	Yes
Michael Livingston	CANDO Neighborhood Association	Yes
Margie Lowe	Marion-Polk Early Learning HUB	No
Aryn Walker	Marion County Health and Human Services	Yes
Consultants and Guests	Janet Carlson, MWVHA Consultant	
	Jan Calvin, MWVHA Consultant	

1. **Welcome and Introductions**
   Ami Maceira called the meeting to order at 3:03 pm and invited participants to introduce themselves.

2. **Committee Administration**
   Approval of 4/4/23 Minutes: Julie Conn-Johnson moved approval of the minutes. Michael Livingston seconded the motion, which passed unanimously.

3. **Site Visit Debrief**
   Ami invited Janet Carlson to present a synopsis of reviewer ratings and information gleaned from recent site visits of Continuum of Care (CoC)-funded projects. Ami then invited reflections from members. Michael Livingston offered a list of recommendations in the Chat (see page 4) and stated that he was glad we did this, he saw it as a training run. Julie Conn-Johnson described the experience as a learning opportunity and said she was very encouraged by the process. She appreciated how open Sable House was with documentation and the opportunity to meet staff and verify processes. When asked what she looks for in a site visit, Julie replied, “is it welcoming?” “how is the program set up?” “how are connections made?” “is it sustainable?” Ami expressed appreciation for the previous work and said she also appreciated meeting people and seeing them in their environment, hearing different perspectives that would never be seen in their data. Jan Calvin pointed out the opportunity for cross-committee discussions with the Coordinated Entry Committee in tracking the efficacy of HMIS referral standards. She also noted that she had spoken with staff from Community Action to look at adjusting their subgrantee monitoring schedule, to more closely coordinate with the CoC in conducting monitoring visits.

   Ami asked Jan and Janet to describe strengths and weaknesses observed in the site visits. Aryn Walker then asked what the follow up step might be for performance problems. Janet responded that she would be following up with each provider and that the committee would have the opportunity to assess the process prior to next year’s visits. Jan added that in cases of poor performance, the CoC Governance Charter provides a process for creating plans of improvement.

Committee members then discussed how the site visit experience might be applied in the future to Youth Homelessness Demonstration Program (YHDP) projects. Jan noted that the outcomes delineated in the Coordinated Community Plan are different than outcome expectations for CoC-funded projects. Julie asked that the committee consider whether funds are being used to help youth or to build an organization? Michael concluded with a comment about the importance of data supporting those decisions.

4. **Notice of Funding Opportunity (NOFO) Feedback**
   Janet highlighted performance-related items in feedback received from the U.S. Department of Housing & Urban Development (HUD) about the Alliance's FY2022 application for funds. Janet has asked HUD for additional information. Michael noted the importance of digging in and asking deeper questions.

5. **Data Dashboard**
   Jan and Chris Berg walked through the features of the public-facing data dashboard that is in the Beta testing phase. The dashboard is in Tableau. After the demonstration, committee members asked questions, including whether the dashboard site is public (yes), how often is it updated (annually, with a goal of quarterly), and whether it is available for people to work with (yes)? Jan provided the access link:

   https://public.tableau.com/app/profile/oregon.housing.and.community.services/viz/HomelessServiesPrograms_FY22/PrimaryDashboard

6. **Quarterly SPM Data Review**
   Chris Berg stated that he would focus on new information that is relevant to the committee. He informed committee members that the HMIS software vendor had conducted a software update that "took a step back." Ad hoc versions of the SPM reports are no longer available, meaning that stratifications by various populations (race, ethnicity, Veterans, gender, etc.) are no longer available. Housing & Community Services is working with the vendor, anticipating that the ad hoc feature can be restored. In the meantime, Chris was only able to access headline System Performance Measures (SPMs) over time. With that data, Chris created a quick SPM visualization that he shared with the committee, walking through data related to metrics 1, 2, and 7. (See next page for screenshot.)

7. **New Business**
   None.

8. **Adjournment**
   With no further business, the meeting was adjourned at 4:26 pm.

Michael Livingston's list of proposed site visit process revisions:

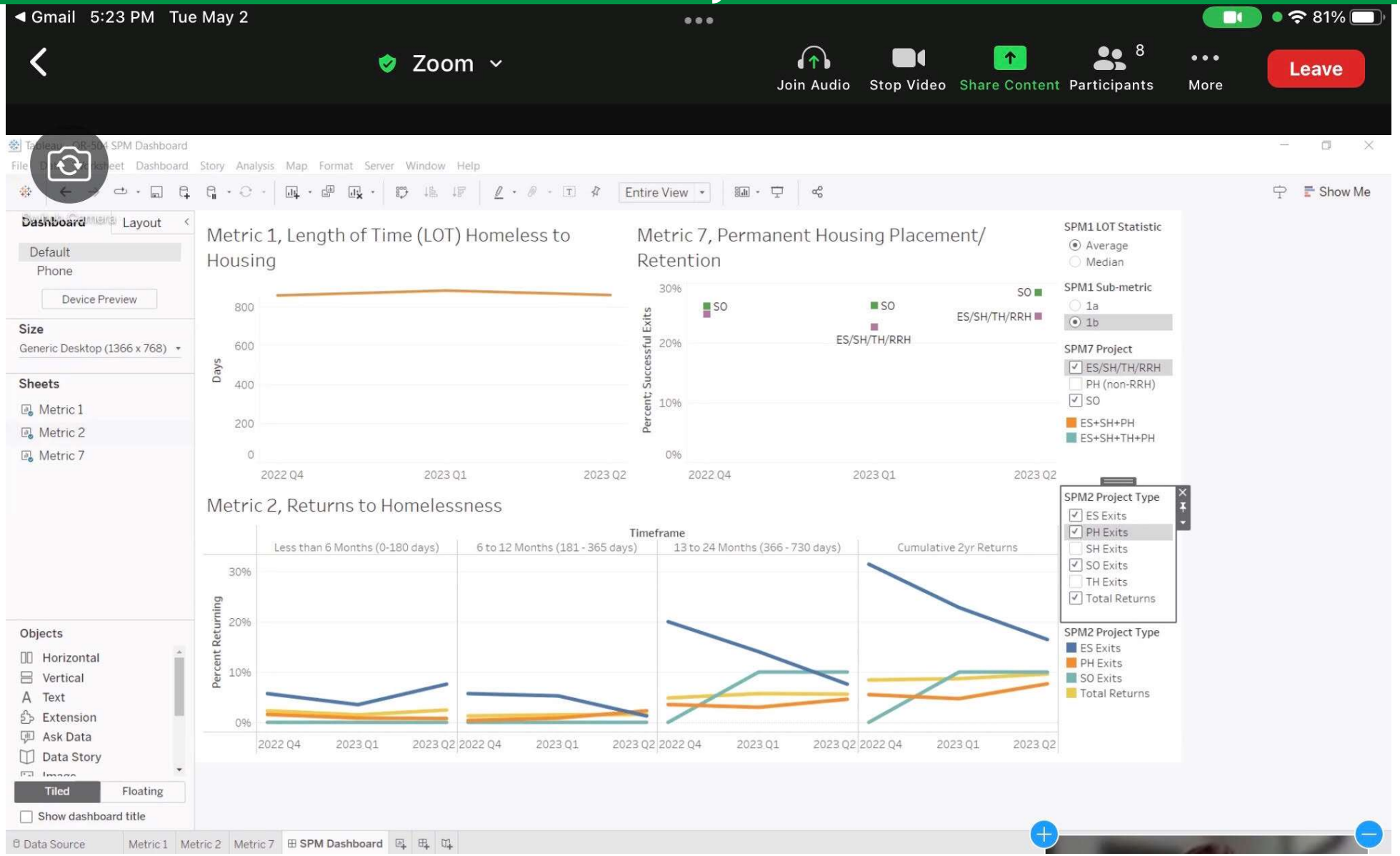
1. The CoC-funded project reviews should be conducted by a team of 3 P&E Committee members and supported by 1 Alliance consultant.

2. To ensure uniformity and consistency of the reviews and the resulting performance assessments, the same 3 Committee members should conduct ALL of the reviews. To make that prospect more likely and more convenient for the reviewing team: (a) the reviews should be conducted by video conference only; (b) the reviews should last no longer than 75 minutes, only 15 of which are devoted to supplemental compliance inquiries; and (c) the reviews should be scheduled out over one month, instead of being concentrated in a single week.

3. The reviewing team should be familiar with the HUD CoC program expectations for each of the projects to be reviewed.

4. The compliance portion of the reviews should be based solely on written materials and questionnaires and supplemental inquiries (if any) at the review session.

5. The reviewing team should submit a single performance assessment report to the P&E Committee.

6. Additional considerations: (a) the "checklists" and assessment tools used in the most recent CoC-funded project reviews should be revised as appropriate; and (b) a COC-funded project review should be scheduled as soon as possible for MWVCAA's Coordinated entry project, which was not included in the April reviews.

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