

**Volusia-Flagler CoC Minutes of the HMIS Committee**

**Date:** August 20, 2015 12:00 – 12:55 PM

**Location:** 1555 LPGA Ave. , Daytona Beach

**Members in Attendance:** Robin King; Curley; Susan Clark; Jeff White, Amanda Nixon, Loretta Wilary,

**Members Not Present:** , Angleia Briggs, , Bill Fletcher, Gary Meredith, Donna Dooley Cheryl Fuller; Pat James, Richard Curley; Cherly Atkins

Gary Meredith resigned as of 8/19/15

**Presiding:** Robin King, HMIS Chair

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Needed</b>	<b>Follow-up (by whom &amp; when)</b>
<b>1. Welcome and Introductions</b>	Meeting called to order at approximately 12:05 pm. Robin King -chaired meeting.	• None	• None
<b>2. HMIS Minutes-review</b>	Minutes were reviewed and motion to approve was seconded and passed.	• None	• None
<b>3. HMIS Budget</b>	Budget was corrected and additional change to include annual fees were included. Jeff White presented that this puts the budget in the black, but not by much. Short conversation about reallocation of CoC funding to include HMIS moving forward into the CoC competition and the importance of increasing staffing and budget for this.	• Present Revised	• Staff  Jeff White/committee members
<b>4. Fee Policy statement</b>	Jeff White presented fee policy statement for review. Suggested changes from Ms. King, Ms Clark and Ms Wilary included clarifying new versus existing license fees, Adding verbiage about training reimbursement by Career source as a way of covering costs by agencies and looking at a specific training day out of the month by the HMIS administrator. It was also suggested a fee chart be attached and an	• Review policy and make changes for Steering Committee review	• FEE chart

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	emergency cancellation clause so that agencies would not be charged for unavoidable cancellations.		
<b>5. Monitoring Committee</b>	Mr. White suggested that a monitoring committee be created out of the HMIS committee members in order to maintain accountability of the different programs that report through the HMIS system. Robin King suggested that HMIS be the lead but engage agency HMIS staff to do the actual monitoring. Discussion about set up and format ensued with consensus that a different HMIS committee member would lead a team on a rotating basis to conduct the monitoring. Ms. Clark suggested a monitoring tool be drafted that was not too cumbersome to train staff but maintain accountability. Mr. White will look into different tools for the associated grant funded projects.	<p><b>Continue to develop pilot for “Peer Review monitoring “</b></p> <p><b>Michelle Wilson will identify community agency HMIS staff that stand out and would be a positive factor in the program</b></p>	<ul style="list-style-type: none"> <li><b>• Jeff White/ HMIS committee members.</b></li> </ul>
<b>6. Schedule Next Meeting</b>	The next meeting was scheduled for September 17, 2015 at 12:00 PM. @ 1220 Willis ave. (SMA Board Room) - Daytona	•	•
<b>7. Adjournment</b>	<b>Adjourn:</b> There being no further business, the meeting was adjourned at 12:55 PM	•	•

Respectfully Submitted by: Jeff White

Approved by vote of the VFCoC HMIS meeting on \_\_\_\_\_

**Robin King/Cheryl Fuller , Co-Chairs**\_\_\_\_\_