

**Volusia-Flagler Continuum of Care
HMIS Committee Meeting Minutes**

Thursday, February 18, 2015

12:00 PM – 1:00 PM

SMA Behavioral, 1220 Willis Ave., Daytona Beach

Attendees: Cheryl Fuller, Pat James, Robin King, Jeff White, John Moreau, Michelle Wilson, Victoria Brown-Searle, Chenoa Yancey

Absent: Amanda Nixon, Bill Fletcher, Carl Epley, Cheryl Atkins, Loretta Wilary, Rich Curley, Shelia Jennings

I. Welcome and Introductions – Robin King, Chair

Robin King called the meeting to order at 12:00 p.m. Introductions were made.

II. Review Prior Minutes – Robin King, Chair

Ms. King called for a motion to approve the minutes of 1/21/16. Cheryl Fuller made a motion to approve the minutes as presented; the minutes were approved unanimously.

III. Sponsorships Levels

a. Sponsorship Application

The Committee reviewed the sponsorship application presented by Victoria Brown-Searle. The Committee agreed that criteria need to be established for the sponsorship application. The criterion is as follows:

- Replace sponsorship with scholarship.
- Provide an annual budget
- Do you have computers to access the HMIS Database?
- Do you have internet access?
- How many HMIS users do you have?
- How many people did you serve last year?

b. Sponsorship Levels

The Committee reviewed the sponsorship levels, revisions are as follows:

- Add a blurb at the top of page “ \$600 can help a local service provider...”
- Add a \$600 donation section.
- Add what HMIS is.

The sponsorships would be solicited as the Coalition. Ms. Brown-Searle will send the updated document out to the Committee for approval to present to the Board.

ACTION ITEM: Ms. Brown-Searle will make revisions and send it to the Committee for approval to present to the Board.

IV. Funding Request

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The Committee reviewed the funding request. Revisions are as follows:

- Take out forecast.
- Breakdown resources
 - Case management
 - Food, etc...

ACTION ITEM: Ms. Brown-Searle will make revisions to the funding request and send it to the Committee for approval.

V. Monitoring

Robin King gave a recap of the peer monitoring to the new committee members. The Salvation Army is the next agency to be monitored the week of March 20th. Mr. White is scheduling the date with Tony Deobil of Salvation Army. He is looking for additional volunteers to participate in these monitoring. A HIPAA form will need to be created and signed by the volunteers. DCF has HIPAA trainings. It was recommended to reference “please respond in writing for actions taken” in monitoring report. The turnaround time for the agencies corrections is 60 days of receipt. Mr. White will ask the Neighborhood Center to volunteer in the next monitoring. Pat James is willing to be trained to participate as well.

VI. Action Items:

1. Ms. Brown-Searle will send a Doodle Poll out to the Committee to schedule the next HMIS committee Meeting.
2. Ms. Brown-Searle will make revisions and send it to the Committee for approval to present to the Board.
3. Ms. Brown-Searle will make revisions to the funding request and send it to the Committee for approval.

VII. Old Business

Ms. King asked for a membership fees update. A motion was made to discuss the membership fees at the next Board meeting.

VIII. New Business

No new business at this time.

IX. Adjourn

There being no further business, the meeting was adjourned at 12:53 p.m.

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Minutes prepared by: Victoria Brown-Searle, CoC Secretary

HMIS Chair: _____

Next meeting: March 17, 2016