

Commission on Homelessness for Volusia and Flagler Counties
HMIS Committee Meeting Minutes

Wednesday, January 11, 2017

1:30 – 2:30 PM

Career Source, 329 Bill France Blvd., Daytona Beach; Boardroom

Attendees: Carl Epley, Chenoa Yancey, Jerry Cutter, Hearth Haroldson, Loretta Wilary, Carol Dodge, Jeff White, Lyn Hawkins, Michelle Wilson, Victoria Brown-Searle; Absent: Carrie Baird, Ron Paradise, Clayton Jackson, Robin King, Tony Deobil

I. Welcome and Introductions – Loretta Wilary, Co-Chair

The meeting was called to order at 1:32 p.m. Jeff White introductions Lorretta Wilary as the new Co-Chair.

II. Prior Minutes – Loretta Wilary, Co-Chair

Ms. Wilary presented the minutes of November 16, 2017 for Committee approval. It was noted that Lorretta Wilary's name is spelled incorrectly. The minutes were approved with correction.

III. Privacy Plan

Mr. White presented the HMIS Privacy Plan to the Committee for approval to present to the Steering Committee. Ms. Wilary suggested adding a footer to the document for version control. A motion was made to approve the HMIS Privacy Plan to present to the Steering Committee by Lyn Hawkins and seconded by Jeff White. The motion was approved unanimously.

IV. Security Plan

Mr. White presented the Security Plan for review and approval to present to the Steering Committee. A discussion took place about the role of a HMIS Site Technical Administrator and if an HMIS End User can have dual roles in HMIS. Michelle Wilson stated she did not believe the system allowed for one person to be assigned both roles, it would have to be one or the other. Ms. Wilson will confirm this with her CS rep and will report back to the Committee. After much discussion, this item was table to allow further discussion.

V. HMIS Governance Charter Review Update

Victoria Brown-Searle informed the Committee that the CoH Board will review the governance charter in February.

VI. New Business

a. Policies and Procedures

The Committee will start reviewing policies and procedures next month.

b. OrgCode Site Visit

Mr. White updated the Committee about his site visit at Changing Homelessness in Jacksonville. They suggested bringing in a third party to assess our HMIS data. Jeff White stated he is requesting technical assistance from HUD and would like a second source to review our HMIS system, too.

c. Data Issues

A discussion took place about data quality issues and documenting the units of service in HMIS. It was suggested that the Executive Directors, grant writers and frontline staff to attend the next meeting to discuss these issues.

VII. Adjourn

The meeting was adjourned at 2:44 p.m.

Minutes prepared by: Victoria Brown-Searle, Staff

Committee Co-Chair: _____

Next Meeting: February 8, 2017