**Project Evaluation and Assistance Committee Meeting Minute – February 3, 2015**

Present: Sue Katzer, Byron Wright (co-chair), Joana Hemschemeyer (co-chair), Tom Ekval, Jeanette Petts, Kelly Christianson, Kim Carey, Fran Murillo, Jerome Martin, Kim Cable, Patrick Leigl, Martha Pearson, Megan Haeger, Dan Laurent and Meika Burnikel

Excused: Jen Chadderdon

1. Results of monitoring:

CASCW desk monitoring is still in progress.

Letters on the results of the monitoring of the City of Appleton and the Housing Partnership of the Fox Cities were shared with the committee. An issue discussed was what the consequences was if grantees were not prepared for monitoring. It was generally agreed that the subgrantees being prepared was the responsibility of the grantee. Our committee also participated in the monitoring of Rock County Shelter Plus with the State of Wisconsin.

1. We will look at project rankings to determine who to monitor in 2015.

We then discussed continuing to pick the sites for desk monitoring from the middle of the rankings.

1. Update monitoring tools – make suggestions/changes.
2. How do we monitor Service Point use (monitors have no right to see data) without agency permission. We may ask HMIS staff for info we want on Service Point (data completeness, quality, etc.).

It was suggested that ICA staff come with us on monitoring visits since there may be expectations that they monitor agency use of Service Point.

1. File review when we do a desk monitoring.

Don’t need client...case management notes.

Meika Burnel – come up with a list of what forms we want to examine.

Next meeting March 3rd at 3 p.m.

Minutes submitted by Byron Wright.