

Commission on Homelessness for Volusia and Flagler Counties

HMIS Committee Meeting Minutes

Wednesday, October 12, 2016

1:30 PM – 2:30 PM

Career Source, 329 Bill France Blvd., Daytona Beach

Attendees: Carl Epley, Chenoa Yancey, John Moreau, Jerry Cutter, Robin King, Tony Deobil, Jeff White, Victoria Brown-Searle, Angela Miles *Absent:* Clayton Jackson, Loretta Wilary, Lyn Hawkins, Michelle Wilson, Carrie Barid,, Angelia Briggs

I. Welcome and Introductions – Robin King, Chair

The meeting was called to order at 1:02 p.m. and introductions were made.

II. Review Prior Minutes – Robin King, Chair

The Committee reviewed the minutes of September 14, 2016. The minutes were accepted as presented.

III. HMIS License Policy and Procedures

Jeff White informed the Committee that VFCCH would like to revert back to the old process of buying the HMIS licenses and retaining them if an agency does not want them, the agency will be responsible for the HMIS user fees. The policies and procedures will need to reflect this change. A discussion took place about the number of current licenses and if the agencies want to increase or decrease their amount. Victoria Brown-Searle will follow-up with Michelle Wilson on this matter. A request was made for a fee schedule for license and user fees for 2016 vs. projected 2017 due to the change.

IV. HMIS Lead Report

Victoria Brown-Searle provided a report the HMIS Lead Report to the Committee. Michelle Wilson, HMIS Administrator, does not have the capability to pull a report to verify that are pulling reports. She contacted Bowman, who provided a report, in order for VFCCH to gain that capability, it would cost between \$1,000 -\$3,000 for the next few months. Victoria Brown-Searle will follow-up with Michelle Wilson to verify this amount. A discussion took place about the changes coming to Bowman System, which are anticipated to take complete effect in spring 2017.

V. HMIS Data Plan Review

The Committee reviewed the Data Plan and after much discussion, it was recommended to present the Plan to the Steering Committee in November.

VI. HMIS User Meetings and Trainings Update

The HMIS training format has changed; going forward the trainings will be done through webinars.

VII. New Business

a. HMIS Governance Chart Review Process

The Committee will need to review the HMIS Governance Charter for changes. Victoria Brown-Searle will send the charter to the Committee for review by Friday and feedback is due by November 1, 2016.

b. New Users from New Smyrna Beach

VFCCCH received a \$5,000 Homeless and Disadvantage Grant from the City of New Smyrna Beach to expand the HMIS access. The Committee identified Cudas Unhooked and Sacred Heart as potential agencies for this grant.

VIII. Adjourn

There being no further business, the meeting was adjourned at 2:22 p.m.

Minutes Prepared by: Victoria Brown-Searle, Collaborative Applicant

Committee Chair: _____

Next Meeting: November 9, 2016