

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

**Date:** June 18, 2015 12:00 – 12:55 PM

**Location:** 1220 Willis Ave. , Daytona Beach

**Members in Attendance:** Robin King; Richard Curley; Susan Clark; Michele Wilson, Jeff White, Sheila Jennings, Angela Briggs, Cherly Atkins

**Members Not Present:** , Loretta Willary, , Bill Fletcher, Gary Meredith, Donna Dooley Cheryl Fuller; Pat James, Susan Clark

**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 12:02 AM. 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. Data Standards and Policies</b>	Coordinated Assessment agreement had been distributed by email for review. Suggested changes involved verbiage related to reasonable fees and what was considered reasonable. Robin King suggested that competitive fees be used instead. This change will be reflected in the revised version. There was also discussion concerning this agreement “superseding all other” and verbiage being added to reflect this change. Finally the annual fees for licensing and new license fees were discussed as language indicating these fees needs to be in the user agreements. Michelle Wilson explained the process of how licenses are distributed and some of the intricacies in “pooling” the license agreements of the current system in place. Robin King suggested that fees be paid once a year based on the number of licenses an	<ul style="list-style-type: none"> <li>• Present Revised Data Quality Policies and Procedures</li> </ul> <p><b>Send out HMIS user agreement for review/revision</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> </ul> <p><b>Jeff White/committee members</b></p>

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	<p>agency wants to retain and that any subsequent licenses issues will require the agency to purchase a new license which they will retain for their exclusive use. Committee was in favor of these changes which will be revised the user agreement and then distributed for review prior to the next HMIS committee meeting.</p>		
<b>4. HMIS Budget</b>	<p>Jeff White indicated that the current proposed HMIS budget was nto really reflective of what actual costs are in place. He reported he was doing his fiscal budget for next year and was also revising HMIS to reflect realistic costs and expenditures. HMIS budget will be presented for review next HMIS meeting.</p>	<ul style="list-style-type: none"> <li>• <b>Present HMIS Budget Funding review</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>HMIS Budget Break out committee</b></li> </ul>
<b>5. other business</b>	<p>Robin King brought up the need for non-funded individual and agency involvement in the HMIS planning process. She inquired about efforts to engage Bill Fletcher to review the HMIS system. Jeff White reported that he has not done this yet but will add it to his agenda. Rich Curley reported that he would also like to be a part of this HMIS review. Jeff Stated he would try to arrange a meeting whereby Bill and Rich could meet with Michelle Wilson and review the HMIS system.</p>	<ul style="list-style-type: none"> <li>• <b>Arrange for Bill Fletcher for on site vist with Rich Curley and Mishcelle Wilson.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Jeff White/ HMIS committee members.</b></li> </ul> <p><b>HMIS committee members.</b></p>

Agenda Item	Discussion	Action Needed	Follow-up (by whom & when)
		Revise survey with added suggestions	
<b>6. Schedule Next Meeting</b>	The next meeting was scheduled for July 23, 2015 at 12:00 PM. @ Career Source Admin Office- 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** \_\_\_\_\_