

PATA Minutes
8/18/16

Attendance: Michael Butler, Rachael Candee, Lara Chandler, Amanda Cox, Jennifer Dyer, David Greene,
Zach Gross, Robert Weiler, Alan Witchey, Alicia Vaughn
Facilitator: Kirk Taylor
Minutes: Kay Wiles

New CHIP staff introduced: Rachael Candee and Zach Gross who will now be known as ZRob since there are 2 Zachs at CHIP.

1) Ranking – Scenario 4 with recommended tweaks was approved by the BPC

Overview of NOFA:

- 80% finalized
- Will load ranking over the weekend
- Need to load renewals and new projects
- Will need readers before final version to assist with the narrative and the new projects
- There will be a draft of the narrative to everyone by August 31st
- Individual projects will be out for feedback on September 6th

Changed PATA meeting from 9/1/16 to 9/2/16 to allow more time for reading and feedback

Alicia sent list of attachments were sent to Kirk in order to get things posted
Alicia will also send to Michael to ensure things are posted to the CoC website by 8/29/16

Discussion of items for approval/update – all feedback to Kirk on items Kirk sent out on 8/17/16 by
Monday, 8/22/16 so they can be posted by 8/23/16 at latest

Notifications: need to notify Dove House; HVAF; Midtown Youth, and Midtown St. George that projects
will not be submitted

Notifications need to be written on letterhead and signed by the City
CHIP will compose the letter; send to PATA for feedback and send to City to send out to orgs.
Letters will include: thank you, please apply again, option to apply individually as a solo app., if
app was accepted or rejected and the appeal process

Performance Improvement Plans:

Add this plan to the renewal application so it will show unspent funds
Then request a plan to spend down unspent funds and ensure plan will spend 90% of funds
Ask City to schedule a meeting with specifics for amending projects, adding units and
timeframes
Also include Performance Measures
We want to everyone above the 75% threshold
Long discussion about how to develop a Performance Plan – what to focus on and how this
marries to the monitoring process – please be mindful not to ask the agencies to do unnecessary busy
work – they should be focused on implementation!
What measures are absolute – HMIS for example is absolute

How do we collect the feedback on the Performance Measures? Maybe through client surveys?

Move forward with unspent funds with a 1 page doc that will demonstrate how they will spend unspent funds to be in the 90% compliance range.

It was decided to table the conversation on Performance Measurement – recommendation to make any response have a capped wording and identify what is needed for increased improvement – this will allow us to begin to build strategy. Kirk and Rachael will work on performance improvement plans and bring drafts to the group.

Handout sheet of where scores come from and require response on all measures that are 75% or below.

Motion: We follow policy that any program that falls below threshold provide written performance plan of how they will improve and if score below 10 a separate plan for HMIS and biggest technical assistance need. Need to be sure this is written in a strengths based need for improvement for our clients.

This motion needs clarification as specifics regarding threshold and further explanation of “10” is needed.