

Albany CoC Operations Committee

Meeting Minutes December 14, 2016

Attended: Lyn Mack, Mary Oill, Rachel Alexander, Jenn Tabankin, Stephen Lape, Kelsey Addy, Kathy Magee

Excused: Nancy Andriano

Agenda Item	Discussion	Outcomes/Next Steps
Quarter 4 TA Visit	The Q4 Site Visit to SPARC (for both the CoC and ESG programs) was completed. No issues found. Feedback on the site visit process was that the technical assistance provided upfront continues to be helpful. The site visits are also beneficial to the reviewers so they can prepare their own projects for the process.	CARES to send the TA Site Visit to SPARC.
2017 Monitoring Calendar	<ul style="list-style-type: none"> • The next agencies to schedule site visits for 2017 Q1 are: Hope House, RSS and CARES, Inc. These will be scheduled for a date prior to the end of March 2017. (Hope House and RSS will be scheduled for the same date). CY17 Q2: Equinox has confirmed. • CY17 areas to monitor: The Committee will continue to monitor HMIS. A file review will be introduced in 2017 to look at homeless status/eligibility and documentation. The Committee will request a percentage of files to review. 	<p>Mary and Maggie will send available times/dates for the Q1 site visit to CARES.</p> <p>Jenn will reach out to all agencies who have not been monitored to place them on the monitoring schedule for Q2 (Albany Damien Center, CAPS, Support Ministries, HAC, St. Catherine's).</p> <p>CARES will begin to pull a draft tool together for the file review of homeless status and documentation.</p>
Status of APR	Kelsey review the HMIS Data Memos. No major issues. Hope House has some data that needs to be cleaned up.	Kelsey will send all agencies their data memos. Hope House will be put on the January agenda to follow up on their data quality.
Next meeting		January 11, 2017 3pm at CARES

Minutes respectfully submitted by Jennifer Tabankin, CARES CoC Team