



Working Group Report to the Board October 2020

Working Group: Monitoring Working Group (MWG)

Champion: Jani Christison, City of North Las Vegas (CNLV) & Danita Osborne-Morris, Clark County Social Services (CCSS)

Meeting date, time, and location: October 14, 2020 (2rd Wednesdays) at WebEx

Attendees: Bitfocus (phone): Julee King; CNLV: Jani Christison; CCSS: Danita Osborne-Morris, Natalie Grajeda, Nichole Hancock, Tameca Ulmer; Help Of Southern Nevada (HOSN): Bridget Claridy; US Vets: Michelle Johnston

Accomplishments - Action Items Completed:

- Reviewed APR report and developed updates to the practice.
 - The APR was chosen to be the reporting mechanism by the Monitoring Working Group after Julee Kind presented the APR and the HMIS reporting tool to the group at a previous meeting. After this was decided in the last meeting, concerns were expressed in this meeting over its similarity to the V3 report that already exists in HMIS. This was acknowledged, and it was decided by the group to compare the V3 Report with the APR and make sure that there were no items that would be “double-counted” in the scoring process, and the APR would be updated to reflect any overlap in those reports.
 - For the sake of time, comparing these two reports was going to be completed before the next meeting by a member of the working group.
 - Michelle Johnston agreed to be the one compare the two reports and bring back her findings to the group.
- Reviewed the Monthly Drawdowns Spreadsheet and fine-tuned the process.
 - Danita Osborne-Morris had updated the Monthly Drawdowns Spreadsheet since the last meeting to reflect the programs’ spending drawdowns over the last month.
 - Need to create follow-up process with programs that are not making their spending drawdown deadlines.
 - Danita is going to update the spreadsheet to add a column that reflect the current percentage of the grant a project has spent down to ensure ease in seeing which programs are on track and which aren’t.
 - Jani is going to create an email template before the next meeting for the group to review. This email template will be used to send out check-in emails for programs that are not meeting their target drawdowns for the grant period.

Next Meeting on November 16, 2020 at 1:30 pm at Webex