



## PIMIT Workgroup Meeting Minutes April 9, 2009

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### *Items Relevant to Other Workgroups*

- *Communication Group:* The team discussed the survey from the Communication group.

### *Attendees*

*Barb Ritter*

*Craig Holderbaum*

*Gerry Leslie*

*Andrea Kuhn*

*Rich Burgis*

*Teresa Duhl*

*Cecil McNally*

*Bruce Beaudoin*

*Nancy McCrohan, PPA*

*Scott Southard, PPA*

### *Discussion Items*

#### **Introductions/Other Items**

- Nancy reminded people that the Communication Workgroup had invited everyone to complete an online survey in preparation for the May Convening. The length of the Communication's survey was discussed by the group. Some said it took as long as 45 minutes to do. Nancy will pass the length discussion on to the Communication group. Rich noted that the info asked was useful, it was just too long. Barb thought some of the questions were similar to each other.
- The HUD data standards will be published shortly for public comment. We might want to discuss these with our group and how these can be brought into 10 year plans. This impacts what must be in HMIS and how we are accountable.
- Barb noted it might be worthwhile to look at system utilities, at new reports we can add to the list of data systems to review at a future meeting.
- The stimulus money has been affecting all of the regions. It is a very busy time. Barb is on the TA list for the funds and work.

#### **In-Person Convening (May 7)**

- The housing indicator presentation and review of the supportive housing database will be completed in May or June.
- There is no final MSHDA agenda at this time prepared for the meeting.
  - A preliminary agenda by MSHDA suggests that the workgroups will review the others' action plans. This would be followed by a cross-discussion among the groups.
  - Barb doesn't think this will take the entire meeting. She would like to spend some time looking at measures and report cards and thinking of what the team can do to support those measures (See action plan 1.3 discussion below).
- The group considered the following items for an agenda for our 3 hour workgroup breakout: (A) action plans of other groups (B) 10 year plan measures (C) examples of annual reports.

- Rich is not able to attend (will be out of the country). Craig will not be able to attend, as well. Craig wondered if he would be able to call in. If not he might send someone else in his absence (He recommended Mike Harris from the Communication group).

### **State-wide Implementation Group (formerly SLT) Update**

- There wasn't a DRT (AKA SLT AKA SIT) meeting last month. The stimulus funds coming into our state has been distracting for the team members.
- However, Nancy reported that that leadership team has been discussing, and apparently have made some changes in composition. The team is smaller now than the original DRT group. It will continue to oversee the five workgroups.

### **Newsletter**

- Nancy discussed the need for news items for the website, specifically: (1) success stories around the Campaign, and (2) Examples of promising practices (national, theoretical) which are not human interest stories, per se, but higher-level, more aggregate examples.
  - Pace & Partners will be collecting the stories and will like to talk to team members about their entries. What they will be looking for is, for example, name of program, how many people are served, etc. It would be a brief conversation and they would do the writing of it.
    - ◆ Nancy requested the info be e-mailed to her and then she would forward the info onto Pace who will contact the contributor directly. Nancy will create a reminder e-mail about this for forwarding among the group and others.
  - Barb discussed some possible ideas for stories. Some examples from Barb are the work around prisons and released prisoners (Muskegon Coordinator care for re-entry), Grand Rapids housing first project, Detroit's outcome project, and the work Oakland is doing with technology (handheld data collection).
  - Another example listed: Cecil's work with Goodwill. Nancy will ask Cecil about this work after the meeting.

### **Action Plan Status**

*Action Item #1.1 Inventory data systems and identify data to share.*

- Free Lunch Data
  - Barb began by noting that Rich did fine work with free hot lunch data.
  - Rich: CEPI collects info from all of the schools and districts in state on who is eligible for free or reduced lunch. This information can be used as an estimate of poverty and as a leading indicator towards homelessness since it shows a change in income.
    - ◆ This data is audited by the FDA, making this a good data set to work with.
  - The data are from 2007-08, and are ordered by school and district, so Rich had to sort the data by county himself.
  - It shows that there is a significant problem with poverty in the state. Both the data sheet and map were shared with the group (the hope is to include the map on the Web site, it could be used in preparing grants by the regions).
  - It is possible that some schools choose not to participate in this program. This would impact the validity of the data. We need to verify whether there are schools missing..
  - Since this data relates to family, what does this mean for single people? Barb said we might actually be seeing more individual homelessness as compared to families.

*Action Item #1.2. Identify and implement ways of sharing data through the Campaign to End Homelessness Web site.*

- The team is still planning what data to put on the Web site. The plan is to publish some of the outcome data, regionally and state-wide level. The CoC level will be mostly prevalence data. So far 31 continuums have agreed to participate in Web project. Barb thinks that number will increase as we move forward.
  - At this time, the team hasn't had anyone change their mind about the data reporting tools yet. We need to set it up so that people can check their data first before it gets published.
- There should be a June launch for the data. This will be around the same time as the benchmark report.
- The “unveiling” of the Web site is set to happen at the affordable housing conference in June.
- Barb has already used the housing locator site. (It will be presented at a later meeting.)

*Action Item #1.3. Develop common strategies for measuring outcomes.*

- As requested, Nancy has begun reviewing the 10-year plans. Her goal is to look for good examples with easily measureable goals. She received the plans from CHS staff who did the common theme analyses. Nancy noted there is quite a variety in the plans (few had a detailed protocol for the work or review) and there is a lot to review. Some are quite lengthy.
  - Teresa noted that some 10 year plans may be been updated since they were originally created. Cecil said that his group looks at the plan, but there has not been a change.. Is there a process for updating the info or for tracking it? We can ask. Maybe people can create and bring with them an update on how the plans are moving forward? Perhaps we could also look at annual reports with results?
  - One way to approach this is to review selected plans for good measures within each of common themes. Nancy is already seeing trends in how measures are discussed or approached. For example, housing-specific measures and measures around building awareness. She has noted a few already that she has found to be good (Maybe they will be made part of the team's toolkit).
  - Barb noted that it is our hope that by doing this the team can find ways to support the different measures. It will give the team a good idea what to make a priority moving forward.
  - Can we ask MSHDA to tell people in other groups to bring to the May meeting the tools they use to assess their plans?
  - Nancy will check with Vanessa to see if they get updated 10 year plans and if not, then ask Sally about if they solicit this information and annual reports.
  - Both Andrea and Teresa agreed to assist Nancy in reviewing the plans and searching for common themes. The hope is to report on this at the May meeting.
  - Barb discussed the work that could be done at the meeting in working through the measures, thinking and creating tools to assist the plans.

*Action Item #1.4. Seek and support internal and external research partnerships,*

- Will be discussed at a later time.

*Action #1.5. Identify tools and data to support 10-year plan, and program/agency performance improvement and efficiencies.*

- Will be discussed at a later time.

### ***Tasks Completed***

- Free lunch data reviewed.
- Began discussion around the group on what tasks to work on during the May meeting.

### ***Tasks Assigned***

- In regards to the May Meeting:
  - Nancy will be in touch with Andrea and Teresa about coordinating work on measures.
  - Nancy will send out reminder e-mails about date for the next meeting.
  - Bring tools that are used to assess measures around the 10-year plans, if available.
- Nancy will send out the e-mail regarding stories for the newsletter.
- Nancy will check with Vanessa if updated 10 year plans are tracked or collected, and then follow up with Sally as needed.

### ***Next Meeting***

- In-Person Convening, May 7, 2009.
  - This will be taking place at the Kellogg Center in East Lansing.
  - It will be an all-day event. (If you can not attend, please contact Nancy and Barb. If you care to, ask someone else to represent your region at the meeting).
  - More information (including agenda) will be coming later in the month.